

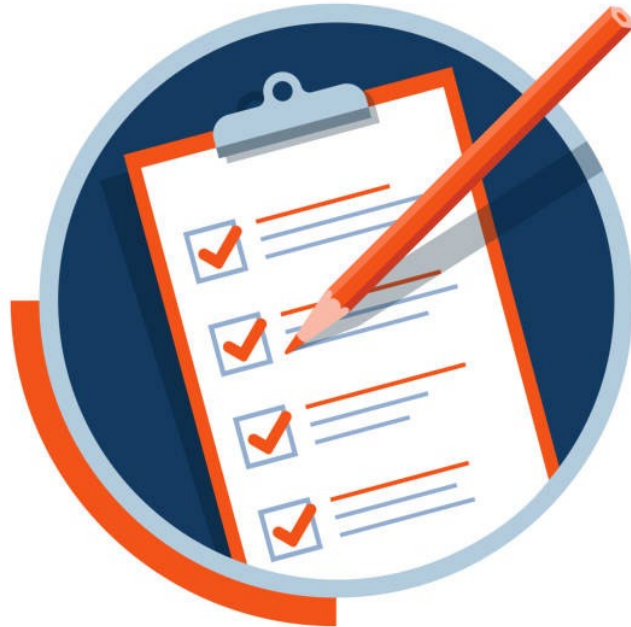
PURCHASING TRAINING

Truckee Meadows Community College



AGENDA

- Procurement Overview
- Spend Categories
- Supplier Registration
- Procurement Options
- Supplier Invoice Request
- Requisitions

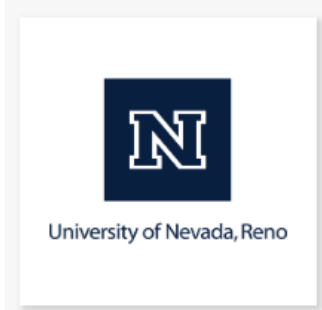


- Purchase Order Process
- How to Create Receipts
- Insurance Requirements
- Licenses and Certifications
- Contracts
- Resources

PROCUREMENT OVERVIEW

Overview of BCN Purchasing

BCN PURCHASING



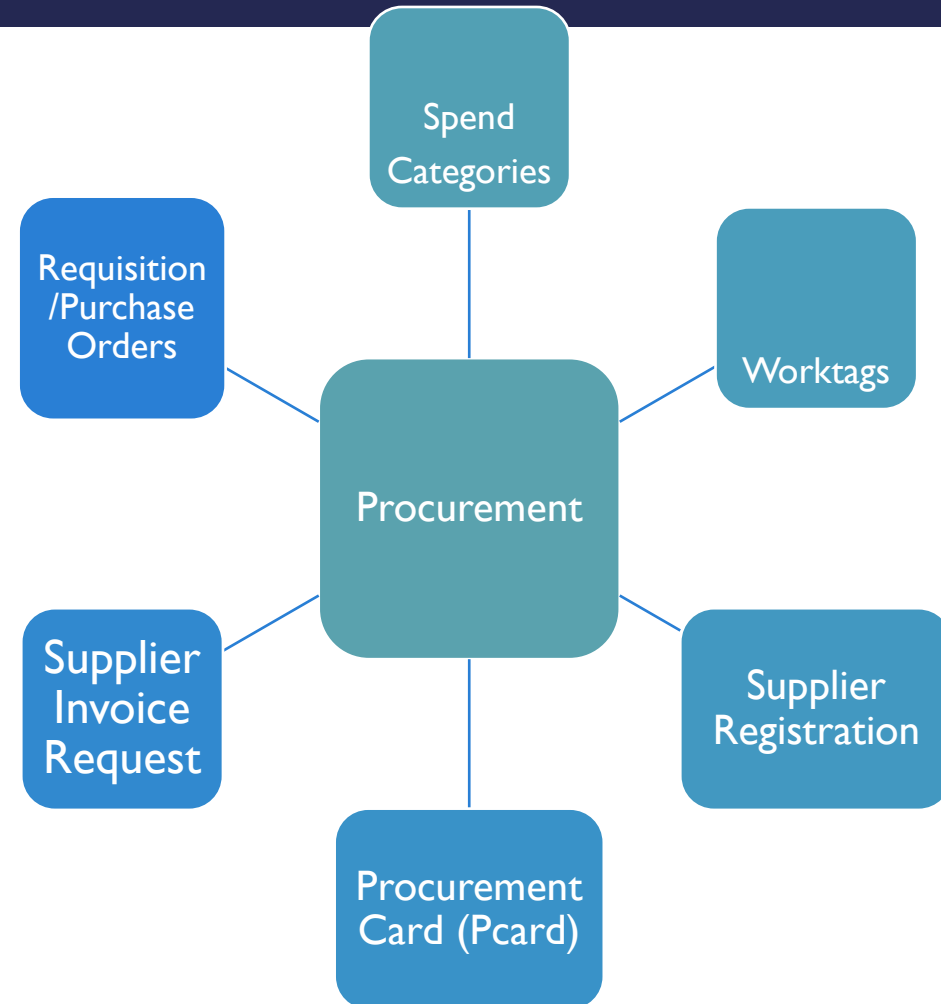
Business Center North (BCN) Purchasing Department serves the procurement, contracting, and asset management needs for Northern institutions of the Nevada System of Higher Education (NSHE) and the System office.

Resource: [BCN Purchasing website](#)

PROCUREMENT OVERVIEW

Components that make up procurement:

- Spend Categories
- Worktags
- Supplier Registration
- Procurement Card
- Supplier Invoice Request
- Requisition/Purchase Orders



SPEND CATEGORIES

Understanding the importance of spend categories

SPEND CATEGORIES OVERVIEW

What are Spend Categories?

- Provide operational detail of expense activity that maps to an expense ledger account.
- Are a required entry on operational transactions that post expenses, including requisitions, invoices and expense reports.
- Also used to determine trackable items, both for sensitive items and for fixed assets.
- The spend category selected should define **WHAT** is being purchased. Not why, or what it pertains to, but what it actually is.

WHERE TO FIND SPEND CATEGORIES

Keep in mind:

- Be mindful about the spend category you are choosing, as there are related implications to your choice. As an example, if you're purchasing a laptop, choose SC0666 Computer Laptop. Peripherals are for accessories.
 - Common categories: computer, laptop, office supplies, etc.
 - Avoid selecting miscellaneous spend categories. Better to reach out to the appropriate buyer to discuss the best selection.
- Do not choose a “goods” type requisition, then use a spend category for a type of service.
- Requisitions with incorrect spend category detail will be sent back for correction.

Spend category list

- BCN website – under About Us > [Spend Category Assignments](#) (List by buyer and SC)

Non-Catalog Request Type

- Request Goods
 Request Service

Goods Request Details

Item Description	<input type="text" value="Laptop"/>
Supplier Item Identifier	<input type="text"/>
Spend Category	Suggested <input type="text" value="SC0064 - Computer Supplies And Peripherals"/> <input type="text" value="SC0516 - Computer accessories"/> <input type="text" value="SC0665 - Comp"/>
Supplier	<input type="text"/>
Supplier Contract	(empty)
Quantity	<input type="text" value="0"/>
Unit Cost	<input type="text" value="0.00"/>
Unit of Measure	<input type="text" value="select one"/>
Extended Amount	0.00
Memo	<input type="text"/>

Add to Cart

Continue Shopping ▾

Cancel

SUGGESTED SPEND CATEGORIES

Workday will provide you with recommended spend categories, which are based on machine learning for our expenses specifically.

You are not required to choose a suggested spend category, but it can make your job much easier!

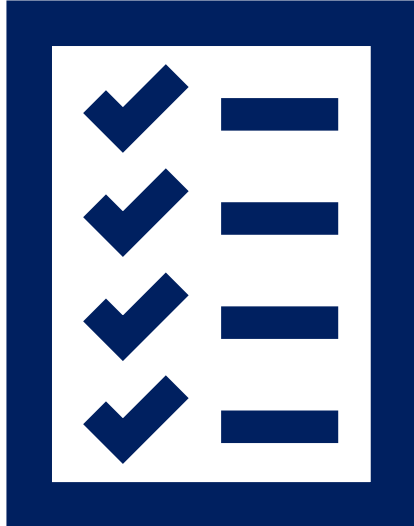
If the suggested spend categories don't seem appropriate, enter a word in the actual field, like "repair" and it will bring up all spend categories with repair in the title and you can select the most appropriate option.

Note: Certain spend categories or newer spend categories may not populate until the system recognizes that spend category (machine learning).

SUPPLIER REGISTRATION

Supplier registration process

SUPPLIER REGISTRATION



Supplier registration- have your desired supplier register in SReg PRIOR to completing the requisition or supplier invoice request.

Approval phases:

- Phase 1 approval – approval by procurement
- Phase 2 approval – approval by accounts payable
- Supplier Update – supplier is required to update their registration

Resources:

- NSHE-wide supplier registration website: <https://suppliers.nevada.edu/>
- Workday Training Resource – BCN Purchasing (Supplier category):
 - NSHE Supplier Registration

SUPPLIER REGISTRATION | RESOURCE

- Help docs for suppliers available on the [BCN Purchasing website](#) in the 'For Suppliers' tab
- Suppliers can then modify their registration details at any time as needed
- Please note, an Approved SReg account does not include verification of any applicable insurance or license requirements and will be addressed separately by the Buyer once they receive the related requisition in Workday.

Support:

- If Supplier Invoice related: TMCC Accounts Payable
- If Purchase Order related: Kenna White- kennaw@unr.edu

PROCUREMENT OPTIONS

Overview of different procurement options

PROCUREMENT QUICK REFERENCE GUIDE



Under \$2,000

\$2,000 to \$24,999

\$25,000 to \$49,999 Goods & Services (non-professional)
 \$25,000 to \$74,999 Professional Services (non-construction)

More than \$49,999 (not construction related)



Order method

and

and

and

Exceptions:

- Services
- Ongoing purchases except utilities



Procurement method

or

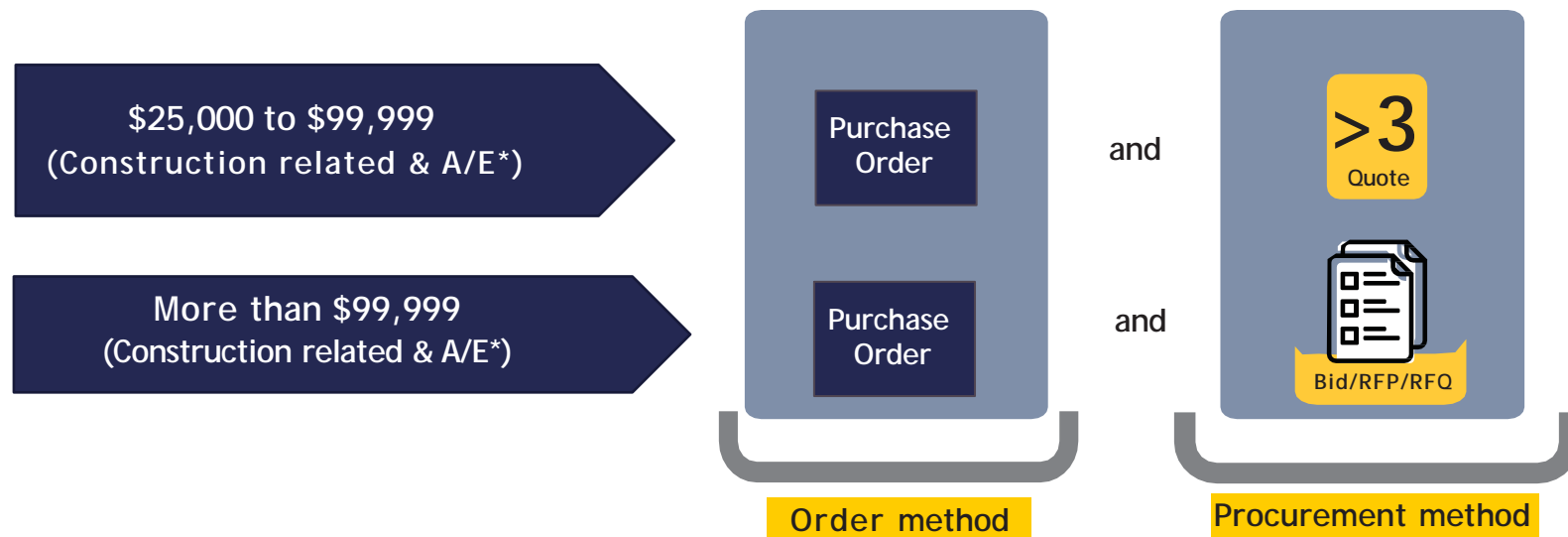
or

or



WD Training Resource:
[Procurement Quick Reference Guide](#)

PROCUREMENT QUICK REFERENCE GUIDE – CONSTRUCTION RELATED



SUPPLIER INVOICE REQUEST

SUPPLIER INVOICE REQUEST

- For small dollar transactions in which the supplier does not accept a credit card and/or no tangible goods or services are received
- Examples include utility payments, certifications, memberships, permits, fees, etc.

SHOULD BE USED ON AN EXCEPTION BASIS ONLY AND SHOULD NOT BE USED FOR THE FOLLOWING:

Transactions over \$5000	Transactions with an associated contract
Transactions in which the Pcard can be used	Reimbursing an Employee or Student
Software Maintenance Agreements	Paying a Guest Speaker or Independent Contractor
Ongoing Purchases	Purchases of Goods or Services

REQUISITIONS

REQUISITION TYPE

Choose the correct requisition type:

- Goods or Services
- Open Ended/Blanket PO
- Guest Speaker
- Independent Contractor

The requisition type you choose determines how you can receive:

- Good are for tangible items that will be delivered to you and will be *received by quantity*.
- Services are intangible and will be *received by dollars*.
- All blanket purchase orders must be on a Services line, regardless of what is being purchased.

REQUISITION INFORMATION

Information to Gather

- Spend Categories
- Item Description
- Supplier
- Quantity/Unit Cost (Goods)
- Start & End Date (Services)
- Extended Amount (Total)
- Worktags
- Attachments (quote, rate sheet, contract, insurance)
- Risk Management Approval
- Deposit Invoice

Resources

WD Training Resources:

- Creating a Requisition for Goods
- Creating a Requisition for Services
- Creating FY25 Requisitions for Blanket Purchase Orders
- Freight/Shipping and Other Charges

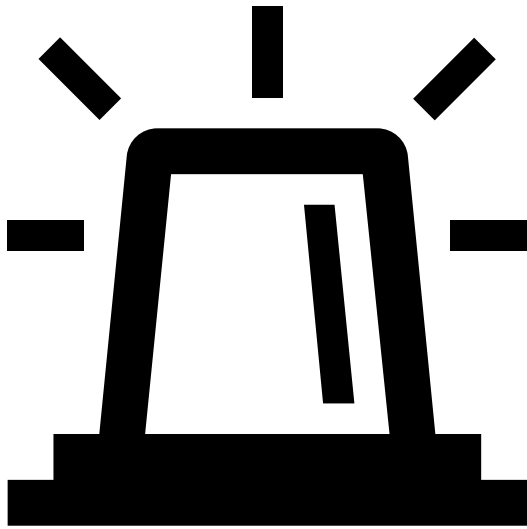
KEEP IN MIND

- Ensure you've attached all relevant backup documentation, such as: quote(s), competitive exception, contract, signed hosting form, print release, etc. Attach as separate documents as not all are forwarded to the supplier.
- Equipment orders that must be tagged as inventory or sensitive equipment must be ordered by quantity and cannot currently be split by amount. Do not use "Lot" as the unit of measure for equipment.
- Use the Internal and Supplier Memo boxes for messages to the Buyer or the Supplier, such as "Supplier requires a deposit of \$2000".
- Costco and Home Depot do not accept purchase orders
- Do not split lines unless you are certain the amount will not need to be changed, split lines do not play well with change orders
- Do not add more than one supplier to a requisition

KEEP IN MIND

- For freight, not related to an asset, please enter on a service line. (SC for inbound freight = SC0176)
- For set-up or installation charges, not related to an asset, please enter on a service line. You can have both goods and service lines on one PO (SC for Labor/Installation = SC0749)
- For freight and/or set-up or installation charges for an asset, please enter into the appropriate Freight and Other Charges fields in the Checkout screen
 - This will cause these charges to be equally charged against all accounts used. If you only want freight to be charged to one account, indicate so in the memo field and add a line for freight, charged to the appropriate account
- WVD Training Resources job aid – [Freight/Shipping and Other Charges](#)

EMERGENCY PURCHASES



- Emergency purchases of goods or services can be approved pursuant to NRS 338.011 when there is a current threat to the health, safety or welfare of the public.
- An emergency request should be submitted via email to Purchasing (Mel and Sarah) so insurance and licenses can be verified. If not current, Purchasing will reach out to the supplier at that time.
- If approved, approval will be given via email, even if a quote for the goods or services is not yet available.
- Once a requisition is submitted in Workday, a copy of the email approval from Purchasing should be attached as backup to the request along with the final quote and/or invoice for goods/services.

REQUISITIONS APP



- Quick view of open and completed requisitions in the Requisitions application
- Must add the optional app to your App list in the General Navigation Menu
- More information on the Requisitions application (worklet) can be found on the NSHE Job Aid: [Requisitions Worklet](#)

Requisitions (Past 6 Months)

[Edit Filters](#)

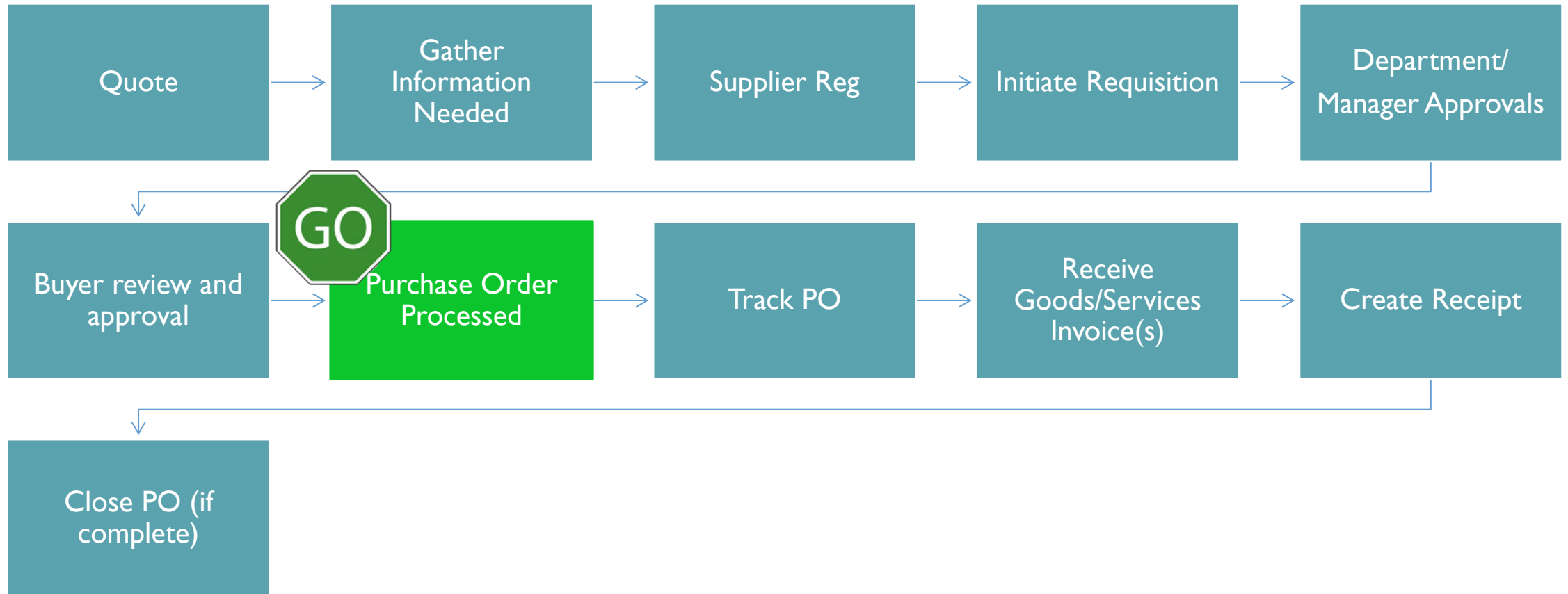
Open (0) **Completed (6)**

REQ-01-00034000 *** Total Amount: \$12,966.25 1 item ▾	Approved Created on 09/14/2023	COMPLETED
REQ-01-00033191 *** Total Amount: \$2,500.00 1 item ▾	Closed Created on 07/31/2023	COMPLETED
REQ-01-00032926 *** Total Amount: \$5,000.00 1 item ▾	Closed Created on 07/18/2023 for Patrick Jackson	COMPLETED
REQ-01-00032846 *** Total Amount: \$75,000.00 1 item ▾	Closed Created on 07/13/2023 for Patrick Jackson	COMPLETED
REQ-01-00031596 *** Total Amount: \$34,000.00 2 items ▾	Closed Created on 05/10/2023	COMPLETED
REQ-01-00031302 *** Total Amount: \$24,000.00 1 item ▾	Closed Created on 04/27/2023	COMPLETED

PURCHASE ORDER PROCESS

Understanding the purchase order process

PURCHASE ORDER PROCESS (ROADMAP)



WAYS TO TRACK PURCHASE ORDER

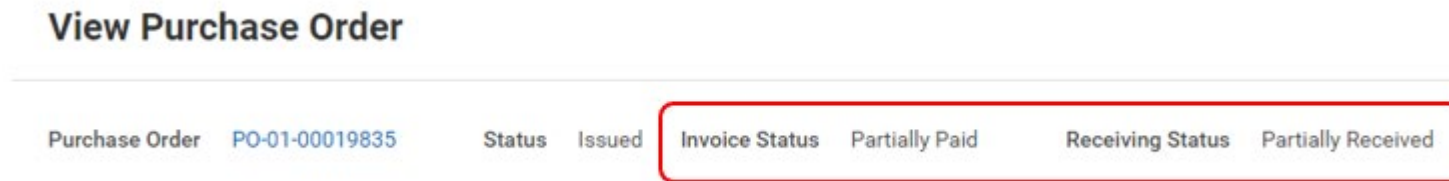
Notifications sent to the requisition requester

- PO will not be “issued” until overnight process is complete
- This becomes an issue if requester has left the department or campus. If you need the requester changed, email the appropriate buyer or bcnpurchasing@unr.edu.
- Requisitions worklet
- Archive & Favorite
- Workday Reports:
 - [Find Purchase Order Line Details - FIN - CR \(UNR\)](#)
 - [Open Purchase Order Lines - FIN - CR \(UNR\)](#)
 - Tip: Add reports to shortcuts



CHECKING IF THE PO IS PAID

1. Go to the PO (Find Purchase Order Lines) if not in application.
2. Review PO status at top of PO for general data



3. Review “balances” tab
4. Look at Business Document Lines on service or goods line(s)
5. Click on related actions of Supplier Invoice line to navigate to Supplier Invoice
6. Click on the Payments tab
 - Payment is made via the method chosen by the supplier when they register.

Cost Center Managers can run the Uninvoiced Purchase Orders – FIN- CR (NSHE) report in Workday.

WD Training Resource: [Checking if the Purchase Order is Paid in Workday](#)

HOW TO CREATE RECEIPTS

CREATE RECEIPTS

The department must create a receipt in Workday to acknowledge that goods have been received and/or services are complete.

- Requisition requester or Financial Administrative Assistant for Cost Center
- Indicates the good(s) or service(s) was received by the department
- NEW - Upload and attach the supplier invoice in the attachment tab.
- Once submitted, the receipt and supplier invoice will route to Accounts Payable for review/approval.

Note:

- If you try to create a receipt and the PO is not found, a receipt has likely already been created.
- You also should not receive more than the amount established on the PO. If you physically received more than stated on the PO, you must request (via email) that the Buyer initiate a change order.

WD Training Resource: [Creating a Receipt](#)

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

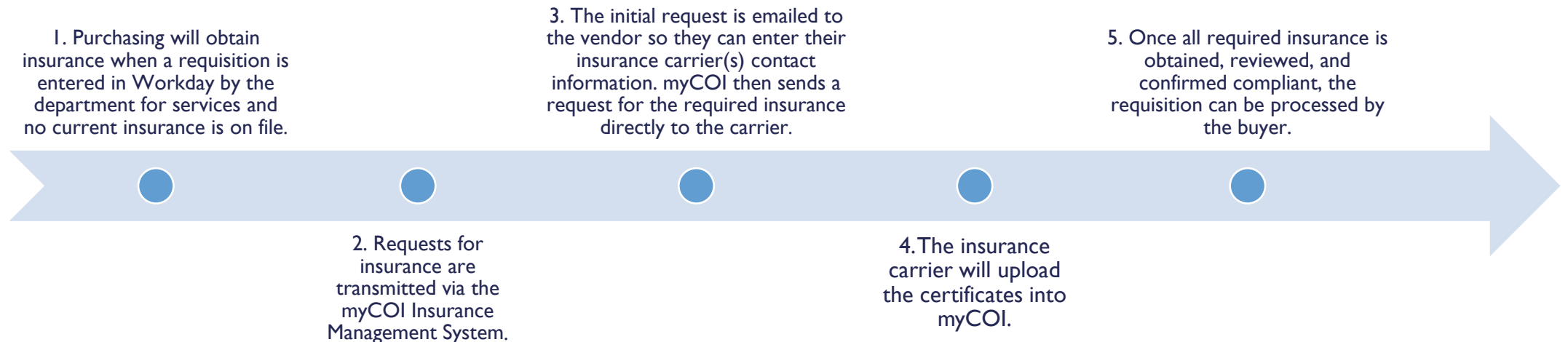
- [Link to Insurance Requirements for BCN](#)
- Insurance is required for any service provided on NSHE-owned property and needs to be current and on file with Purchasing prior to work commencing.
- Remotely-provided services may still require insurance depending on the service being provided (e.g. legal and consulting services).
- The standard minimum insurance requirements are General Liability, Business Auto Liability, and Workers Compensation
 - Professional Services: Professional Liability Insurance required
 - Software/Financial Program Services: Technology Errors & Omissions/Cyber Liability required
 - Certain services may require additional/special insurance and Purchasing would consult with Risk Management on what would be required
 - NSHE must always be named as additionally insured, with endorsements, and provided a waiver of subrogation against the NSHE on liability insurance and workers comp policies

INSURANCE COMPLIANCE

myCOI

- myCOI is responsible for tracking and verifying that your certificate of insurance meets the requirements specified in your agreement with the institution within the Nevada System of Higher Education (NSHE) that you are doing business with.
- More information on the BCN Purchasing website under [Insurance Compliance](#)

Overview of the process:



RISK MANAGEMENT EXAMPLES



- **UNR Honor Court:**
 - Catering box truck hit the top section of the Honor Court Granite causing collapse.
 - Property claim, \$56k and a year to have replacements cut and engraved, set up etc.
 - We subrogated against the catering services business auto liability insurance policy and UNR Foundation did not have to pay for repairs or any deductible.
 - Good example of why we ask for Business Auto Liability.

RISK MANAGEMENT EXAMPLES

UNR FedEx delivery

Simple mistake but could have been worse. Damage was minimal to grass.

But semi tow truck had to be called in as every time the driver of the Fedex truck tried to get back up on the cement he slid closer to Manzanita Lake.

Same file claim for landscaping against their auto liability.



RISK MANAGEMENT EXAMPLES



- **DRI Truck**

- Field work in Nevada near Eureka.
- Vehicle caught on fire due to grass and brush lodged up in between the engine and skid plate.
- Heat of the engine caught it on fire and the oil residue and plastics caught fire fast.
- NSHE Self Insurance APD program covering total loss of 2022 F150. Approx \$60k loss.

-

LICENSES AND CERTIFICATIONS

What types of licenses and certifications are required

STATE OF NEVADA BUSINESS LICENSE

- [Link to Nevada Secretary of State Business License Search](#)
- Per NRS and NSHE BOR policy, a State of Nevada business license is required for all purchase orders and contracts for services to be provided in Nevada.
- The [NSHE Purchase Order Terms and Conditions](#), referenced on every NSHE PO, states that the "Supplier represents and warrants that it holds a Nevada state business license, or that Supplier is not required to obtain a state business license pursuant to **NRS 76.100(7)(b)**."
- BCN Purchasing verifies that a company holds a valid and current State of Nevada business license for any purchase of services exceeding \$25,000.

STATE OF NEVADA CONTRACTOR'S LICENSE

- [Link to Nevada State Contractors Board License Search](#)
- [Link to Nevada State Contractors Board License Classifications](#)
- A current and valid State of Nevada Contractor's License is required for any construction-related work regardless of the dollar amount of the quoted work (e.g. renovation, flooring, painting, electrical, plumbing, HVAC, furniture installation, signage, landscaping, fencing, fire protection, etc.)
- A current and valid Contractor's License needs to be on file with BCN Purchasing prior to work commencing.

STATE PUBLIC WORKS DIVISION (SPWD) BIDDER QUALIFICATION

- [Link to SPWD Qualified Bidders List](#)
- [Link to State of Nevada Office of the Labor Commissioner - Disqualified Contractors List](#)
- A current and valid SPWD Bidder Qualification is required for any construction-related work regardless of the dollar amount of the quoted work and **PRIORTO** soliciting a quote.
- A current and valid SPWD Bidder Qualification needs to be on file with Purchasing prior to work commencing.

ARCHITECT & ENGINEER (A/E) LICENSES

- [Link to the Nevada State Board of Architecture](#)
- [Link to Nevada Board of Professional Engineers](#)
- A current and valid professional license is required for architectural and engineering services regardless of the dollar amount of the quoted work.
- A current and valid professional license needs to be on file with Purchasing prior to work commencing.

CONTRACTS

Importance of contracts

WHAT COUNTS AS A PURCHASE CONTRACT?

- ALL CONTRACTS:
 - Contract, Agreement;
 - Purchase Order, Quote or Work Order with Terms & Conditions
 - Extension, Amendment, Addendum
 - BIG CLUE: Do they want your signature???

“A contract is an agreement between two or more persons (or entities) which creates an obligation to do or not to do a particular thing.”

Contracts can only be signed by an approved delegate for our only contracting entity, **“the Board of Regents of the Nevada System of Higher Education.”**

Approved delegate signers *for purchases*: Institution presidents (up to \$3M), and BCN Purchasing (up to \$1M) – there are a few other delegated signers, too

I KNOW WHAT I NEED, BUT... NOT SURE WHO TO BUY IT FROM



When making a large purchase, the sooner you can reach out, the better!

We have many contracted suppliers already in place for a variety of goods/services, and cooperative agreements that we can access.

Some examples include: furniture, office supplies, security services, MRO, etc.

See our [Preferred Contracted Suppliers](#) page for more info.

I KNOW WHAT I NEED, AND... I HAVE A CONTRACT IN HAND

CONTRACTS for PURCHASES are under the exact same rules as any other purchase

- Depending on the contract amount, you may need to go out for a bid or provide a Competitive Exception
- If we already have the supplier on a Cooperative Contract, we will request that they implement that contract's pricing as applicable, reference the contract, and move forward from there

IF no bidding is required, then...

ACCEPTING CONTRACTS – BASIC STEPS

1. Read it! Department's responsibility is to review and accept all terms, but especially:

- the DESCRIPTION of PRODUCT/SERVICES,
- the TERM (how long?),
- the FEES (for all years included),
- the OBLIGATIONS (what, if anything, is required of us?)

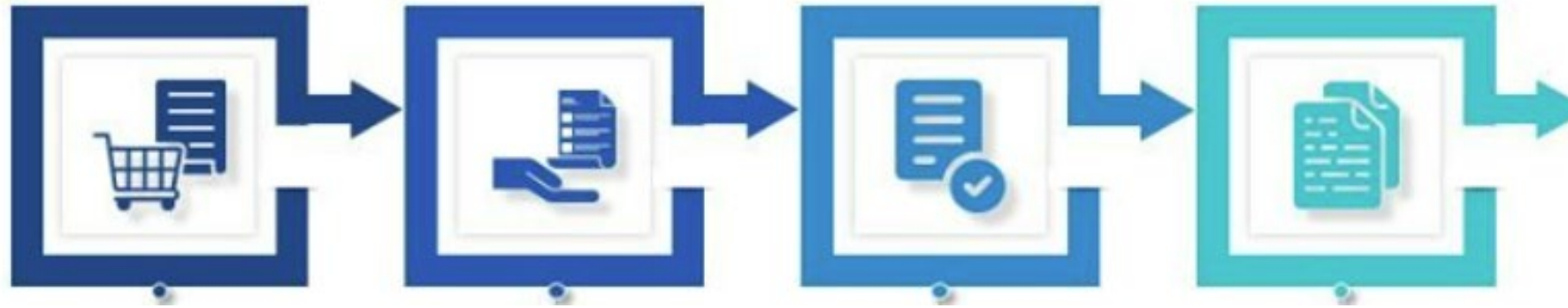
2. **Don't** sign it!

3. Send it to Purchasing for review – *Purchasing cannot formally review or sign unless/until a requisition is submitted.* But we are happy to provide a quick 'preliminary review'

4. Your legal counsel: Kiah Beverly

Purchasing's responsibilities: to ensure compliance with all regulations, to identify and coordinate further review and approval as needed, and to negotiate with Supplier as needed.

CONTRACT FLOWCHART



Requisition Process

Requisition routed for approval

Buyer Review

Purchasing reviews requisition for completeness (Contract signing up to \$1 million)

Contracts to General Counsel

Purchasing routes contracts for review to General Counsel

Contracts over \$1 million

Legal routes contracts for approval:

- **\$1-\$3 million** – President's Office
- **+\$3 million** – Chancellor's Office

Revenue Generating Contracts: Solicitation (RFP) threshold based on revenue anticipated. Contracts must be signed by appropriate institution approver.

CONTRACT SIGNERS BY \$

1. Purchase contracts up to \$1 million
 - a) Buyers can sign up to \$25k
 - b) Purchasing Officers can sign up to \$100k
 - c) Adriel can sign up to \$500k
 - d) Sarah, Mel can sign up to \$1 million
2. Purchase contracts between \$1-3 million
 - a) Signed by Campus President
 - b) Routed via General Counsel
3. Purchase contracts over \$3 million or over 5-year terms
 - a) Signed by the Chancellor
 - b) Routed via General Counsel



RESOURCES

RESOURCES

[BCN Purchasing Website](#)

- [Spend category assignments](#) by Buyer or by spend category on BCN Purchasing website
- [BCN Purchasing Guidelines](#)

[WD Training Resources](#)

- Jobs aids in the BCN Purchasing resource
 - Requisitions
 - Receipts & Returns
 - Purchase Orders
 - Quick Reference Guides
 - And more!



CONTACTS



BCN Purchasing:

- bcnpurchasing@unr.edu
- 775.784.6552

BCN Assets:

- bcnassets@unr.edu