PROCUREMENT BASICS
WORKDAY WEDNESDAY

1 NOVEMBER 2023   PRESENTER: REBECCA WAY

TODAY'S AGENDA

- Introduction to Procurement at UBCO

- Procurement types and thresholds

- Workday Demonstration

  - Creating a Requisition

- Requisitions, Receiving and Change Orders – tips and tricks

- Contracts

- Questions

PROCUREMENT TEAM – UBCO.PROCUREMENT@UBC.CA

Strategic buying advice and management support:

Rebecca Way, Manager, Procurement

250.807.9552

Large Purchases >$75k all categories:

Ryan Chernoff, Procurement Officer

250.807.8613

IT hardware, software and/or services & Furniture Purchases:

Stacey Broderick, Buyer

250.807.9149

General Purchases – all categories (ex. IT and Furn.)

Chrystal Matthews, Buyer

250.807.8517

ALL OKANAGAN BASED TEAM!

UBCO PROCUREMENT VISION AND VALUES

Procurement Vision:

Serving and supporting UBCO by adding value to Procurement activities

Procurement Values:

Interpersonal Relationships

Integrity

Team Work

Accountability

Patience, Understanding and Respect

UBC PROCUREMENT POLICIES AND HANDY LINKS

- [Procure to Pay | UBC Finance](#) – Gives you an overview of the Procure to Pay Process (end to end)

- [Purchasing Policy (ubc.ca)](#) – Links to official Policy document
  - Integrity, Performance Management, Best Value, Open and Fair Access, Community and Environmental Leadership

GENERAL PROCUREMENT PROCESS

Purchases under $3,500

- No Purchase order is required but can and will be provided if requested

- Purchases can be made on the Visa p-card, or

- A non-PO invoice can be submitted for payment to AP at ubc.invoices@ubc.ca

  - AP will consider all currency equal for low dollar purchases. Less than $3,500 in any currency will be paid via this method.

  - P-card transactions will still be on the CAD equivalent. One time bump can be granted by contacting Procurement for pre-approval and attaching approving email to one time bump request

- Recurrent purchases for the **same goods or services** that are under the threshold for each payment but **together** they exceed $3,500 for the year should be on a PO

GENERAL PROCUREMENT PROCESS

Purchases $3,500 < $75,000 CAD

- Purchase Order required in Workday

- Supplier must be set up in Workday

- IT approvals for IT goods, software and services – INC # on requisition

- Research Computing approvals for Research IT goods, software and services – INC #

- Infrastructure Development approval required for Furniture and Large Equipment Purchases – attach approval email

- Turnaround time for:

    - Buyer Review – 48 hours

    - Budget approval – Department determined

    - Issue PO – 24 hours

GENERAL PROCUREMENT PROCESS

Purchases >$75,000 CAD

- Purchase Order required in Workday as a placeholder to start the process
  - Competitive bid
    - Timelines
      - Simple   3 - 4 weeks
      - Complex   4-12 weeks

  - Direct Award purchase
    - Timelines
      - 2 weeks

- Legislated Trade Agreements

Workday Demonstration

REQUISITION – TIPS AND TRICKS

- Start the Requisition as soon as possible
  - Procurement will require – quote, supplier set up, Program/ Grant/ Gift or Project code
  - Date required – put in the date you want the items by (realistic) or date promised
  - If you don't know the all the information please reach out to a Buyer for help!
  - If you don't know your worktag or the correct one to use please reach out to your Finance Manager for help!

- Requisition should look like the quote – 3 lines on quote = 3 lines on requisition

- Multi-year contracts should have a new PO generated each year, or a change order for the subsequent years added

- Put any information you want to share INTERNALLY with the Buyer in "Internal Notes"
  - Supplier contact information (email)
  - Urgency of purchase
  - Any other relevant information

- Put information you want to share with the supplier/vendor in "Notes to Supplier" (this will print on PO)
  - Shipping Information - "Please ship attention to: <name>, <department>"
  - Any other relevant information the supplier needs to know

CHANGE ORDERS

- Required when you change the PO from the original quote – add/remove services, goods, or agree to a substantial price change

- This should be done at the time of agreement of the change

- Changes are made to the Purchase Order NOT the Requisition

- Will trigger the approval process for Buyer Review and Cost Centre Manager

- If a PO has been closed or fully used up, a change order can NOT be made a new requisition will be required.

RECEIPT TIPS AND TRICKS

- Receipt can be done by original requestor OR a Cost Centre Receiver
- Receipts are the Workday version of writing "Ok to Pay" on invoices. If the PO, Invoice and Receipt match the payment will be made without any further approvals.
- If the original requestor leaves UBC or moves to a different position Procurement must change the requestor so the new person responsible can take over receiving duties.
- Receiving should NOT be done IF there is a dispute over payment. Only receive if you are happy with the goods and are ok to pay invoices.
- Do NOT Receive the Taxes on service PO's – creates an additional receipt and can lead to automatic payment of invoices you don't want to pay
- Workday CAN NOT differentiate between receipts and invoices for $ PO's. It will apply the receiving to the oldest invoice. Please contact Procurement for help in putting disputed invoices "on hold" with AP.

CONTRACTS

- Signing Resolution 15
  - All goods and services contracts are prepared and signed by Procurement
- Types of goods and services that require a contract:
  - Any Services
  - Construction
  - Goods purchase that includes installation provided by supplier
  - Maintenance agreements
  - Software Agreements
  - Consulting Services that provide advice that UBC will rely on to make decisions
  - Any engagement that allows for a third party to interact with students excluding speaking engagements
- UBC Contracts are preferred – Vendor prepared contracts may need Legal Counsel Review

QUESTIONS?