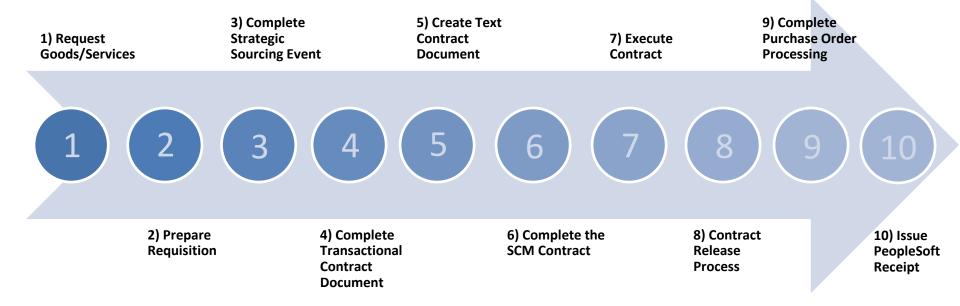
# Financials Procedure Overview Purchase that does require solicitation and an SCM contract



#### Roles

Request Goods/Services

Requestor

Complete Strategic Sourcing Event

Requisitioner

**Buyer** or

Contract Administrator Create Text Contract Document

**Contract Administrator** 

**Execute Contract** 

Contract Administrator Complete Purchase Order Processing

**Buyer** 

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Prepare Requisition Requisitioner

Complete Transactional Contract Document

Contract Administrator Complete the SCM Contract

Contract
Administrator, Buyer,
Collaborator, and
Signer

Contract Release Process

**Buyer** or

Contract Administrator Issue PeopleSoft Receipt

Receiver

Requestor

 The person asking for the good or service to be purchased.



#### Requisitioner

 Enters the request for the goods or services, routes it for approval and preencumbers the funds in PS.



#### **Contract Administrator**

 Accountable for managing the contract from beginning to end and is knowledgeable in the State's contracting business laws & policies.



#### Buyer

 Procurement Agent granted Delegation of Purchasing Authority from IDOA who can award and manage Purchase Orders (PO)s.



#### Collaborator

 Views and/or Edits the SCM Contract Text Document and provides comments.



#### Signer

 Person designated with authority to sign contracts on behalf of the State.



#### Receiver

 Enters a receipt against a Purchase Order after the goods and/or services have been physically received

# Request Goods/Services

Request **Goods/Services** Role: Requestor

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A Requestor is the person asking for the good/service to be purchased. A Requestor must have a valid PeopleSoft Financials User ID to be tracked in the system.

## **Prepare Requisition**



Requisition
Role:
Requisitioner

All contracts begin with a Requisition unless approved by State Budget Agency and Indiana Department of Administration.

✓ Actions: Enter Line Items/Funding Information, Choose Requisition Type, Run Valid Budget check, Complete Workflow Approvals

## **Complete Strategic Sourcing Event**

## Complete Strategic Sourcing Event

Role: Requisitioner or Buyer or Contract Administrator

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A Strategic Sourcing Event is required to manage the pre-encumbrance/ encumbrance, whether or not competitive bidding is required.

✓ Actions: Select Bidder/Invitations sent, Enter/analyze bidder responses, Bidder Registration validated, Award Transactional Contract Document

## **Complete Transactional Contract Document**



**Contract Document** 

Role: Contract Administrator

Entry of key data points on the Transactional Contract Document which will be used to populate the Text Contract Document.

✓ Actions: Begin/end dates, Vendor (defaults from SSE), Contract Maximum Amount (defaults from SSE), Line item/distribution info (defaults from SSE), M/W/VBE sub-participation

### **Create Text Contract Document**

**Create Text Contract Document** 

Role: Contract Administrator

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Create the Text Contract Document by using information from the Transactional Contract Document, choosing the appropriate contract template and gathering the appropriate supporting documents.

✓ Actions: Choose the contract template/document type, Review/edit the document in Word, Add Supplemental Documents, Internal/External Collaboration

## Complete the SCM Contract



# **Complete the SCM Contract**

Roles: Contract Administrator, Buyer, Reviewer, Collaborator, Signer

With the contract drafted, route for collaboration (internal review and/or approval), acquire the signatures electronically, and route the document for approval from the oversight agencies.

<sup>✓</sup> Actions: Internal/External Collaboration; Add comments, Prepare the document for signature, Send for vendor eSignature, eSign for the State, Document clearance checks, Route for approvals (oversight agencies), Fiscal Approver

#### **Execute Contract**

Execute **Contract** Role: Contract Administrator

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Once the signatures are in place and necessary approvals are completed; finish the contract. When the contract is moved to the Transparency Portal a notification is sent to the vendor and Contract Administrator.

✓ Actions: Dispatch the contract, Execute the contract, Place the Transactional Document in Approved status

#### **Contract Release Process**



The Contract Release process is used to create a Purchase Order (PO) using the financial and line item information from the Transactional Contract Document.

✓ Actions: Complete the release details, Prepare the Release Template, Stage the release, Review the staged release, Run PO Auto Source

**Process**Role: Buyer

# **Complete Purchase Order Processing**



Role: Buyer



This process relieves the pre-encumbrance initiated by the Requisition and creates the encumbrance on the PO.

✓ Actions: Complete Processing, Budget check, Complete approvals, Dispatch

# Issue PeopleSoft Receipt



This process is used to create a receipt against a Purchase Order documenting that the goods and/or services have been physically received.

✓ Actions: Complete the receipt details and save.