

To: Facilities Operations

Fm: Kerry S. Murphy, Director Facilities Purchasing

Date: August 28, 2015

These procedures are exclusive to the Facilities Operation Department of Yale University. For procedural processes or questions not covered by this Facilities Purchasing Procedure Manual, please refer to Yale University Policies & Procedures 3201 Purchasing, General.

Facilities Purchasing
Procedure Manual
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PURCHASING

PURCHASING DIRECT MATERIALS

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Facilities Purchasing
MC-120 Direct Purchasing Requisition

PROCEDURE NUMBER:	MC-120	DATE:	April 10,2015
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PROCEDURE TITLE:	Direct Purchase Requisition
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the procedure to submit a Purchase Requisition for direct materials to the Facilities Purchasing department.

SCOPE:

Applies to all purchase requisitions for direct materials submitted through the FAMIS maintenance and purchasing system to the Facilities Purchasing department.

DEFINITIONS:

Direct Materials: Materials, clothing, food, tools and equipment required that are not stocked within Materials Management stockrooms.

Purchase Requisition: A FAMIS software form used by a requester to order materials, supplies, equipment, and services from vendors, which is forwarded to the Facilities Purchasing Department for processing.

AUTHORIZATION:

- 1) Purchase requisitions are subject to an approval hierarchy
- 2) For purchases of \$5,000 or more, the following is required:
 - a) A record of any bids you have obtained, as required by policy (see Yale University Procedure 3205 FR.02 Quotation Record). This documentation is not required in instances where the vendor is the only known source for the materials.
 - b) Explanation for Sole Source, to justify purchases for which a vendor is selected without the normal bidding process or if low bidder is not selected. (See Sole Source Procedure, No. MC-510).
- 3) For purchases of \$10,000 or more, the following are required:
 - a) A formal bid from at least 3 qualified vendors conducted through the Facilities Bidding System (FBS).

Facilities Purchasing
MC-120 Direct Purchasing Requisition

PROCESS:

STEP	FIELD	INSTRUCTION
1	PURCHASE REQUISITION form	Double-click on the PURCHASE REQUISITION form. Note: the purchase requisition form may be accessed in the Purchasing menu or through the Work Order form.
2	PREQ Number	Tab past to the description field. FAMIS will automatically generate the next sequential purchase requisition number upon saving the document.
3	Description (unlabeled)	Enter a brief description of the Purchase Requisition. Press Tab.
4	Requested By	Auto-fills with the user's ID, name and phone number.
5	Next Approver	The user ID of the next individual (your Supervisor) in the approval hierarchy will auto-fill based on the total requisition amount entered.
6	Print? (Check Box)	Check if purchase requisition is to be printed. Press tab.
7	Purchase Type	Enter the appropriate purchase type or select one using the purchase type list of values button.
8	Drop Ship	Use when necessary. Otherwise default location of 344 Winchester Ave will populate this field. Press tab.
9	Agreement No.	Not currently used by Yale University for direct purchases. Press Tab.
10	Deliver To	Enter any special delivery instructions.
11	Add Line... (button)	Press the Add Line... button. The Line Item form will appear.
12	Line/Status	Initial defaults are Line 1 and "Requested" Status. Both fields are display only.
13	Date Required	Enter the date (dd-mmm-yyyy) the material is required.
14	Advise	Not currently used by Yale University. Press tab.
15	Warehouse (Button and field)	Your default warehouse will auto-fill. Press tab.
16	Part Number (Button and field)	Enter the appropriate Direct Part Number (see Direct Part Number procedure, No. MC-150). The Part Number button will give you access to the Find Part form to conduct a search for the Direct Part Number.

17	Commodity (Button and field)	Commodity is not required for direct purchases. Press tab.
18	Urgent (check box)	Not currently used by Yale University. Press tab.
19	Vendor No. (Button and field)	Enter the Vendor Number of the vendor you would like to purchase the part(s) from or select from the List of Values. Press tab. The vendor name will auto-fill.
20	Vendor P/N	Enter the Vendor's Part Number if known or else leave the field blank. Press tab.
21	Buyer	The Buyer field will auto-fill with the Buyer's user ID assigned to the purchase type. Press tab.
22	MFR (Button and field)	Enter the Manufacturer of the part if you know it, leave it blank or select one from the List of Values. Press tab.
23	Mfr Part Number	Enter the Manufacturer's Part Number if known or else leave the field blank. Press tab.
24	Mfr Brand	Enter the Manufacturer's Brand if known or else leave the field blank. Press tab.
25	Substitution (Check Box)	Not currently used by Yale University. Press tab.
26	Description	Erase the default description and enter the description of the material to be purchased. Press tab.
27	UOP	The UOP field will auto-fill with "EA". Press tab.
28	View Conversion (Button)	Not currently used by Yale University.
29	Quantity	Enter the Quantity required. Press tab.
30	Unit Price	Enter the Unit Price of the item to be purchased. Press tab.
31	Amount	The total amount (quantity x unit price) for the line is calculated and shown here.
32	OK	Press the OK button to complete the addition of this line to the purchase requisition.
33	Add Line... (Button) Optional	Press the Add Line... button to create additional line items on the purchase requisition and repeat steps 12 through 32. If additional line items are not required proceed to step 34.
34	Save button and X button	Press the Save button to save the Requisition just created and exit the Purchase Requisition form by pressing the X button.

Facilities Purchasing
MC-130 Direct Purchase Order from Purchase Requisition

PROCEDURE NUMBER:	MC-130	DATE:	April 10,2015
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PROCEDURE TITLE:	DIRECT PURCHASE ORDER FROM PURCHASE REQUISITION
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the procedure for creating a purchase order from a direct purchase requisition (see Direct Purchase Requisition procedure, No. MC-120).

SCOPE:

Applies to all direct purchase requisitions for direct materials purchased through the Facilities Purchasing Department.

DEFINITIONS:

Direct Materials: Materials, clothing, food, tools and equipment required that are not stocked within Materials Management stockrooms.

Purchase Order: The purchase order is legal instrument by which goods and services are procured to fill a requirement. It is the seller's authority to ship and invoice for goods and services specified on the order.

Purchase Requisition: A FAMIS software form used by a requester to order materials, supplies, equipment, and services from vendors, which is forwarded to the Facilities Purchasing Department for processing into a purchase order.

AUTHORIZATION:

Designated Buyers within the Facilities Purchasing department are the only authorized personnel who can issue a purchase order.

- 1) Purchase orders are subject to an approval signature hierarchy.
- 2) For purchases of \$5,000 or more, the following is required:
 - a) A record of any bids you have obtained, as required by policy (see Yale University Procedure 3205 FR.02 Quotation Record). This documentation is not required in instances where the vendor is the only known source for the materials.
 - b) Explanation for Sole Source, to justify purchases for which a vendor is selected without the normal bidding process (see Sole/Single Source procedure, No. MC-510).

GENERAL:

The Facilities Purchasing Buyer will review the FAMIS Buyer's Workbench form and generate a purchase order for direct purchase requisitions.

PROCEDURE:

STEP	FORM / FIELD	INSTRUCTION
1	Buyer's Workbench form	Double-click on the FAMIS Buyer's Workbench form. Note: the Buyer's Workbench form may be accessed in the Purchasing menu.
2	Requisitions Tab	Click on the Requisitions tab.
3	Find button	Press the find button to view the Find Requisitions form.
4	Buyer	Enter the User Id or select from the lov.
5	Status	Enter "APPROVED" or select from the lov.
6	OK button	Press the OK button. The purchase requisitions will appear on the workbench form.
7	View button	Place the cursor on a line and press the view button to review and ensure the purchase requisition is correct and complete.
8	X button	Click the X button to return to the Buyer's Workbench. If the Purchase Requisition is incorrect, proceed to step 9. If the purchase requisition is correct, proceed to step 11.
9	Check box (unlabeled)	Click the check box. Press the rejection button, the Reject Requisition Line Comments form will appear.
10	Reject Requisition Line Comments	Enter the reason for rejecting the purchase requisition. Press the Reject button. The Buyer's Workbench will appear and the Buyer may proceed to process another purchase requisition (see step 7) or close the form by pressing the "X" button.
11	Check box (unlabeled)	Click the check box. Press the Create PO... button, the purchase order form will appear.
12	PO Number	Tab past to the description field. FAMIS will automatically generate the next sequential purchase number upon saving the document.
13	Description (unlabeled)	Enter the purchase requisition description in the purchase order description field. Press Tab.
14	Vendor	The Vendor Number of the vendor specified on the purchase requisition will auto-fill. The Buyer may change the vendor number or select from the List of Values if desired. Press tab. The Vendor Name and Vendor Site fields will auto-fill.
15	Vendor Site	Press tab.
16	Purchase Type	The purchase type will auto-fill. Press tab.
17	Buyer	The buyer user ID assigned to the purchase type selected will auto-fill. Press tab.
18	Requester	The requester user ID will auto-fill. Press the Lines tab.
19	Lines Tab	The Line form will appear with the assigned purchase order number, the line item(s), description, status and amount. Press the General tab.

20	Print... button	Press the print button to view the Print form.
21	Single PO check box	Ensure the Single PO check box is checked.
22	Print button	Press the print button to view the Forms pop up window.
23	Forms window	Press "YES" to change the status of the purchase order to "PLACED". A new message will appear indicating "The current PO is placed...". Press the OK button.
24	X button	Press the X button to exit the form.
25	Suspense file	The buyer will file the purchase order and any associated single / sole source documentation in a suspense file until the material and the invoice are received. After receiving the material, the Stockroom Material Assistant will forward a copy of the receipt notice document and packing list to the buyer for filing with the purchase order.
26	Invoice	<p>Upon receipt of the invoice from the Vendor, the Buyer will forward the following documents to the Administrative Assistant for invoice processing (see Direct Invoicing procedure, No. MC-140).</p> <p>Purchase Order Department copy Packing List, Receipt Notice Single / Sole Source Justification form, Quotation documents</p>

Facilities Purchasing
MC-140 Direct Invoicing

PROCEDURE NUMBER:	MC-140	DATE:	June 1, 2015
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PROCEDURE TITLE:	Direct Invoicing
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for submitting direct material invoices for payment and maintaining files for completed purchase orders.

SCOPE:

Applies to all invoices related to purchase orders generated for direct materials through the FAMIS maintenance and purchasing system by the Facilities Purchasing Department.

GENERAL:

Facilities Purchasing Buyers will be responsible for ensuring all invoices are processed for their respective purchase orders generated for direct materials. The Administrative Assistant will be responsible for submitting invoices for payment, distributing problem invoices for corrective action and maintaining a file for completed purchase orders.

PROCEDURE:

1	Invoice	Upon receipt of the invoice from the Vendor, the Buyer will forward the following documents to the Administrative Assistant for invoice processing: One (1) copy of the Invoice Packing List Receipt Notice Single / Sole Source Justification form (if applicable) Quotation documents (if applicable)
2	Invoice	The Administrative Assistant will review the documents to ensure the purchase order quantity and price match the invoice quantity and price. If the purchase order and invoice match correctly, proceed to step 4, if not proceed to step 3.
3	Purchase Order Correction	The Administrative Assistant will return the purchase order and related documents to the appropriate Buyer for corrective action. The Buyer will correct the purchase order or consult with the vendor to correct the invoice (see Direct Purchase Order Correction procedure, No. MC-145) and return the package to the Administrative Assistant for processing.
4	Invoice submittal	The Administrative Assistant will forward the purchase order department copy and one copy of the invoice to the Accounts Payable Department.
5	File	The Administrative Assistant will file the purchase order purchasing copy, one copy of the invoice and all other related documents in the Facilities Purchasing direct purchase order files. Files will be sorted by vendor and then by purchase order number.

Facilities Purchasing
MC-145 Direct Purchase Order Correction

PROCEDURE NUMBER:	MC-145	DATE:	June 11, 2015
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PROCEDURE TITLE:	Direct Purchase Order Correction
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for correcting direct purchase orders.

SCOPE:

Applies to all corrections required for purchase orders generated for direct materials through the FAMIS maintenance and purchasing system by the Facilities Purchasing Department.

GENERAL:

Facilities Purchasing Buyers will be responsible for correcting their respective purchase orders generated for direct materials.

PROCEDURE:

1	Purchase Order	Depending on the current purchase order status, the buyer will refer to the appropriate line(s) on the following table to determine corrective action required.
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STATUS	FIELD	PROCESS
OPEN	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.
	QUANTITY	Edit field on PO Form
	VENDOR	Edit field on PO Form
	VENDOR SITE	Edit field on PO Form
	PRICE	Edit field on PO Form
	LINE ITEM DESCRIPTION	Edit field on PO Form
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Edit field on PO Form
	PART NUMBER	Edit field on PO Form
	FREIGHT	Freight is not required for direct PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.

STATUS	FIELD	PROCESS
PLACED	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.
	QUANTITY	Edit field on PO Form
	VENDOR	Create duplicate PO, edit Vendor field and cancel old PO.
	VENDOR SITE	Create duplicate PO, edit Vendor field, select correct vendor site and cancel old PO.
	PRICE	Edit field on PO Form
	LINE ITEM DESCRIPTION	Cancel Line and add a new line with corrected line item description.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Edit field on PO Form
	PART NUMBER	Cancel Line, and add a new line on PO form with corrected part number.
	FREIGHT	Freight is not required for direct PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.

STATUS	FIELD	PROCESS
COMPLETE (RECEIVED)	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.
	QUANTITY	Perform RTV transaction, Edit field on PO Form, Receive material.
	VENDOR	Create duplicate PO, edit Vendor field and cancel old PO.
	VENDOR SITE	Create duplicate PO, edit Vendor field, select correct vendor site and cancel old PO.
	PRICE	Perform RTV transaction, Edit field on PO Form, Receive material.
	LINE ITEM DESCRIPTION	Perform RTV transaction, cancel line and add a new line with corrected description.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse, cancel old PO.
	WORK ORDER	Perform RTV transaction, Edit field on PO Form, Receive material.
	PART NUMBER	Perform RTV transaction, cancel line, and add a new line on PO form with corrected part number.
	FREIGHT	Freight is not required for stock PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.

STATUS	FIELD	PROCESS
COMPLETE (INVOICED OR PAID)	HEADER DESCRIPTION	Edit field on PO Form.
	PURCHASE TYPE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	QUANTITY	Quantity increase – Create a new PO. Quantity decrease - PO should not be corrected, request vendor to issue credit memo.
	VENDOR	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	VENDOR SITE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	PRICE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	LINE ITEM DESCRIPTION	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WAREHOUSE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WORK ORDER	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	PART NUMBER	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	FREIGHT	Freight is not required for direct PO's.
	ADD LINE	PO should not be corrected, create a new PO.
	CANCEL LINE	PO should not be corrected, request vendor to issue credit memo.
	CANCEL ENTIRE PO	PO should not be corrected, request vendor to issue credit memo.

Facilities Purchasing
MC-150 Direct Part Numbers

PROCEDURE NUMBER:	MC-150	DATE:	June 1, 2015
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PROCEDURE TITLE:	Direct Part Numbers
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the direct part numbers by department required for purchase requisitions submitted for direct materials.

SCOPE:

Applies to all purchase requisitions submitted through the FAMIS maintenance and purchasing system to the Facilities Purchasing Department for direct materials.

GENERAL:

Purchase requisitions for direct material require the input of a specific direct part number representing the type of material.

PROCEDURE:

Direct part numbers are defined as follows:

DIRECT PART NUMBER	FIRST CHARACTER	SECOND CHARACTER = DESCRIPTION
DF	DIRECT	FOOD
DMS	DIRECT	MATERIAL SUPPLIES
DSU	DIRECT	SHOES & UNIFORMS
DTE	DIRECT	TOOLS & EQUIPMENT
DTE>5K	DIRECT	TOOLS & EQUIPMENT OVER \$5K

Facilities Purchasing
MC-225 Stock Purchase Order Correction

PROCEDURE NUMBER:	MC-225	DATE:	June 1, 2015
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PROCEDURE TITLE:	Stock Purchase Order Correction
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for correcting stock purchase orders.

SCOPE:

Applies to all corrections required for purchase orders generated for stock materials through the FAMIS maintenance and purchasing system by the Facilities Purchasing Department.

GENERAL:

Facilities Purchasing Buyers will be responsible for correcting their respective purchase orders generated for stock materials.

PROCEDURE:

1	Purchase Order	Depending on the current purchase order status, the buyer will refer to the appropriate line(s) on the following table to determine corrective action required.
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STATUS	FIELD	PROCESS
OPEN	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.
	QUANTITY	Edit field on PO Form
	VENDOR	Edit field on PO Form
	VENDOR SITE	Edit field on PO Form
	PRICE	Edit field on PO Form
	LINE ITEM DESCRIPTION	Edit description on Part form, query PO and query part number again.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Work order is not required for stock PO's.
	PART NUMBER	Edit field on PO Form
	FREIGHT	Freight is not required for stock PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.
STATUS	FIELD	PROCESS
PLACED	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.

	QUANTITY	Edit field on PO Form
	VENDOR	Create duplicate PO, edit Vendor field and cancel old PO.
	VENDOR SITE	Create duplicate PO, edit Vendor field, select correct vendor site and cancel old PO.
	PRICE	Edit field on PO Form
	LINE ITEM DESCRIPTION	Cancel Line, edit description on Part form, query PO and add a new line with corrected part number.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Work order is not required for stock PO's.
	PART NUMBER	Cancel Line, and add a new line on PO form with corrected part number.
	FREIGHT	Freight is not required for stock PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.

STATUS	FIELD	PROCESS
COMPLETE (RECEIVED)	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to material purchase types.
	QUANTITY	Perform RTV transaction, Edit field on PO Form, Receive material.
	VENDOR	Create duplicate PO, edit Vendor field and cancel old PO.
	VENDOR SITE	Create duplicate PO, edit Vendor field, select correct vendor site and cancel old PO.
	PRICE	Perform RTV transaction, Edit field on PO Form, Receive material.
	LINE ITEM DESCRIPTION	Perform RTV transaction, cancel line, edit description on Part form, query PO and add a new line with corrected part number.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse, cancel old PO.
	WORK ORDER	Work order is not required for stock PO's.
	PART NUMBER	Perform RTV transaction, cancel line, and add a new line on PO form with corrected part number.
	FREIGHT	Freight is not required for stock PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
CANCEL ENTIRE PO	Change purchase order status on PO Form.	
STATUS	FIELD	PROCESS
COMPLETE (INVOICED OR PAID)	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	QUANTITY	Quantity increase – Create a new PO. Quantity decrease - PO should not be corrected, request vendor to issue credit memo.
	VENDOR	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	VENDOR SITE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	PRICE	PO should not be corrected, request vendor to issue

		credit memo and issue a new PO.
	LINE ITEM DESCRIPTION	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WAREHOUSE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WORK ORDER	Work order is not required for stock PO's.
	PART NUMBER	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	FREIGHT	Freight is not required for stock PO's.
	ADD LINE	PO should not be corrected, create a new PO.
	CANCEL LINE	PO should not be corrected, request vendor to issue credit memo.
	CANCEL ENTIRE PO	PO should not be corrected, request vendor to issue credit memo.

Facilities Purchasing
MC-300 Service Purchase Requisition

PROCEDURE NUMBER:	MC-300	DATE:	June 1, 2015
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PROCEDURE TITLE:	Service Purchase Requisition
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the procedure to submit a Purchase Requisition for service to the Facilities Purchasing Department.

SCOPE:

Applies to all purchase requisitions for service submitted through the FAMIS maintenance and purchasing system to the Facilities Purchasing Department.

DEFINITIONS:

Purchase Requisition: A FAMIS software form used by a requester to order materials, supplies, equipment, and services from vendors, which is forwarded to the Facilities Purchasing department for processing.

AUTHORIZATION:

- 1) Purchase requisitions are subject to an approval hierarchy.
- 2) For purchases of \$5,000 or more, the following is required:
 - a) A record of any bids you have obtained, as required by policy (see Yale University Procedure 3205 FR.02 Quotation Record). This documentation is not required in instances where the vendor is the only known source for the materials.
 - b) Explanation for Sole Source, to justify purchases for which a vendor is selected without the normal bidding process or if low bidder is not selected. (see Sole Source procedure, No. MC-510).
 - c) An exception to the Sole Source form will be made for service purchases between \$5,000 and \$10,000 if the vendor is selected from the Facilities Emergency Contactor (FEC) system.
- 3) For purchases of \$10,000 or more a formal bid should be conducted unless deemed and emergency by the Facilities Manager.

PROCESS:

STEP	FIELD	INSTRUCTION
1	PURCHASE REQUISITION form	Double-click on the PURCHASE REQUISITION form. Note: the purchase requisition form may be accessed in the Purchasing menu or through the Work Order form.

2	PREQ Number	Tab past to the description field. FAMIS will automatically generate the next sequential purchase requisition number upon saving the document.
3	Description (unlabeled)	Enter a brief description of the Purchase Requisition. Press Tab.
4	Requested By	Auto-fills with the user's ID, name and phone number.
5	Next Approver	The user ID of the next individual (your Supervisor) in the approval hierarchy will auto-fill based on the total requisition amount entered.
6	Print? (Check Box)	Check if purchase requisition is to be printed. Press tab.
7	Purchase Type	Enter the appropriate purchase type or select one using the purchase type list of values button.
8	Drop Ship	Not currently used by Yale University. Press tab.
9	Agreement No.	Not currently used by Yale University for direct purchases. Press Tab.
10	Deliver To	Enter any special delivery instructions.
11	Add Line... (button)	Press the Add Line... button. The Line Item form will appear.
12	Line/Status	Initial defaults are Line 1 and "Requested" Status. Both fields are display only.
13	Date Required	Enter the date (dd-mmm-yyyy) the service is required.
14	Advise	Not currently used by Yale University. Press tab.
15	Warehouse (Button and field)	Your default warehouse will auto-fill. Press tab.
16	Commodity (Button and field)	Commodity is not required for direct purchases. Press tab.
17	Urgent (check box)	Not currently used by Yale University. Press tab.
18	Vendor No. (Button and field)	Enter the Vendor Number of the vendor you would like to purchase the service from or select from the List of Values. Press tab. The vendor name will auto-fill.
19	Vendor P/N	Not currently used by Yale University. Press tab.
20	Buyer	The Buyer field will auto-fill with the Buyer's user ID assigned to the purchase type. Press tab.
21	MFR (Button and field)	Not currently used by Yale University. Press tab.
22	Mfr Part Number	Not currently used by Yale University. Press tab.
23	Mfr Brand	Not currently used by Yale University. Press tab.
24	Substitution (Check Box)	Not currently used by Yale University. Press tab.

25	Description	Enter the description of the service to be purchased. Press tab.
26	UOP	Select "EA". Press tab.
27	View Conversion (Button)	Not currently used by Yale University.
28	Quantity	Enter the Quantity "1". Press tab.
29	Unit Price	Enter the total cost of the service to be purchased. Press tab.
30	Amount	The total amount (quantity x unit price) for the line is calculated and shown here.
31	OK	Press the OK button to complete the addition of this line to the purchase requisition.
32	Save button and X button	Press the Save button to save the Requisition just created and exit the Purchase Requisition form by pressing the X button.

Facilities Purchasing
MC-310 Service Purchase Order

PROCEDURE NUMBER:	MC-310	DATE:	June 1, 2015
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PROCEDURE TITLE:	SERVICE PURCHASE ORDER
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the procedure for creating a purchase order from a service purchase requisition (see Service Purchase Requisition procedure, No. MC-300).

SCOPE:

Applies to all service purchase requisitions for services purchased through the Facilities Purchasing Department.

DEFINITIONS:

Purchase Order: The purchase order is legal instrument by which goods and services are procured to fill a requirement. It is the seller's authority to ship and invoice for goods and services specified on the order.

Purchase Requisition: A FAMIS software form used by a requester to order materials, supplies, equipment, and services from vendors, which is forwarded to the Facilities Purchasing Department for processing into a purchase order.

AUTHORIZATION:

Designated Buyers within the Facilities Purchasing Department are the only authorized personnel who can issue a purchase order.

- 1) Purchase orders are subject to an approval signature hierarchy.
- 2) For purchases of \$5,000 or more, the following is required:
 - a) A record of any bids you have obtained, as required by policy (see Yale University Procedure 3205 FR.02 Quotation Record). This documentation is not required in instances where the vendor is the only known source for the service.
 - b) Explanation for Sole Source, to justify purchases for which a vendor is selected without the normal bidding process (see Single /Sole Source procedure, No. MC-510).

GENERAL:

The Facilities Purchasing Buyer will review the FAMIS Buyer’s Workbench form and generate a purchase order for service purchase requisitions.

PROCEDURE:

STEP	FORM / FIELD	INSTRUCTION
1	Buyer’s Workbench form	Double-click on the FAMIS Buyer’s Workbench form. Note: the Buyer’s Workbench form may be accessed in the Purchasing menu.
2	Requisitions Tab	Click on the Requisitions tab.
3	Find button	Press the find button to view the Find Requisitions form.
4	Buyer	Enter the User Id or select from the lov.
5	Status	Enter “APPROVED” or select from the lov.
6	OK button	Press the OK button. The purchase requisitions will appear on the workbench form.
7	View button	Place the cursor on a line and press the view button to review and ensure the purchase requisition is correct and complete.
8	X button	Click the X button to return to the Buyer’s Workbench. If the Purchase Requisition is incorrect, proceed to step 9. If the purchase requisition is correct, proceed to step 11.
9	Check box (unlabeled)	Click the check box. Press the rejection button, the Reject Requisition Line Comments form will appear.
10	Reject Requisition Line Comments	Enter the reason for rejecting the purchase requisition. Press the Reject button. The Buyer’s Workbench will appear and the Buyer may proceed to process another purchase requisition (see step 7) or close the form by pressing the “X” button.
11	Check box (unlabeled)	Click the check box. Press the Create PO... button, the purchase order form will appear.
12	PO Number	Click the Lines tab. FAMIS will automatically generate the next sequential purchase order number.
13	Lines Tab	The Line form will appear with the assigned purchase order number, the line item(s), description, status and amount. Press the General tab.

14	Print... button	Press the print button to view the Print form.
15	Single PO check box	Ensure the Single PO check box is checked.
16	Print button	Press the print button to view the Forms pop up window.
17	Forms window	Press "YES" to change the status of the purchase order to "PLACED". A new message will appear indicating "The current PO is placed..." Press the OK button.
18	X button	Press the X button to exit the form.
19	File	PURCHASING copy: Attach documentation and forward to Facilities Purchasing purchase order file.

Facilities Purchasing
MC-320 Service Invoicing and Approval

PROCEDURE NUMBER:	MC-320	DATE:	June 11, 2015
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PROCEDURE TITLE:	Service Invoicing And Approval
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for submitting service invoices for payment and approving a service invoice.

SCOPE:

Applies to all invoices related to purchase orders generated for maintenance service through the FAMIS maintenance and purchasing system by the Facilities Purchasing Department.

GENERAL:

Generally, invoices for maintenance service are mailed directly from the Contractor to the Facilities Purchasing department for processing. Facilities Purchasing Buyers should forward any service invoices received in error to the Accounts Payable department ensuring the correct purchase order and/or work order number is present on the invoice document.

PROCEDURE:

1	Invoice	Upon receipt of an invoice, the Accounts Payable Financial Assistant will create a voucher in the FAMIS system. The Project Manager will receive an email notification indicating there is a voucher awaiting their approval.
2	Invoice Approval Form	The Project Manager will double-click on the INVOICE APPROVAL form. Note: the invoice approval form may be accessed in the Approvals menu.
3	Invoice Approval Form	Select the radio button for the "Display Invoices that are awaiting my approval" option.
4	Enter Query	Press the Enter Query button.
5	Execute Query	Press the Execute Query button to view the first invoice awaiting approval.
6	Amt Approved	Click inside the Amt Approved field. The line item will change to green.
7	Approve Line (Button)	Press the Approve Line button and the amount will appear.
8	Save (Button)	Press the Save button to process the invoice approval. If the purchase order is complete, proceed to step 9. If the purchase order has a balance to be paid at a later date, proceed to step 10.
9	Close PO (Button)	If the Press the Close PO button to close the purchase order.
10	X Button	Exit the Invoice Approval form by pressing the X button.

Facilities Purchasing
MC-325 Service Purchase Order Correction

PROCEDURE NUMBER:	MC-325	DATE:	June 8, 2015
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PROCEDURE TITLE:	Service Purchase Order Correction
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for correcting service purchase orders.

SCOPE:

Applies to all corrections required for purchase orders generated for services through the FAMIS maintenance and purchasing system by the Facilities Purchasing Department.

GENERAL:

Facilities Purchasing Buyers will be responsible for correcting their respective purchase orders generated for services.

PROCEDURE:

1	Purchase Order	Depending on the current purchase order status, the buyer will refer to the appropriate line(s) on the following table to determine corrective action required.
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STATUS	FIELD	PROCESS
OPEN	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to service purchase types.
	QUANTITY	Edit field on PO Form
	VENDOR	Edit field on PO Form
	VENDOR SITE	Edit field on PO Form
	PRICE	Edit field on PO Form
	LINE ITEM DESCRIPTION	Edit field on PO Form
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Edit field on PO Form
	PART NUMBER	Part Number is not required for service PO's.
	FREIGHT	Freight is not required for service PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.
STATUS	FIELD	PROCESS
PLACED	HEADER DESCRIPTION	Edit field on PO Form
	PURCHASE TYPE	Edit field on PO Form, can only change to service purchase types.

	QUANTITY	Edit field on PO Form
	VENDOR	Create duplicate PO, edit Vendor field and cancel old PO.
	VENDOR SITE	Create duplicate PO, edit Vendor field, select correct vendor site and cancel old PO.
	PRICE	Process Change Order Form.
	LINE ITEM DESCRIPTION	Edit Line Item description.
	WAREHOUSE	Can't change, New PO must be created with correct warehouse.
	WORK ORDER	Edit field on PO Form
	PART NUMBER	Part Number is not required for service PO's.
	FREIGHT	Freight is not required for direct PO's.
	ADD LINE	Add line on PO form
	CANCEL LINE	Press Shift & F6 keys on Line Item Form on PO form.
	CANCEL ENTIRE PO	Change purchase order status on PO Form.

STATUS	FIELD	PROCESS
COMPLETE (INVOICED OR PAID)	HEADER DESCRIPTION	Edit field on PO Form.
	PURCHASE TYPE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	QUANTITY	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	VENDOR	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	VENDOR SITE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	PRICE	PO should not be corrected, request vendor to issue credit memo and issue a new PO or POCO.
	LINE ITEM DESCRIPTION	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WAREHOUSE	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	WORK ORDER	PO should not be corrected, request vendor to issue credit memo and issue a new PO.
	PART NUMBER	Part Number is not required for service PO's.
	FREIGHT	Freight is not required for direct PO's.
	ADD LINE	PO should not be corrected, create a new PO.
	CANCEL LINE	PO should not be corrected, request vendor to issue credit memo.
	CANCEL ENTIRE PO	PO should not be corrected, request vendor to issue credit memo.

Facilities Purchasing
MC-370 Facilities Emergency Contractor Program

PROCEDURE NUMBER:	MC-370	DATE:	June 8, 2015
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PROCEDURE TITLE:	Facilities Emergency Contractor Program
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the process for selecting service contractors for emergency service projects.

SCOPE:

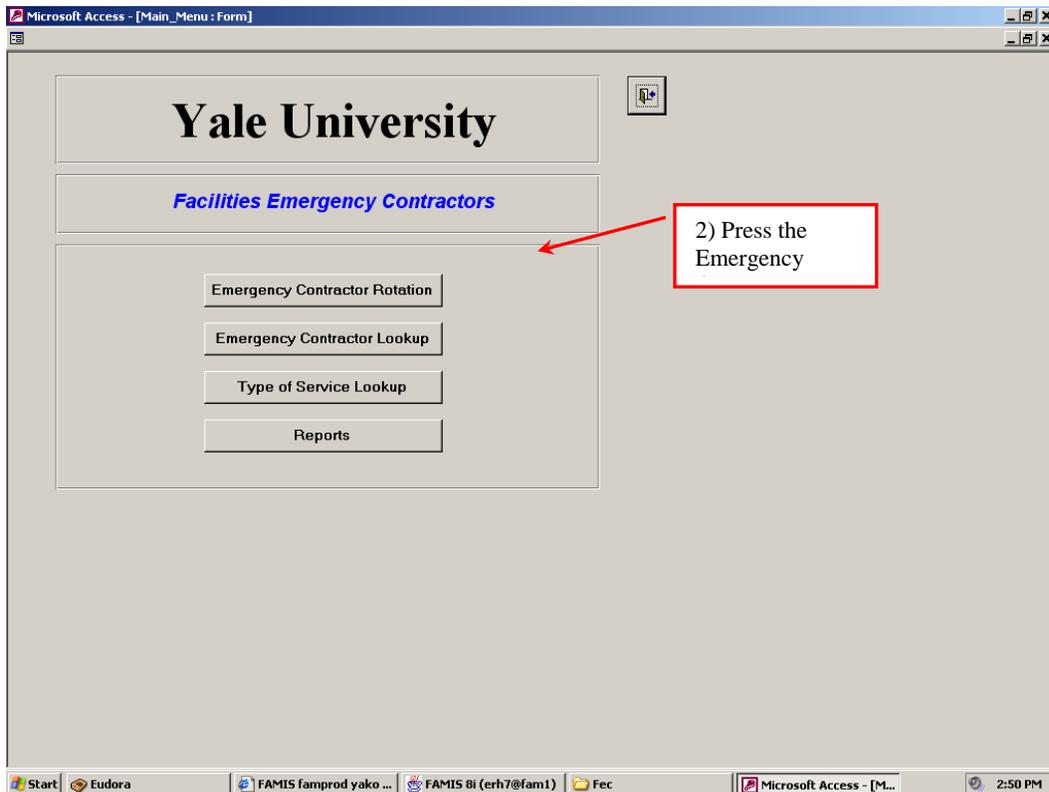
Applies to all emergency service projects administered through the Facilities Purchasing Department.

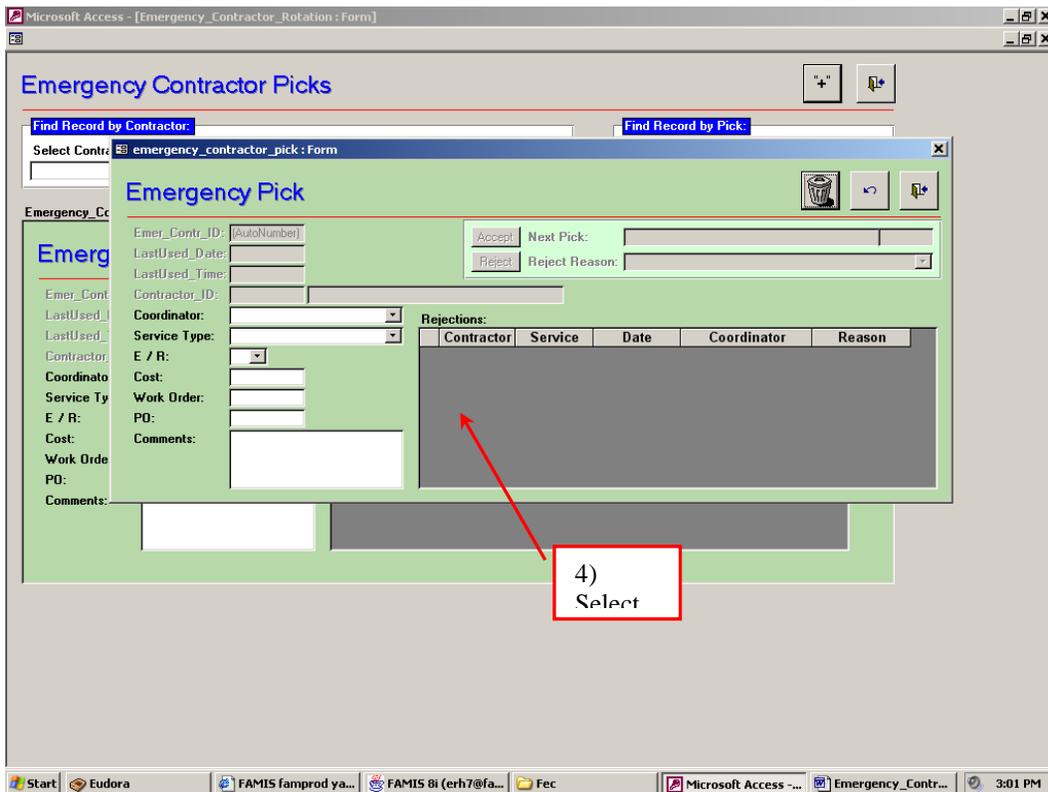
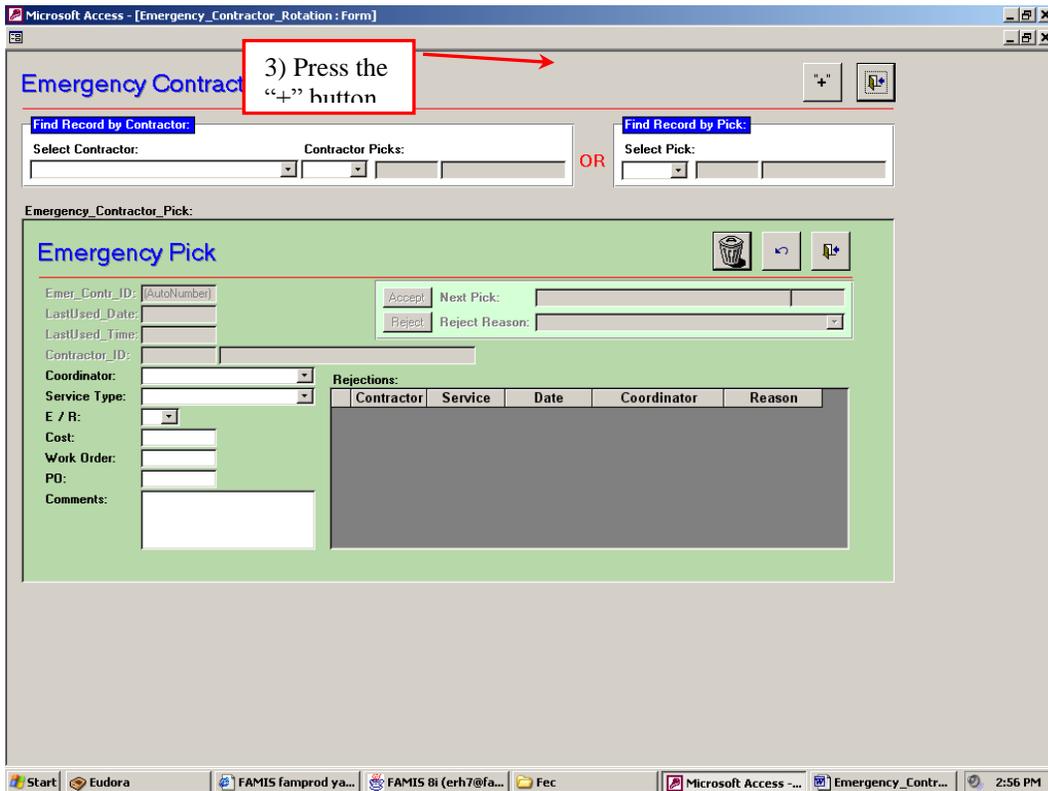
GENERAL:

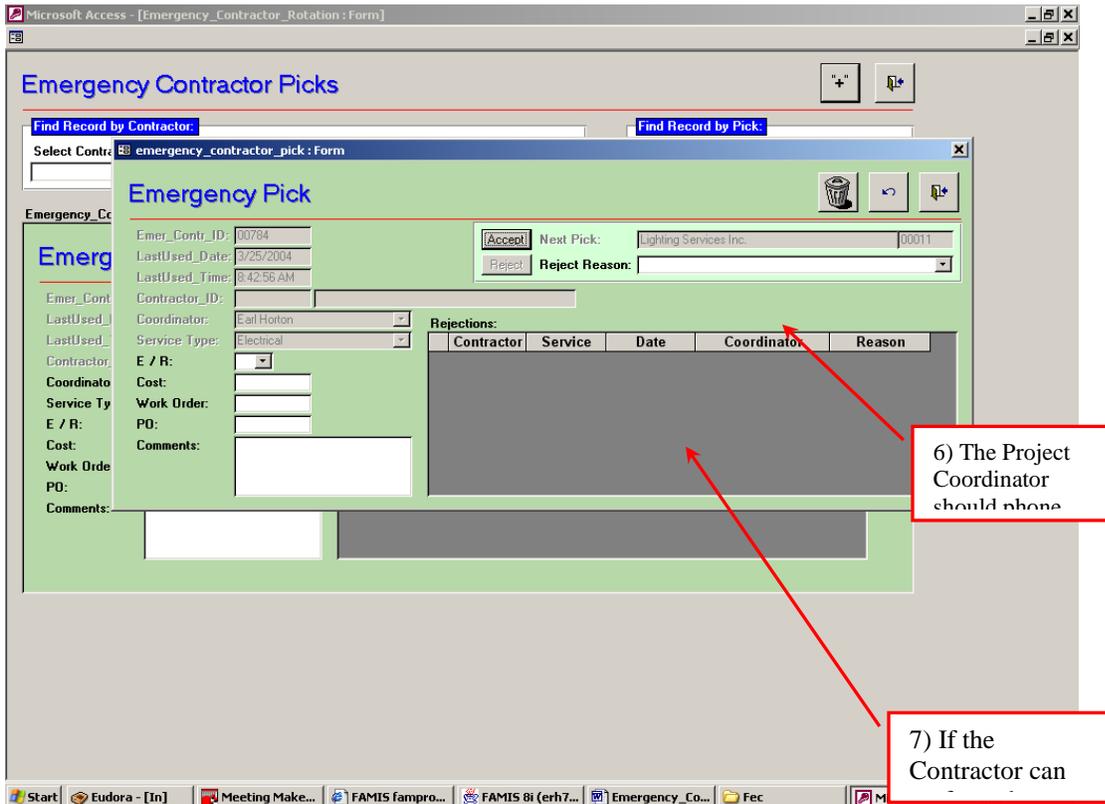
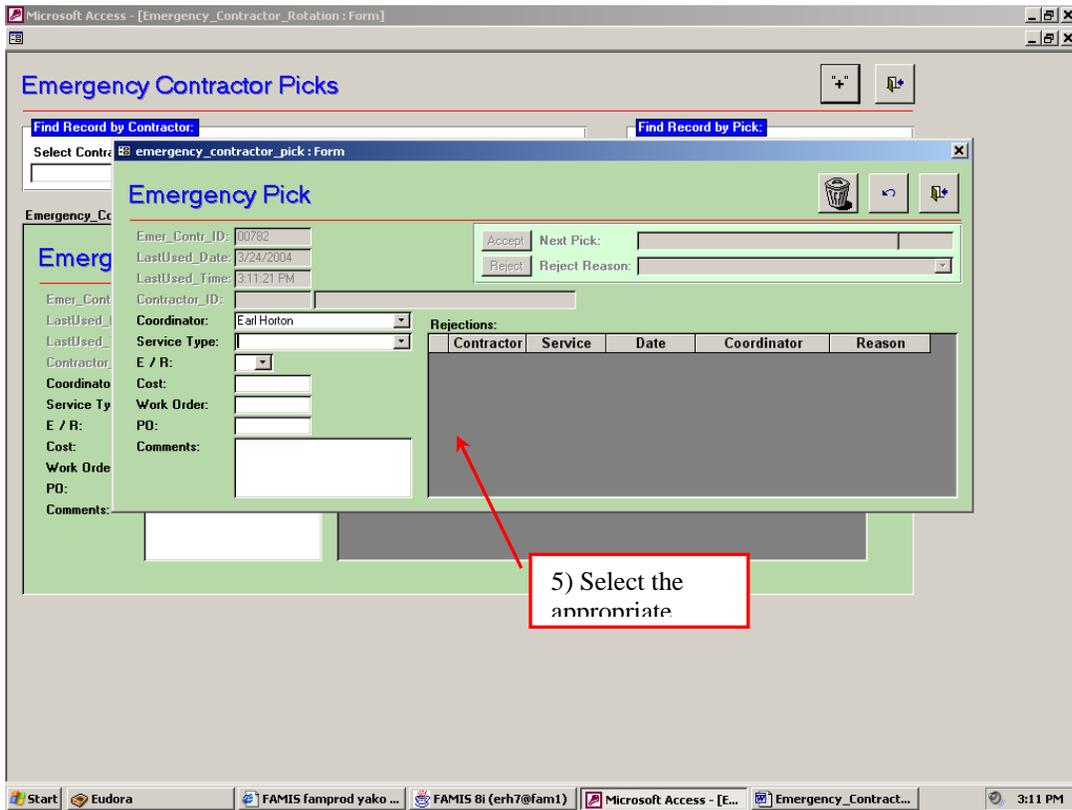
Project Managers requiring the services of a contractor on an emergency basis should utilize the Facilities Emergency Contractor rotation program whenever possible.

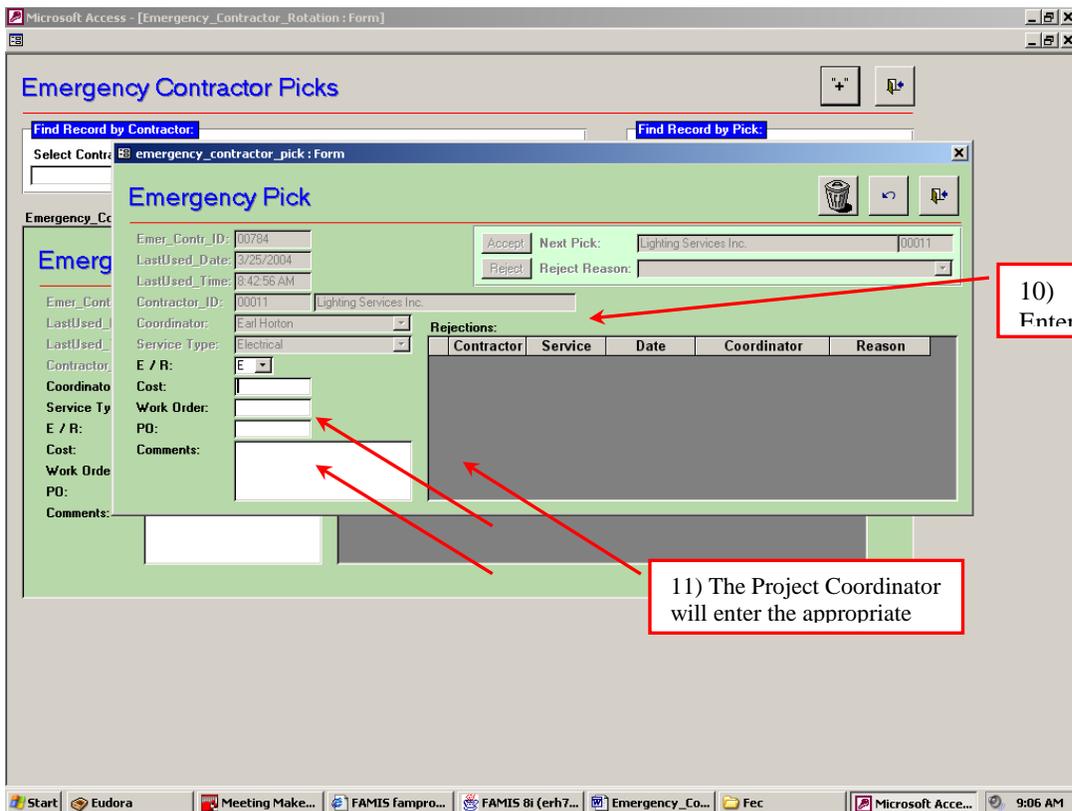
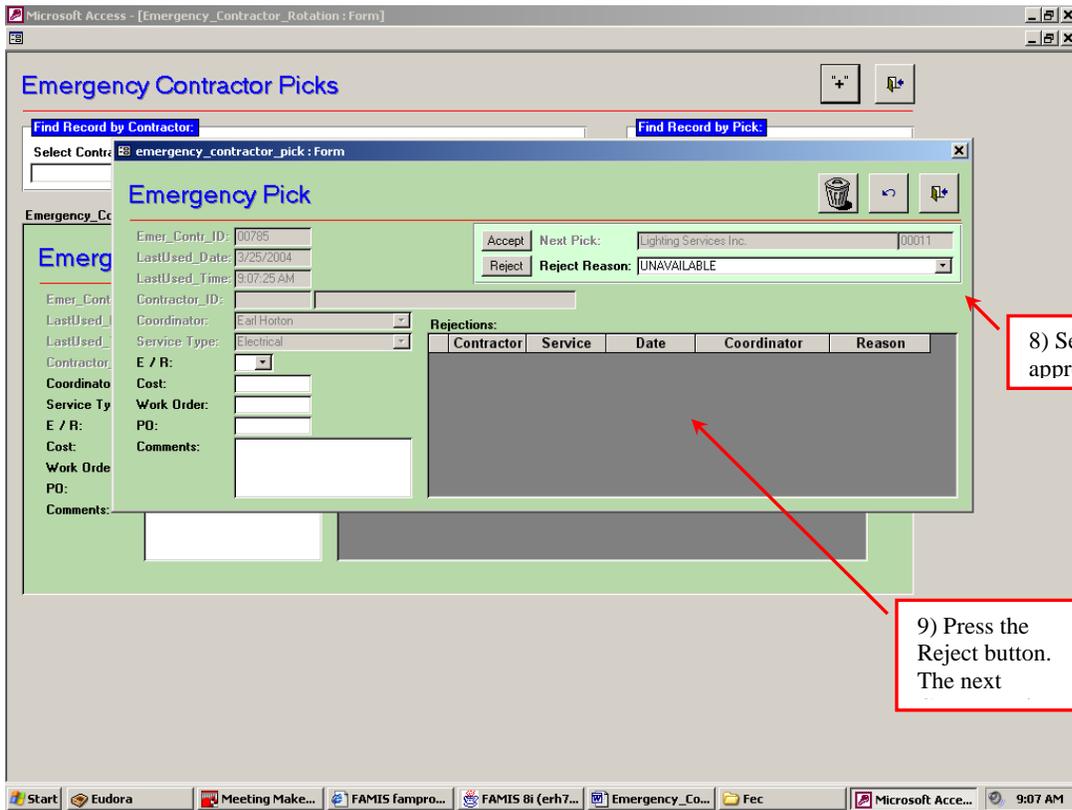
PROCEDURE:

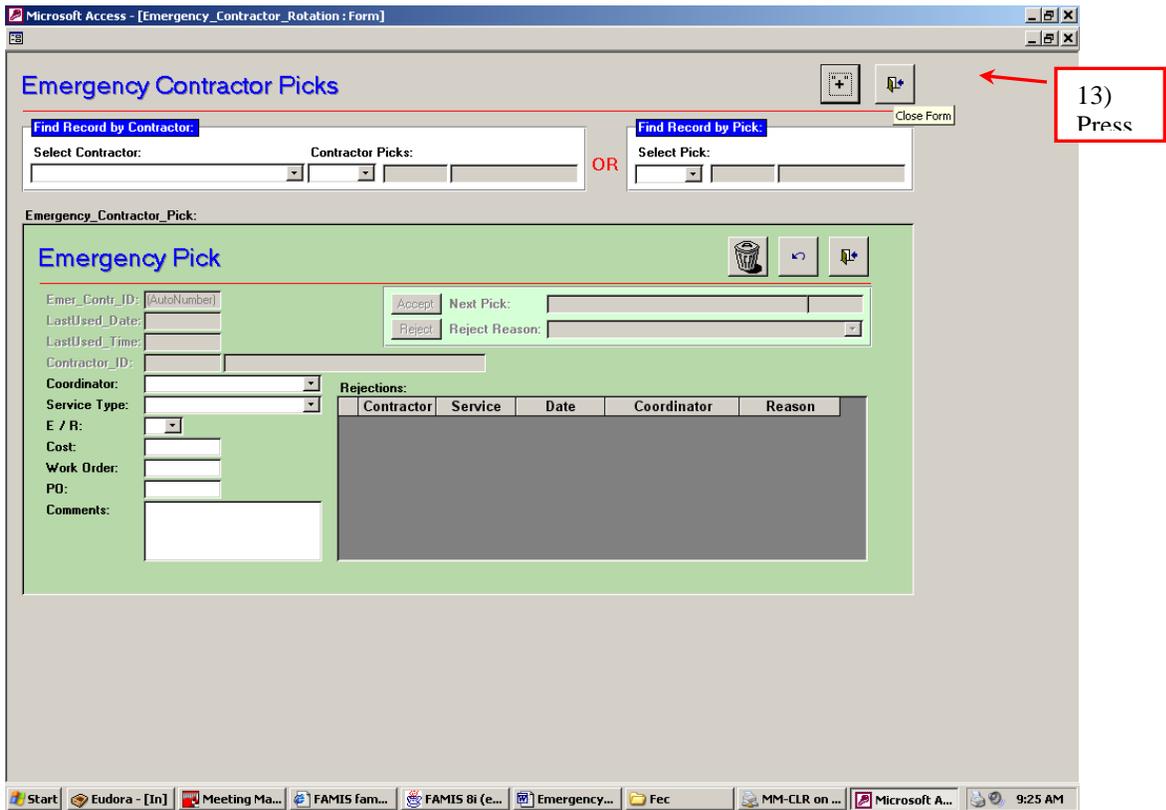
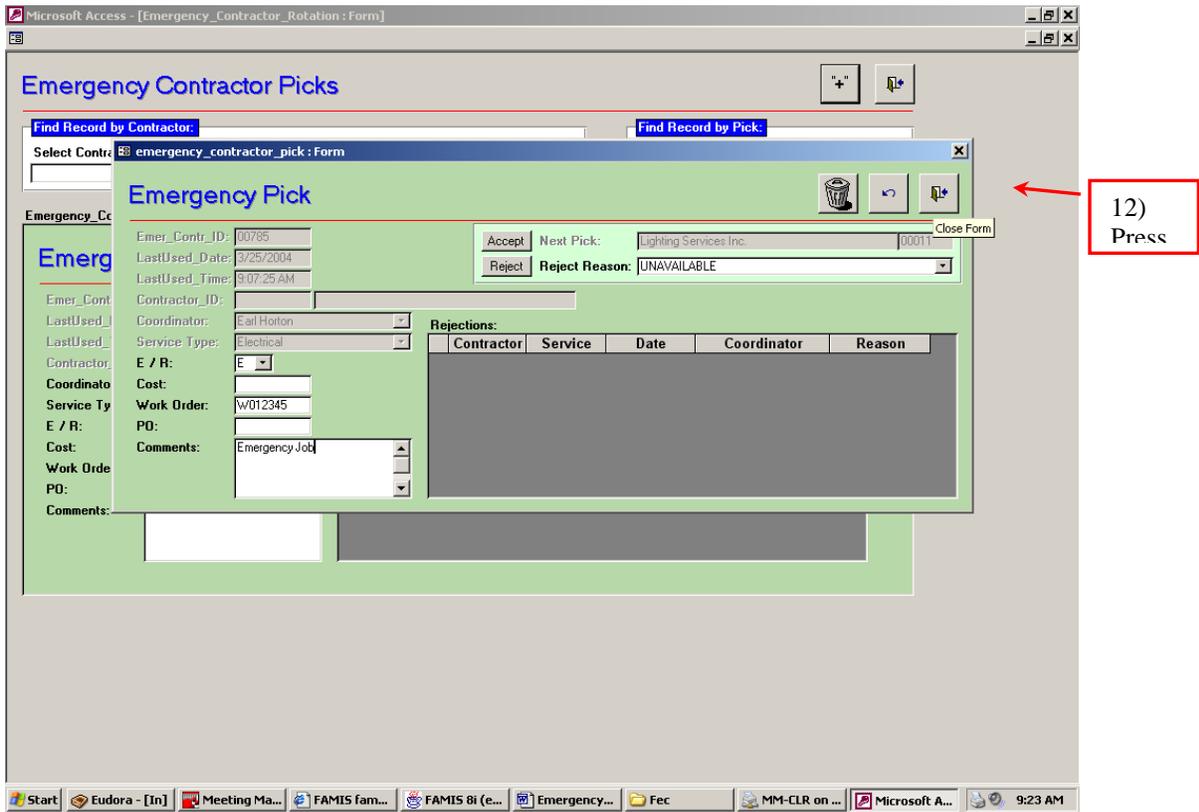
- 1) The Project Coordinator will double-click on the FEC icon located on their desktop.











Facilities Purchasing
MC-510 Sole Source

PROCEDURE NUMBER:	MC-510	DATE:	June 8, 2015
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PROCEDURE TITLE:	Sole Source
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RESPONSIBLE DEPARTMENT:	Facilities Purchasing
OWNER:	Director Facilities Purchasing

PURPOSE:

Define the procedure for submitting a sole source explanation form.

SCOPE:

Requester is required to submit a sole source justification form when purchases for services or material exceed \$5,000 and a formal bidding process has not been conducted or, for any reason, the low bidder is not selected.

DEFINITIONS:

Sole Source: A vendor who provides a unique service or proprietary item unavailable from any other approved vendor source.

AUTHORIZATION:

The requester and supervisor are required to sign the sole source justification forms before submitting them to the Facilities Purchasing department.

The Director, Facilities Purchasing may request additional information and clarification in a formal written document from the requester for circumstances where the sole justification form is deemed to be insufficient.

GENERAL:

The designated Buyer is responsible for ensuring a sole source justification form has been submitted for all purchases of services or material exceeding \$5,000 where a formal bidding process has not been conducted. The Buyer is only responsible for ensuring the sole source form is filed with the corresponding purchase order.

PROCEDURE:

STEP	FORM / FIELD	INSTRUCTION
1		Requester will complete the Sole Source Explanation Form and attach quotation documentation as follows:
2	Contractor	Enter the name of the contractor / vendor performing the work or provided the material.
3	Purchase Requisition #	Enter the FAMIS purchase requisition number.
4	Requisition Date	Enter the date the purchase requisition was entered in FAMIS.
5	Explanation of Sole Source	Explain why the sole source was required

6	Print Name	Print name of person that determined that this is a Sole Source Purchase.
7	Buyer	The Buyer will review the document against the FAMIS purchase requisition and ensures completeness and adherence to Yale University procedure.

 Policies, Procedures, Forms, Guides, & Quick Steps Yale University Forms	
FORM F3205 FR.03A	
EXPLANATION for SOLE SOURCE FORM	FACILITIES OPERATIONS ONLY
Revision date: 9/01/15	
Requisition Number:	<input type="text"/>
Date:	<input type="text"/>
Supplier Name:	<input type="text"/>
<p>The University Facilities Operations requires at least three (3) competitive bids for all purchases from non-contract suppliers when the dollar value of the purchase is above \$5,000, unless the supplier qualifies as a sole source. For these situations, end users must identify what unique technical or operational capabilities the supplier possesses which exempt this purchase from competitive bidding. Please provide a description of those qualities in the box below. Some examples, though not all inclusive are:</p> <ul style="list-style-type: none"> • Owns a proprietary process or license • Require compatibility with existing equipment or services • Designated exclusive distributor for this product or service • Maintain consistency of products during research testing • Supplier is only one who can meet the timeline • Start-up and orientation for new vendor is not cost effective given requirements • Please provide an explanation if the lowest cost provider was not chosen 	
<input type="text"/>	
Name of Person that determined that this is a Sole Source Purchase:	
(Print):	<input type="text"/>
For questions, please email your Facilities Buyer or facilities.procurement@yale.edu	