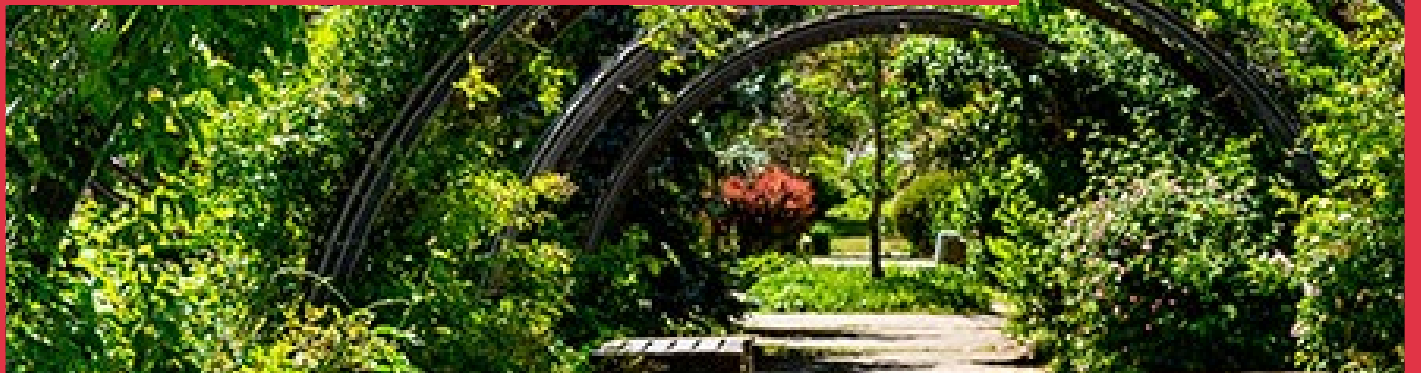# Your Online Purchase Request Process

(Review & Approval)

Job Aid
(February 2024)

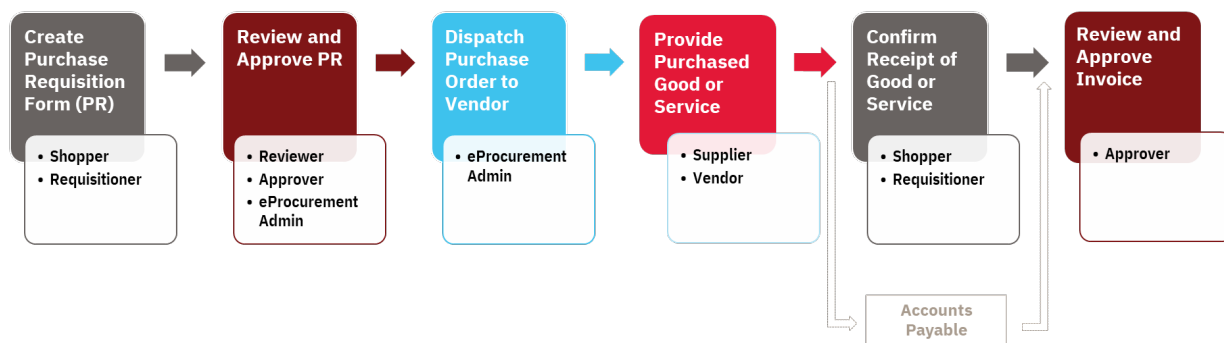YORK U

Your Online Purchase Request
Job Aid

REVIEW & APPROVAL

Introduction

Purchases at York should be made through Sm@rtBuy.

Sm@rtBuy is York's online procurement system that streamlines the purchasing process, thereby allowing significant time savings for faculty and staff.

Figure 1: York's Purchasing Process

Sm@rtBuy is an integrated web-based marketplace for procurement activities that allows for the creation of Purchase Orders (PO), change requests and supplier invoices for the following types of purchase requests:

- *Catalogue Purchase Requisitions* – Created for quick shop items for goods that can be purchased from existing supplier Catalogues.

- *Non-Catalogue Purchase Requisitions* – Created for goods or services that are not available on supplier Catalogues.

- *Change Order Requests for Sm@rtBuy Non-Catalogue Purchase Orders* – Created to request for changes on a PO after it has been issued to a vendor. The Change Order Request function is not available for Catalogue Purchase Requisitions; If the order has been placed and a change is required, the Requisitioner / Shopper must advise the supplier directly or contact smartbuy@yorku.ca for assistance.

- *Limited Tendering & Non-Application Form* – This form is used when a purchase has an exemption from multiple quotes or a competitive bid process.

Your Online Purchase Request Review and Approval Process Job Aid

YORK U

A Purchasing Requisition (PR) for a good or service **must** be completed...

- for all non-exempt purchase orders above $25,000, or

- when a purchase order is required by a vendor.

- **Note:** A P.O. is a contract between the University and a vendor outlining the terms and conditions (either standard or negotiated) for the purchase of goods or services.

For more information, please refer to the <u>Procurement Policy and Procedures</u>.

This document, **Your Online Purchase Request Process Job Aid (Review & Approval)** provides step-by-step instructions to follow when you are reviewing and approving a non-Catalogue purchase that requires a PO. The intention is for you to access the request through Sm@rtBuy and walk through the Review & Approval process steps provided in this document while completing the steps simultaneously, online.

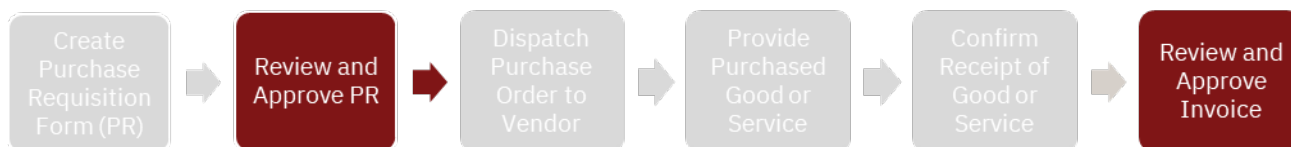For more information on Catalogue purchases, please refer to: <u>Sm@rtBuy Training Manual</u>.

Your Online Purchase Request Review and Approval Process Job Aid

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Quick Links to Specific Steps

Walk through this document or click on the heading below for the step you want to explore.

Your Online Purchase Request Review and Approval Process Job Aid

YORK U

Review and Approve a Purchase Requisition or Invoice

Once a Shopper / Requisitioner submits a Purchase Requisition in Sm@rtBuy, it must be reviewed and approved before being dispatched to the vendor. After the Shopper / Requisitioner confirms receipt of the good or service, you will then be asked to review and approve the associated invoice.

| Create Purchase Requisition Form (PR) | → | Review and Approve PR | → | Dispatch Purchase Order to Vendor | → | Provide Purchased Good or Service | → | Confirm Receipt of Good or Service | → | Review and Approve Invoice |

The steps you follow will be the same; the only difference is whether you are looking at a requisition or an invoice.

CONFIRM REQUIRED APPROVALS

If...	Then...
• you need to confirm the individual required to review and approve any requisition	Access the **Signing Authority Register** by clicking here.
• the requisition is for radioactive materials	The requisition will automatically route to Health Safety and Employee Well Being (HSEWB) for review and approval.
• the requisition is related to research purchases using Fund 400 and 400 cost centres	The requisition will automatically route to Research Accounting for review and approval.
• the requisition is related a Limited Tendering situation and non-application requests	The requisition will automatically route to Strategic Procurement Director and Associate Director for review and approval. The AVP/CFO and President may need to approve, as required.
• the change in cost is greater than 5% or $250,000, whichever is less • *Example:* If the approved cost for the purchase of goods and services is $100,000 and the change request submitted is for $10,000. This change in cost is greater than 5% (i.e. greater $5,000).	Confirm PO re-approval

Your Online Purchase Request Review and Approval Process Job Aid

YORK U

If...	Then...
• the change in cost pushes the total contract value into a higher threshold • *Example:* If the original contract value for the purchase of goods and services is $199,000 and there is an increase in the cost by $2,000, the new contract value is $201,000, pushing it into a new cost threshold.	PO re-approval required
• the increase in cost is less than 5% of the original PO • *Example:* If the original approved cost of the purchase order is $10,000 and the change request submitted is for an additional $500. The change in cost is less than 5% of the original PO cost.	No re-approval is required
• the PO related invoice is ≥$25,000	Invoice approval is required

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REVIEW RECEIPT OF APPROVAL REQUIRED EMAIL

The approval workflow in Sm@rtBuy is based on the [Cost Centre approval hierarchy](#) and is in accordance with the Signing Authority Register (SAR).

Designated approvers will receive a system generated email notification including line-item details of Sm@rtBuy transactions that require approval, including,

- a Purchase Requisition or Invoice
- a Limited Tendering Exception/Non-Competition, or
- a Change Request (CR)/Change Order (CO).

START THE APPROVAL PROCESS

1) Access the Purchase Requisition or Invoice
   - Log in to Sm@rtBuy, or
   - Select from the **View Requisition Approvals** or the **View Invoice Approvals** link.

From: smartbuy_support@yorku.ca <smartbuy_support@yorku.ca>
Sent: Thursday, October 5, 2023 11:24 PM
To:
Subject: New Pending Approval for Requisition# 3874401

Research Accounting 500000 to 507999 Approval Request for Requisition# 3874401

Dear ...awei Wang,

...e requisition ...ow has been submitted for your approval.

Summary

Prepared by:	Research Accounting 500000 to 507999
	York Requestor
Cart Name:	2023-10-05 requestor1 06
Requisition No.:	3874401
No. of line items:	2
TOTAL :	**11,300.00 CAD**

Details

...ption Services

Non-Catalog Purchase Form 8.2023
Form Type: Non-Catalog

Item 1
Description: TEST - GOOD
Catalog Number: ...

Item 2
Description: TEST - GOOD
Catalog Number:
Quantity: 1
Unit Price: 5,000.00 CAD
Ext. Price: 5,000.00 CAD
Size/Packaging: EA 0.0 / EA
Commodity Code: 99999999

FORM TOTAL :   **10,000.00 CAD**

Accounting Codes

...unt

Account ... by line.

Item 1
Account: 425000 : Maintenance Supplies

Item 2
... : Teach & Res Ope Exp

Fund / Cost Centre
Fund: 200 : Operating Fund
Cost Centre: 233000 : FIN-Procurement Services
Activity: –
Time: –
Fund/Cost Centre values vary by line.

Item 2
Fund: 500 : External Sponsored Research
Cost Centre: 504261 : NSERC Discovery

Ready to approve, reject or assign this document to yourself?   Take Action

Additional Information

Summary Details
Overdraft Funds Request (use only with resubmission):
Comments: (0)

Internal Attachments
vendor quote sample - VENDOR QUOTE SAMPLE.docx

Shipping Address
Attn: York Requestor
Rm: 235
Dept: HR
Unit 1
4747 Keele Street
Toronto, ON M3J 2N9
Canada

[View Requisition Approvals]   **1**

If you have any questions with regard to reviewing/approving this requisition, please contact your Support Team.

Support Team Contact Information:
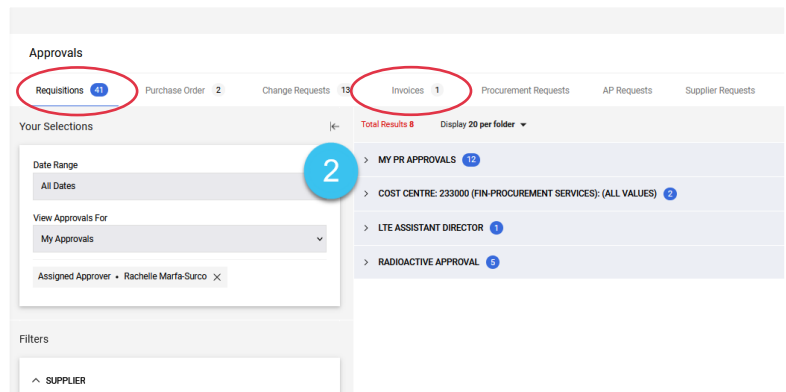+1 416-736-5143
smartbuy_support@yorku.ca

Thank you,
York

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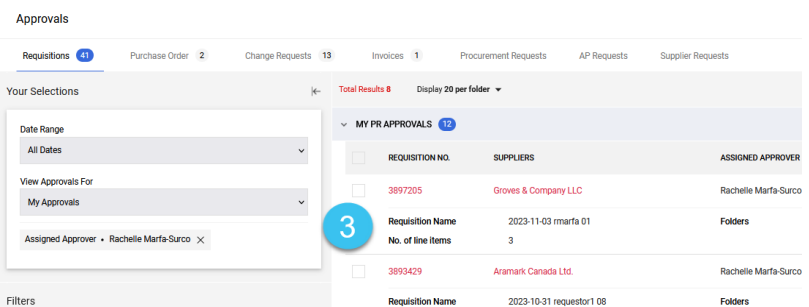
APPROVE THE REQUEST OR INVOICE IN SM@RTBUY

2) Expand your **view** by selecting the
   ⟩ icon.

   - The link will automatically open the Requisition or Invoice tab
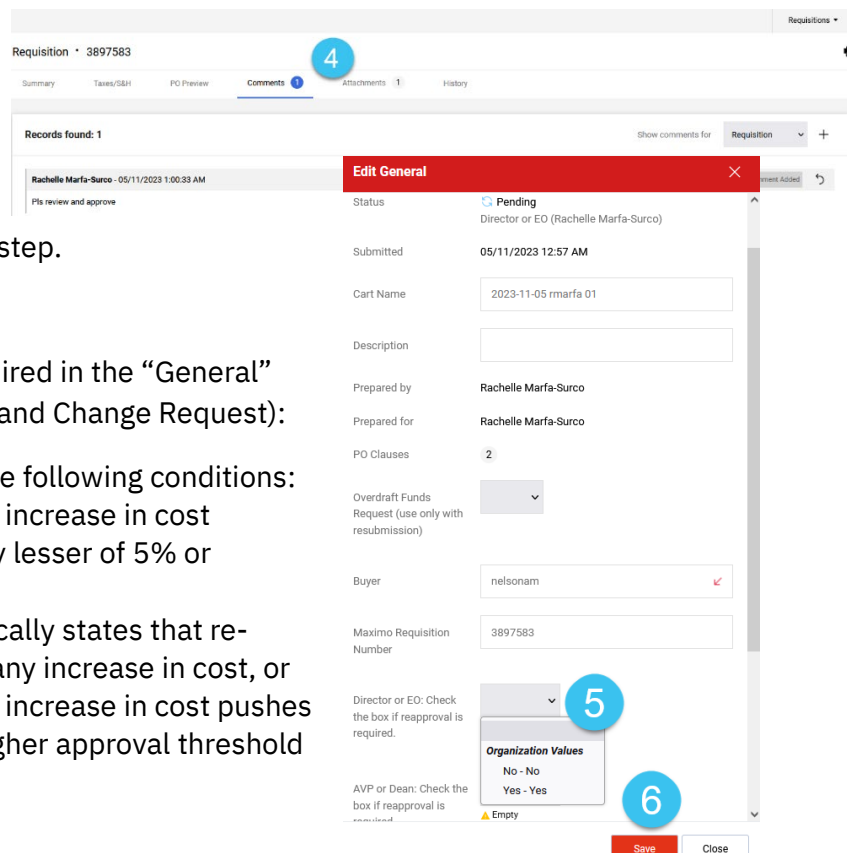
These steps are using the Requisition tab for illustration

3) Click on the **Requisition or Invoice number** requiring approval to access the Purchase details.

4) Review the **information / attachment(s)** to ensure the information on the Requisition, Invoice or Change Request, including account information and supporting documents, are appropriate to proceed to the next step.

5) Acknowledge if **re-approval** is required in the "General" section (only applies to requisition and Change Request):

   - Reapproval is required under the following conditions:
     (a) Change orders in which the increase in cost exceeds the original cost by lesser of 5% or 250,000,
     (b) Approving authority specifically states that re-approvals are required for any increase in cost, or
     (c) Change orders in which the increase in cost pushes the contract value into a higher approval threshold

6) Click on **Save** to save changes.

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7) Select the **appropriate action** from the drop-down menu in the top right corner of the page to approve the Requisition:

- **Assign to Myself**
  - Available where the cost centre has multiple approvers (i.e. Primary and Delegates).
  - Removes the Purchase Requisition from the other Approver's queue.
- **Approve & Next**
  - Approves the Purchase Requisition or Invoice and automatically moves to the next Purchase Requisition or Invoice in queue for approval if there is more than one in the queue requiring action.
- **Approve**
  - Approves the Purchase Requisition or Invoice and keeps your view on the Purchase Requisition or Invoice page.
- **Return to Requisitioner**
  - Returns the Purchase Requisition or Invoice to the Requestor for corrections and allows the Requestor to re-submit after corrections are made. The entire Review and Approval process is re-started if the Requestor / Submitter re-submits the requisition.
- **Return to Shared Folder**
  - Returns the Purchase Requisition or Invoice to the Approver's queue and makes it visible and accessible to other Approvers in the queue.
- **Forward to**
  - Forwards the Purchase Requisition or Invoice to another person for review and approval. **Note:** selecting this option delegates your approval rights to the person to whom you have forwarded the Purchase Requisition or Invoice.
- **Reject**
  - *Do not* select this option unless the Requisition, Invoice or Change Request needs to be terminated without an option to re-submit.
  - Rejects the Purchase Requisition or Invoice and cancels the form.
  - Will *not* allow the end user to re-submit. The Requestor / Submitter must create a new requisition.

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