

# Your Online Purchase Request Process

(From Creation to Submission for Approval)

Job Aid  
(February 2024)

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YORK 



# Your Online Purchase Request Process Job Aid

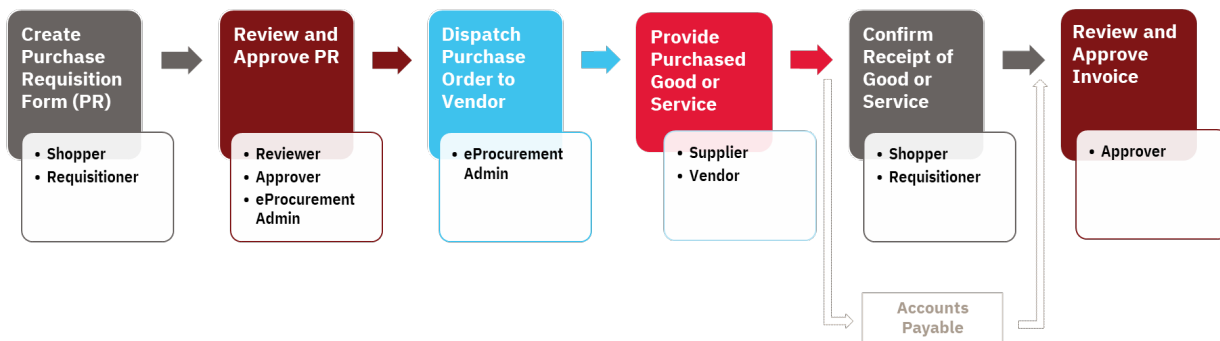
## FROM CREATION TO SUBMISSION FOR APPROVAL

### 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](mailto: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.

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 [Procurement Policy and Procedures](#).

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

For more information on Catalogue purchases, please refer to: [Sm@rtBuy Training Manual](#).

## Quick Links to Specific Steps

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

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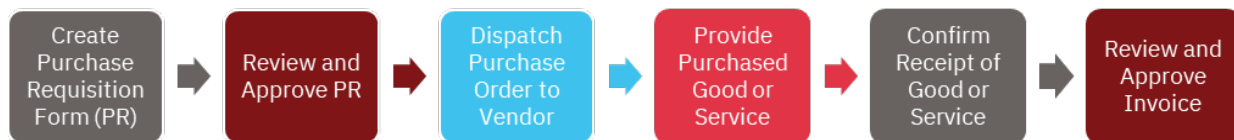
## Confirm you Require a non-Catalogue Purchase Requisition

If you need basic information on how to make a purchase at York, go to the [Strategic Procurement Services Website](#), otherwise continue through this process document.

A non- Catalogue purchase request initiates the process of creating a Purchase Order (PO).

| If your non-Catalogue purchase...   | Then...  |
|---|--|
| <ul style="list-style-type: none"><li>• is for goods or services, and costs &gt;\$25,000</li></ul>  | You require a PR   |
| <ul style="list-style-type: none"><li>• is for any contract that is awarded through a competitive or non – competitive purchase</li></ul> | You require a PR   |
| <ul style="list-style-type: none"><li>• requires a purchase order by a Supplier</li></ul>   | You require a PR   |
| <ul style="list-style-type: none"><li>• is for goods or services, and costs &lt; \$25,000</li></ul>                                       | You <b>may</b> follow the PR process, but it is not required |

If you require a PR, then you must follow York’s Purchasing Process below to obtain the PO needed for approval of the purchase.



Before you begin, log into Sm@rtBuy and then use this document to walk you through the steps while you are online.

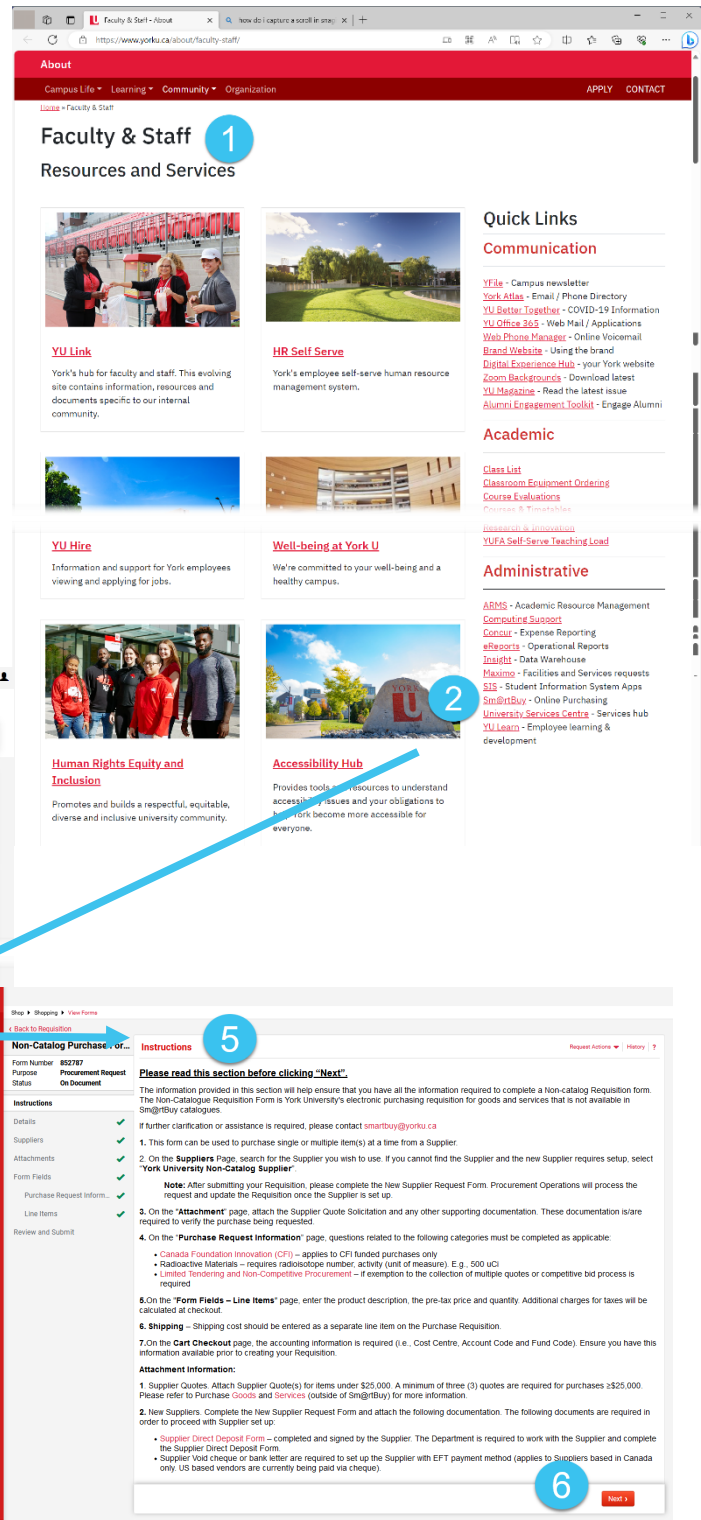
## General Rules

- All purchase requisitions should comply with the [University's Procurement of Goods and Services Procedure](#). It is the responsibility of the individual who is preparing the requisition and the signing authority to confirm that the purchasing requisition complies with the University Procurement Procedure.
- A non-Catalogue purchase requisition is required for all purchases of goods and services above \$25,000 irrespective if the process of procurement is via a competitive or non-competitive process.
  - The purchasing requisition form cannot be used for payment remuneration. Contact Accounts Payable ([acctpay@yorku.ca](mailto:acctpay@yorku.ca)) for details on how to make these payments.
  - Facilities related requests must be submitted through the Facilities department by completing a [Service Request form](#), please refer to [Service Request User Guide](#).
- All non-Catalogue purchase requisitions require a Supplier quotation.
  - For purchases between \$25,00 and \$120,000: three (3) Supplier quotations are required.
  - For competitive bids that are the result of an RFP: one (1) Supplier quotation is required.
  - For a non-competitive procurement, a Limited Tendering Non-Application form and one Supplier quotation is required.
- All fields noted with an asterisk (\*) icon must be completed.
- Click on the question mark (❓) for guidance on how to address the specific field.
- If you have a new supplier, you must send a **new supplier request via email to [venreq@yorku.ca](mailto:venreq@yorku.ca)**, including the appropriate documentation below:
  - 1) Relevant Supplier information such as Supplier name, address, email, contact details (i.e. contact name, email address and phone number).
  - 2) Information about the competitive bid, contract, Service Agreement (SA), or supplier quote. **Note:** Please include details as per the Supplier's incorporation details.
  - 3) Completed [Vendor Direct Deposit form](#) (VDD form)
  - 4) Supplier's recent bank letter or void cheque stating the Supplier's banking information matching the information entered on the VDD form.
- Click on **Save Progress** on each screen to save the information entered on that screen.
  - The saved information can be retrieved later to continue with form submission, if required.
- If a warning icon (⚠) appears, it indicates that there is missing information on the form. Click on the icon and review the specific section to add the missing information.

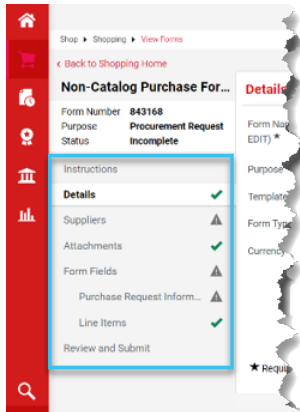
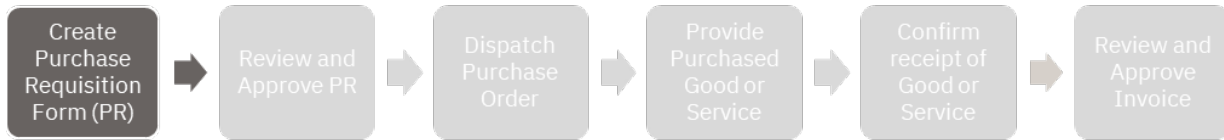
For further information on the non-Catalogue Purchase Requisition Form, please contact [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca)

# Access Non-Catalogue Purchase Requisition (PR) Form

- 1) Access **Faculty & Staff Resources and Services** page on York's main website.
  - a) Click on the [Faculty & Staff Resources and Services](#) link.
- 2) Select **Sm@rtBuy** in the Administrative Quick Links.
- 3) Click on **Login** using your Passport York Login credentials.
- 4) Select the **Non-Catalogue Purchase Request** tile under the Forms section on the Home Shopping Page.
- 5) Read the **Instructions**.
- 6) Click **Next** to begin to complete the form.



## Create Purchase Requisition Form (PR)



When you start working through the online form, you'll see a panel on the left of the screen.

This left menu panel outlines the different sections of the form by topic. It will help you track your progress through the process.

Initially, each section will have a grey checkmark to right of it. The checkmark will switch from grey to green once all of the required fields in that section are complete.

## IDENTIFY THE PURCHASE CURRENCY

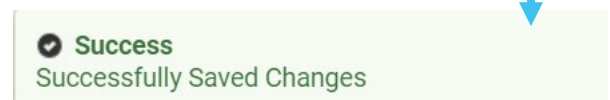
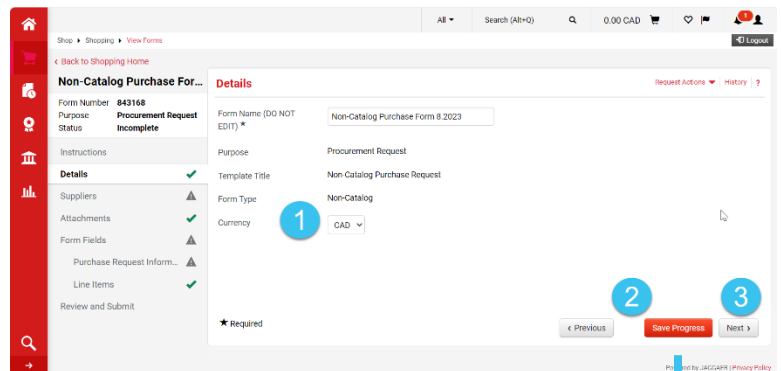
On the **Details** screen...

1) Select **Currency** from the drop-down menu.

- Options are USD or CAD
- Other currencies must be converted to CAD or USD using [OANDA](#) currency converter
- Wire transfer will be used for payments in currency other than USD or CAD

2) Click **Save Progress**

3) Click **Next**





## IDENTIFY THE SUPPLIER

On the **Suppliers** screen...

4) Type the **Supplier** name in the Supplier field.

- Select the Supplier profile that matches the currency selected on the **Details** page
- Select the Supplier profile option marked as “Preferred” or the address that matches the Supplier’s quote
- If the Supplier is not on the list of active Suppliers, select **York University Non-Catalogue Supplier** as a placeholder and follow the instructions to set up the supplier in the **GENERAL RULES** section, above.

5) Click on **Search**.

6) Click **Next**.

| Supplier Name               | Doing Business As | Fulfillment Centers   | Action   |
|-----------------------------|-------------------|---|----------|
| J.J. Transcendence Services |                   | Fulfillment Center 1<br>44 Erylside Crescent, Toronto, Ontario M5H 1M5<br>Canada                          | Select   |
|                             |                   | Fulfillment Center 1 (preferred)<br>44 Erylside Crescent Road, Unit 3, Toronto, Ontario<br>M5H 1M5 Canada | Selected |

## ADD ATTACHMENTS

From the **Attachments** screen...

- 7) Click **Add Attachment**.
  - Mandatory
  - Quote or contract
- 8) Select **Upload**.
- 9) Type in the File **Title**.
  - Mandatory
- 10) Click on **Choose File** and double-click on the file from your saved location.
  - Mandatory
  - One file at a time
  - File name appears in the Attachment line
- 11) Click **Save Changes**.
- 12) Click **Upload** to add another file, or
  - For additional files, select the Display Order for the next file
- 13) Click on **Save Changes**.
- 14) Click **Save Progress**.
- 15) Click **Next**.

The screenshot shows the 'Attachments' screen for a 'Non-Catalog Purchase Form' (Form Number: 844890, Purpose: Procurement Request, Status: Incomplete). A modal window titled 'Add Attachment' is open. It contains a text input field for 'Attachment \*' (marked as required) and an 'Upload' button. A blue circle with the number 7 is placed over the 'Add Attachment' button in the background. At the bottom of the modal, there are 'Save Changes' and 'Close' buttons.

The 'Upload' modal window is shown. It has a 'Title \*' field (marked as required) with a blue circle 9 over it. Below it is a 'File \*' field (marked as required) with a 'Choose File' button and the text 'No file chosen' and 'Maximum upload file size: 25.0 MB'. A blue circle 10 is over the 'Choose File' button. At the bottom right, there is a 'Save Changes' button with a blue circle 11 over it, and a 'Close' button.

The 'Add Attachment' modal is shown with a file added. The 'Attachment \*' field now contains 'Test file again' with a download icon and a blue circle 12 over the 'Upload' button. The 'Display Order \*' field has a dropdown menu set to 'First' with a blue circle 13 over it. At the bottom right, there are 'Save Changes' and 'Close' buttons.

The screenshot shows the 'Attachments' screen after a successful save. A green success message 'Success Successfully Saved Changes' is displayed at the top. The 'Attachments' table now has one row: # 1, Attachment 'Test page', with a download icon and an 'Edit' dropdown. At the bottom right, there are 'Previous', 'Save Progress' (with a blue circle 14), and 'Next' (with a blue circle 15) buttons.

## COMPLETE FORM FIELDS

From the **Form Fields** screen...

16) Select the **Purchase Request Information** link.

17) Answer each **question** in the Purchase Information section.

- If **Limited Tendering** is selected as the procurement method, additional questions are asked to confirm if there is an open/active Limited Tendering Exception (LTE) associated with the requested purchase. Answering “Yes” – will require adding the PO number with the open/active LTE. Answering “No” – will require an additional page to complete by following the steps in the next section.

18) Click **Save Progress**.

- A  notice will appear

19) Click **Next**.

20) Select the **Line Items** link.

21) Select the **number of lines** required for the goods

or services required for the PO. *Example:* If 1 computer and 1 printer are being purchased, select 2 lines.

- Complete the **information fields** for each line
- Each line with a star ★ is mandatory
- Deleting a line can only be completed prior to submitting the Purchase Requisition for approval. To delete line(s), re-select and update the original number of lines for Goods and/or Services to the desired number of lines. If a line needs to be deleted after submission, send the request to [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca)

22) Click **Save Progress**.

- A  notice will appear

23) Click **Next**.


## Limited Tendering Procurement

Limited Tendering is a procurement method where there is only one vendor who may be able or capable of providing goods and/or services.

This section is **ONLY** required when Limited Tendering is selected as a procurement method in the Purchase Request Information section.

This section must be **completed in its entirety**, including attaching supporting documentation, for further review by Strategic Procurement Services and other relevant approvers.

For more information, visit the [Strategic Procurement Services](#) webpage on Limited Tendering.

- 1) Read the **Instructions** at the top of the form.
- 2) Complete the **fields** following the instructions.
- 3) Click the **Save Progress**
  - A  **Success** Successfully Saved Changes notice will appear
- 4) Click **Next**.
  - Return to [Steps 8 – 14 of the Change Request process](#) if you are following these steps as part of a change to an existing PO

### Form Fields - Limited Tendering Procurement

Request Actions History ?

★ Response Is Required

▼ On This Page

General (4)  
Procurement Approval Form (13)

▼ Instructions **1**

The Broader Public Sector (BPS) Procurement Directive and the University's Procurement Policy require the University to follow a competitive procurement process when purchasing goods or services over a certain value. In most cases, purchases valued over \$25k require at least three quotes to be collected and reviewed and purchases valued over \$50k must follow a competitive bid process (to be guided by Strategic Procurement Services).

An exception to (1) the collection of multiple quotes or (2) the competitive bid process are provided in two circumstances:

- a) An **emergency**: a delay to purchasing could result in (1) danger to life, (2) damage to property, or (3) disruption to essential services.
- b) **Competitive bids/quotes are not feasible or practical**: it is not feasible or practical to collect multiple quotes or follow the competitive bid process.

▼ General

**Definitions:**

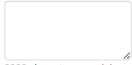
**Limited Tendering** means a procurement method whereby the procuring entity contacts a supplier or suppliers of its choice, provided that it does not use this provision for the purpose of avoiding competition among suppliers or in a manner that discriminates against suppliers of any other Party or protects its own suppliers. A procuring entity may use limited tendering under any of the circumstances described in **TABLE 1**.

**Non-Application Provisions** exempt a given procurement from the application of the government procurement chapter obligations of the applicable agreement (CFTA, CETA or OQTCA.) These are described in **TABLE 2**.

**Sole Sourcing** is a non-competitive process used to acquire goods or services from a specific supplier because there are no other suppliers available or capable of providing the required goods or services.

**Single Sourcing** is a Non-competitive process used to acquire goods or services from a specific supplier, even though there may be more than one supplier capable of delivering the same goods or services.

Background - Explanation of the product or service (what it is, how it is used, where it is used, why it is needed, who made the request) and how it fits with organizational objectives. Describe the circumstances that have created this situation. Describe any risks or implications. \*

 **2**  
2000 characters remaining

▼ Procurement Approval Form

Identify non-competitive procurement type: \*

Limited Tendering Exemption  
 Non-Application Provision

Specify the exception code: \* ⓘ

Total procurement value: \* ⓘ

Contract base term & extension(s): \* ⓘ

I am aware of York University's competitive procurement process and criteria for approving Non-Competitive Procurement. I am comfortable the necessary due diligence has been conducted to support the recommendation. I have fairly and clearly outlined the background, justification, actions taken and required timing of this purchase in the briefing note. \*

Acknowledge

Acknowledged on behalf of: \*

**3** **4**

< Previous Save Progress Next >

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## REVIEW AND SUBMIT

1) Select **Add** and go to Cart.

| Section     | Progress                 |
|-------------|--------------------------|
| Details     | Required Fields Complete |
| Suppliers   | Required Fields Complete |
| Attachments | Required Fields Complete |
| Form Fields | Required Fields Complete |

2) **Review the items** on your Purchase Requisition by clicking on Non-Catalogue Purchase Requisition.

- Click on the Non-Catalogue Purchase Requisition link to **correct or update** the information on the form.

| Item                                    | Unit Price | Quantity | Ext. Price |
|---|------------|----------|------------|
| 1. Non-Catalogue Purchase Form 8 2023   | 5,000.00   | Qty: 1   | 5,000.00   |
| 2. Translation Services (Phone Support) | 2,000.00   | Qty: 1   | 2,000.00   |

3) Click **Proceed to Checkout**.

- “Shopper” is the default role and cannot submit carts, therefore their carts need to be assigned to a Requisitioner to complete the submission of the requisition.
- Select **Assign Cart** to assign the Shopping Cart to a Requisitioner within your Department who can submit the cart on your behalf.

## Checkout

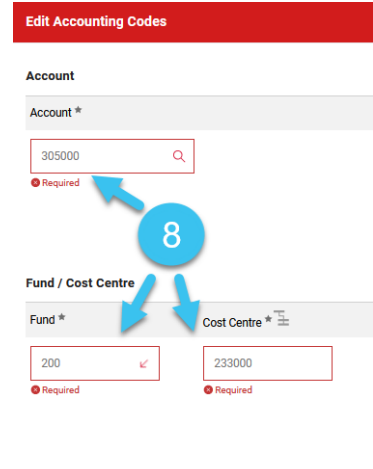
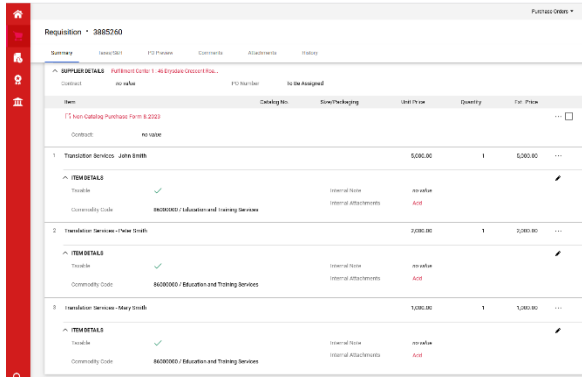
From the **Summary Tab** of the **Checkout** screen...

- 4) Select the **pencil** icon to confirm Shipping information.
- 5) Confirm the **destination address** for the goods/services being ordered is correct.
  - The shipping address default is the default shipping address of the Requisitioner/Shopper
  - Update the information if required:
    - A. Search for the Building name
    - B. Select the correct delivery address
    - C. Update the **Attn, RM or Dept** fields if necessary, with the recipient's name, room number and department information
    - D. Check **Add to my addresses** to include this address in your profile.
- 6) Select **Save** to update the 'Ship to' information.
- 7) Select the **pencil** icon in the **Accounting Codes** section to enter accounting information.

The screenshot shows the 'Requisition - 3872065' checkout screen. The 'Shipping' tab is active, showing a 'Ship To' field with a pencil icon (4). Below it, the 'Edit Shipping' dialog is open, displaying address details for 'Unit 1' at '4747 Keele Street, Toronto, ON M3J 2N9, Canada'. A search for 'Assiniboine' is shown with results for '340 Assiniboine Rd Bldg' (A), '360 Assiniboine Rd Bldg' (B), and '380 Assiniboine Rd Bldg' (C). The '340 Assiniboine Rd Bldg' dialog is open, showing 'Rachelle Marfa-Gurco' as the contact (D) and an 'Add to my addresses' checkbox. A 'Save' button is visible (6). Below the shipping section, the 'Accounting Codes' section is visible, showing 'Account' (305000) and 'Fund / Cost Centre' (200 / 233000) with a pencil icon (7).

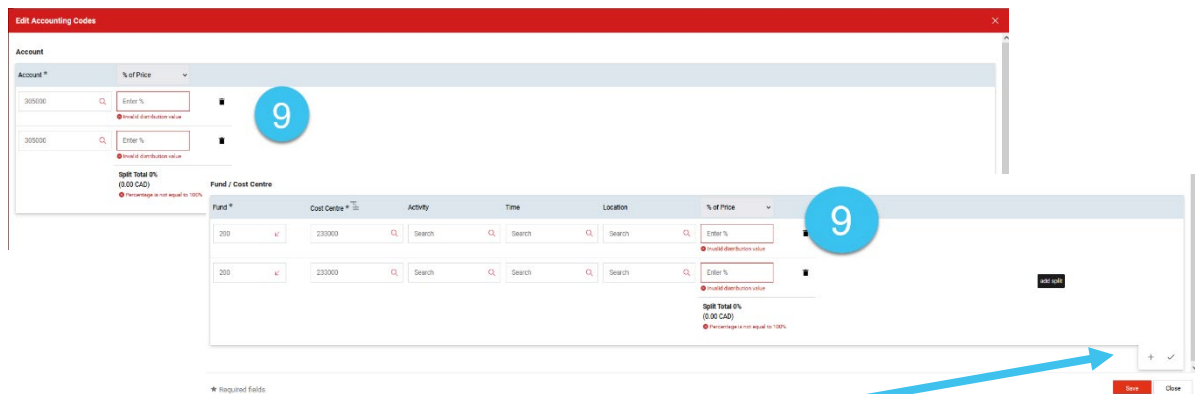
8) Enter the **account code, fund and cost centre**.

- The accounting information applies to all lines of the Purchase Requisition.
- To add **specific accounting information for each line**, select the three dotted line icon for each line that needs to be updated, and select Account or Fund/Cost Centre to update the information for each of these sections.



9) **Split costs** between multiple cost centres, if necessary

- **Note:** Splitting costs between cost centres and accounts can only be completed at the “Header Section” of the page.
- Select the plus  $+$  icon to add cost centre splits.
  - Enter the split distribution by Fund or Cost Centre.
    - Select “% of Price” or “Amount of Price” and enter the appropriate % or amount



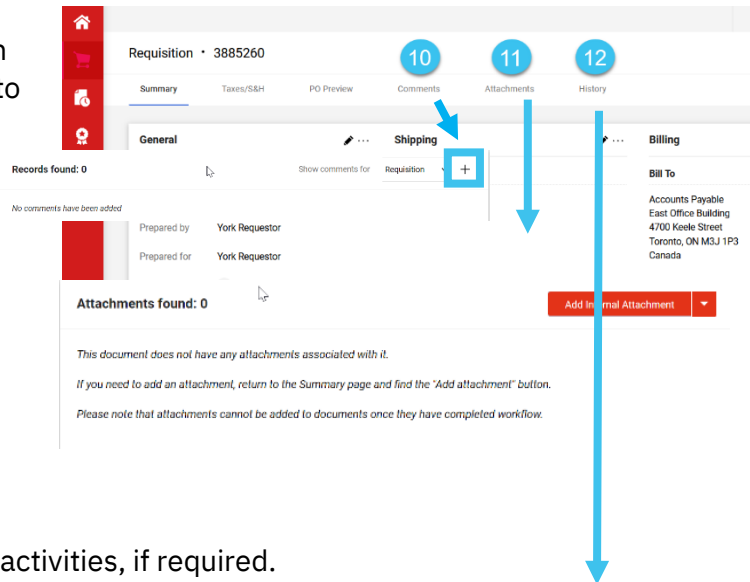
c. Select the check (✓) icon to save the changes.

- Account splits cannot be done at the line level
- Do not use “% of quantity” to split costs

10) Select the **Comments tab** and the  $+$  icon to add any additional information or comments.

- *Example:* If the goods are international, add this information for Procurement Services review to assess applicable taxes and customs clearance requirements

11) Select the **Attachments** tab and add any additional supporting documentation, refer to the General Rules section for more information regarding required supporting documentation.



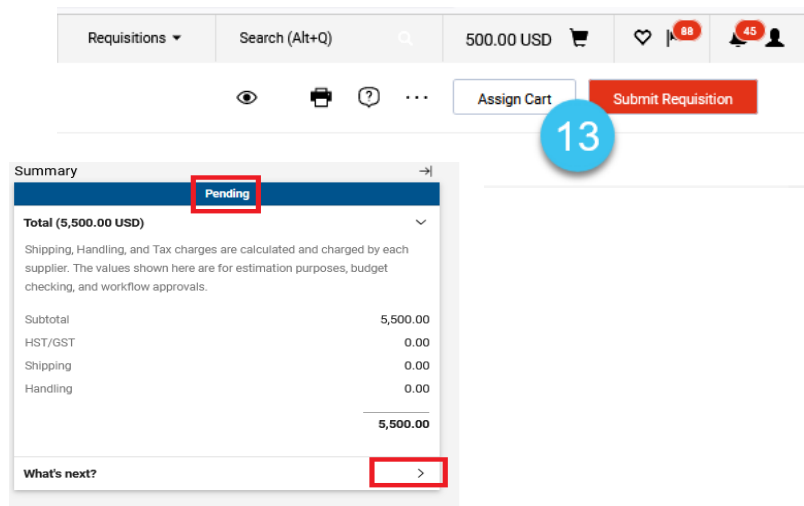
12) Select the **History** tab and check the activities, if required.

- Includes details of all changes and actions for audit and tracking purposes

| Line No    | Date/Time   | User           | Step(s)   | Action               | Field Name           | From  | To     | Note |
|------------|-------------|----------------|-----------|----------------------|----------------------|-------|--------|------|
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | VP Designate         | empty | 233000 |      |
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | Director or EO       | empty | 233000 |      |
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | AVP or Dean          | empty | 233000 |      |
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | Research Cost Centre | empty | 233000 |      |
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | Research Cost Centre | empty | 233000 |      |
| 18/10/2023 | 10:36:45 PM | York Requestor | Requestor | Requisition modified | Research Cost Centre | empty | 233000 |      |

13) Click on **Submit Requisition**

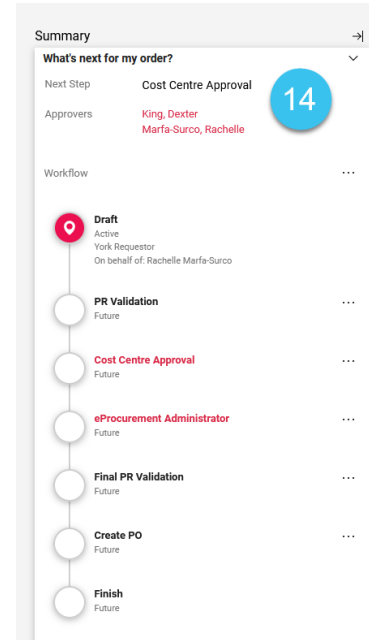
- The purchase requisition status changes to “Pending” as it moves through the approval process consistent with the Signing Authority Register (SAR)



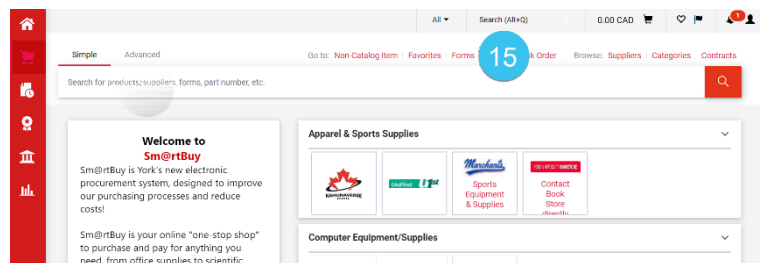


14) Click on the arrow in the **What's next?** section to view the status and approval workflow steps for the Purchase Requisition.

- Once all required approvals are completed, the following will occur:
  - The purchase requisition status changes to Approved
  - A Purchase Order (PO) is generated and Procurement Operations sends a copy of the PO to the Supplier (as required).
- The Purchase Requisition may be returned for corrections in some instances.
  - The Shopper / Requisitioner receives a system-generated email notification alerting them that the Purchase Requisition has been returned. The return reason will be in the History tab of the Purchase Requisition
  - The Shopper / Requisitioner needs to make the necessary corrections and re-submit the requisition for approval



15) Type the **Purchase Order Number** in the search field(s) of Sm@rtBuy to open and retrieve a copy of the PO.

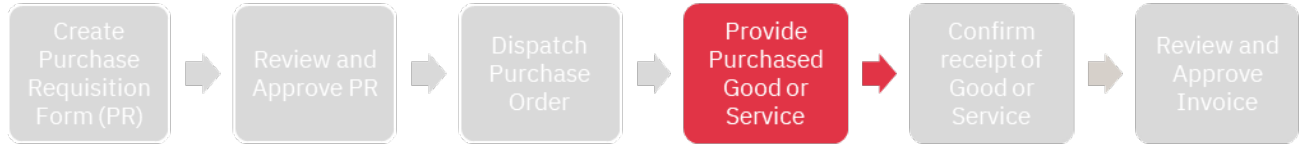


16) Select the **Printer icon** to print a copy of the PO.

- This copy is for internal reference only
- The Supplier receives a copy of the PO (as required), as soon as it is dispatched by Procurement Operations. If the Supplier did not get a copy and requests for one, please advise the Supplier to contact [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca).



## Confirm Receipt of Good(s) or Service(s)



### PROVIDE PURCHASED GOOD OR SERVICE

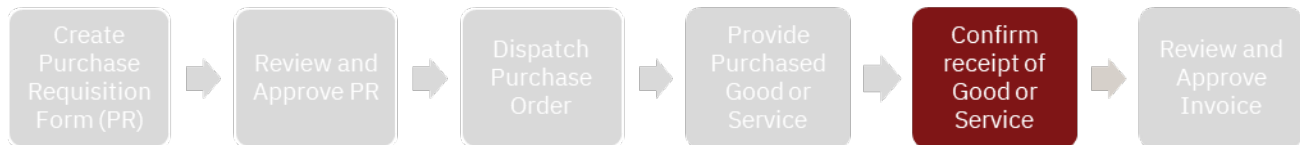
Once the good(s) or service(s) are delivered or rendered, the Supplier submits the corresponding invoice

- through Sm@rtBuy as an electronic invoice, or
- via email to Accounts Payable (AP) at [vendorinvoices@yorku.ca](mailto:vendorinvoices@yorku.ca)

Your next step is to confirm receipt of the good(s) or service(s) in Sm@rtBuy.

### CONFIRM RECEIPT OF GOOD OR SERVICE

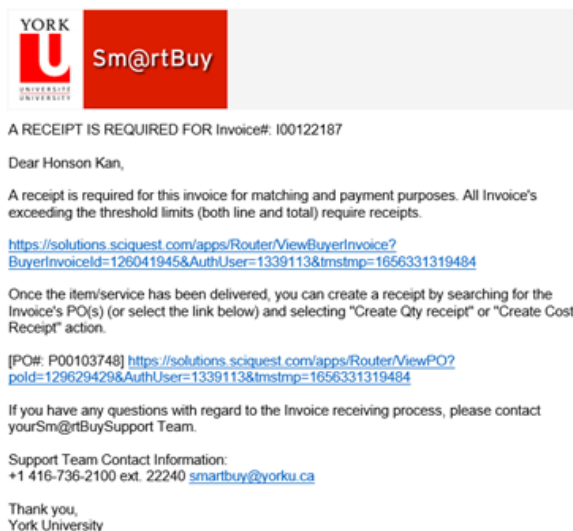
A receipt is required to be completed in Sm@rtBuy for invoices  $\geq$  \$5,000.



Completing a receipt is confirmation that the goods or services were received in acceptable condition and that the corresponding invoice is OK to pay.

A system-generated email (example is shown on the right) is sent to the Shopper / Requisitioner for purchase orders requiring a receipt. The email includes instructions on how to complete the receipt in Sm@rtBuy. You can complete a receipt for fully and partially executed purchase orders.

Completing the receipt in a timely manner avoids payment processing delays to the Supplier.



## ACCESS THE INVOICE SUBMITTED FOR A PURCHASE ORDER

- 1) Sign-in to Sm@rtBuy to access the desired Purchase Order.
- 2) Select the **Invoice** tab on the Purchase Order page.

- All invoices and credit memos issued by the Supplier against a purchase order can be viewed/accessed in this section.

- 3) Select the corresponding invoice number associated with the system-generated email.
- 4) Review the invoice details to ensure accuracy and completeness of information.

Purchase Order • 3D Consulting • P240002088 Revision 1

Status Summary Revisions 2 Confirmations Change Requests 1 Receipts **Invoices 2** Comments 1 Attachments History

Records found: 2, Totaling: 23,730.00 CAD

| Invoice No. | Supplier Invoice No. | Invoice Date | Due Date   | Invoice Type | Payment Status | Invoice Total | Invoiced By           |
|-------------|----------------------|--------------|------------|--------------|----------------|---------------|-----------------------|
| IS0001835   | TestPRPOInvoice11    | 03/11/2023   | 03/12/2023 | Invoice      | Payable        | 23,730.00 CAD | Marfa Surco, Rachelle |
| IS0001834   | TestPRPOInvoice      | 20/10/2023   | 19/11/2023 | Invoice      | Cancelled      | 0.00 CAD      | Marfa Surco, Rachelle |

Line Details

| Line No. | Product Name                        | Catalogue No. | Unit Price    | Qty/UOM | Extended Price | Invoice Qty/Cost  | Status       |
|----------|-------------------------------------|---------------|---------------|---------|----------------|-------------------|--------------|
| 1        | test 1 increased by \$6,000 as CR#1 |               | 11,000.00 CAD | 1 EA    | 11,000.00 CAD  | 1 / 11,000.00 CAD | Net Invoiced |
| 2        | test                                |               | 5,000.00 CAD  | 1 EA    | 5,000.00 CAD   | 1 / 5,000.00 CAD  | Net Invoiced |

Summary

Completed

Details

Total (23,730.00 CAD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

|              |                  |
|--------------|------------------|
| Subtotal     | 21,000.00        |
| HST/GST      | 2,730.00         |
| Shipping     | 0.00             |
| Handling     | 0.00             |
| <b>Total</b> | <b>23,730.00</b> |

## CREATE A RECEIPT IN SM@RTBUY

- 5) Select the **Receipt** tab on the Purchase Order page.

- 6) Select the plus **+** icon.

Purchase Order • 3D Consulting • P240002088 Revision 1

Status Summary Revisions 2 Confirmations Change Requests 1 **Receipts** Invoices 2 Comments 1 Attachments

Records found: 0

There are no receipts for this PO.

- 7) Select the line(s) the receipt will be created for.

- A partial or full receipt can be completed in Sm@rtBuy
  - For a partial receipt, click on the checkmark icon to remove the line(s) that **will not** be received.
  - For a full receipt, keep all the checkmark icons that are preselected for each line.

P240002088: Create Receipt

| Item Type | Item     | Catalog No.  | Size/Packaging | Unit Price |
|-----------|----------|--|----------------|------------|
| 1         | Products | test 1 increased by \$6,000 as CR#1                        | EA             | 11,000.00  |
| 2         | Services | test Procurement Request: Non-Catalog Purchase Form 8.2023 | EA             | 5,000.00   |
| 3         | Services | test Procurement Request: Non-Catalog Purchase Form 8.2023 | EA             | 5,000.00   |

Create Quantity Receipt Create Cost Receipt Cancel

- 8) Select the type of receipt.

- Select **Create Quantity Receipt** to complete a receipt for Goods
- Select **Create Cost Receipt** to complete a receipt for
  - Services
  - Mixed lines (both Goods and Services lines require one receipt).

9) Complete the required information on the Receipt page.

- a) Add **Notes** for future reference, if required
- b) Add **Attachments** if available (i.e. packing slip, bill of lading, etc...)
- c) Enter the **Packing Slip No.**, if available.
- d) Update the **amount / quantity** for each line to match the amount / quantity of goods and/or services received.

e) Select the **Complete** button to save the receipt.

- For payment to a vendor outside Canada or the United States, complete a [Wire to Foreign Country Form](#).

Cost Receipt - 598145

Summary Comments Attachments History

Receipt Name: 2023-11-05 marfa 01 Carrier: Other

Receipt No.: To Be Assigned Tracking No.: [Empty]

Receipt Date: 05/11/2023 Attachments: Add (b)

Packing Slip No.: [Empty] (c) Notes: [Empty] (a)

Supplier Name: 3D Consulting

Received by: Rachelle Marfa-Buroc

Receipt Address: [Empty]

Cost Receipt - 598145

Summary

Complete (e)

| Line | Item   | Quantity | Cost | Status        |
|------|--------|----------|------|---------------|
| 1    | 598145 | 1        | 0.00 | Cost Received |

Summary

Total (USD Cash): 0.00

Subtotal: 0.00

## Submit a Change Request

A **Change Request** is a separate, *required* process where an Approved Purchase Order needs an adjustment and appropriate approval for the change.

| If your Approved Purchase Order has a change in scope from the original submission...   | Then...   |
|---|---|
| <ul style="list-style-type: none"> <li>and requires additional funds</li> </ul>   | You need to initiate a Change Request   |
| <ul style="list-style-type: none"> <li>or needs to be revised to increase the value</li> </ul>  | You need to initiate a Change Request   |
| <ul style="list-style-type: none"> <li>where the cost increases by 20%, and:               <ul style="list-style-type: none"> <li>the total amount (including requested cost increase) is &gt;\$25,000 or;</li> <li>total cumulative change request is &gt;20% of the original PO amount</li> </ul> </li> </ul> | You need to initiate a Change Request and complete a Limited Tendering & Non-Application Procurement form |

## CONFIRM REQUIRED CHANGE REQUEST (CR) OR CHANGE ORDER (CO) ACTIONS

Departments and Units can change a PO after it has been issued.

When there has been a change in the scope, specification(s), value and/or details of an original Purchase Order or awarded contract from the original amount, then a PO CR or CO must be created. More information on specific change order definitions can be found in the [Strategic Procurement Services - Change Orders Standard Operating Procedure](#).

Instructions to change a PO depend on the type of change:

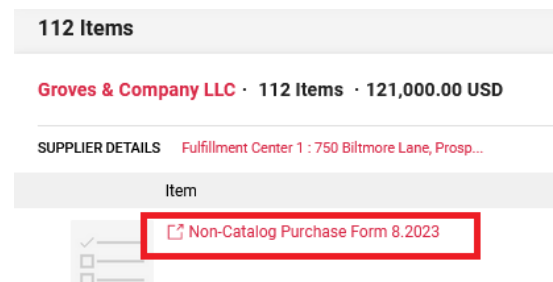
| If...   | Then...   |
|---|---|
| <ul style="list-style-type: none"> <li>the quantity or dollar amount changes by less than 20%.</li> </ul> | Complete a Change Request form. <ul style="list-style-type: none"> <li>No Limited Tendering Exception (LTE) Form is required</li> </ul> |

| If...  | Then...  |
|--|--|
| <ul style="list-style-type: none"> <li>the total PO changes by more than 20% and the total PO amount is greater than or equal to \$25,000 or;</li> <li>the total cumulative change request is &gt;20% of the original PO amount</li> </ul> | <p>Complete a Change Request Form <b>and</b> a new Limited Tendering Exception (LTE) Form</p>                    |
| <ul style="list-style-type: none"> <li>there are minor changes required on a PO that doesn't increase the total amount of the PO or add an additional line item.</li> </ul>  | <p>Send an email request to Procurement Operations at <a href="mailto:smartbuy@york.ca">smartbuy@york.ca</a></p> |

## COMPLETE A CHANGE REQUEST IN SM@RTBUY

### Increasing the amount of an Approved PO line or Adding an additional line

- 1) Sign into Sm@rtBuy
- 2) **Search** for the PO that requires a change request using the PO number
  - Search by the Requisition number and select the PO number on the Summary page of the Requisition, if you do not have the PO number.
- 3) Select the **Change Request** tab.
- 4) Type in the **reason** for the change. (A change request reason will always be required)
- 5) Attach required **supporting documentation**.
  - Invoice, quote, scope of work, etc.
- 6) Select **Create Change Request**.
- 7) Select the **Non-Catalogue Requisition Form** that was originally submitted.
  - If the PO is increasing by more than 20% and the total procurement value is greater than or equal to \$25,000 or total cumulative change request is >20% of the original PO amount, Then complete the Limited Tendering Steps, above by clicking [here](#).
  - Come back to Steps 8 – 14, below, to close off this process.



8) **Increase the amount** on the existing line or add an additional line(s) for the requested increase for each appropriate Line Item.

- Increasing the amount or modifying the account information on an existing line cannot be completed on a line that has already had the good or service received.
- If an additional amount is required for a received good or service, add a new line and indicate the additional amount or add new accounting information on the Change Request page, Accounting Information section.

- If you are cancelling an approved PO line, select the line and update the **amount** to “\$0” for the line that needs to be cancelled.
  - This can only be completed for lines that have not been received/invoiced.

9) Select **Save on Change Request**.

10) Select **Next**.

11) Select **Back to Change Request**.

12) Add the **account code, fund and cost centre and Submit the Request** for newly added lines using [Steps 8 - 14 in the Checkout process](#).



- The request will be re-sent for approvals per the Signing Authority Register (SAR)

### Minor Revisions on POs


If a minor revision (i.e. update on accounting code, “Ship To” information) is required on a PO, send the request to [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca)

## Cancel, Substitute and Document Back Orders in Sm@rtBuy

### CANCEL THE ENTIRE PO

- 1) Notify the Supplier of the PO Cancellation.
- 2) Sign into Sm@rtBuy.
- 3) Search for the PO that requires cancellation.
  - Search by the Requisition number and select the PO number on the Summary page of the Requisition, if you do not have the PO number.
- 4) Select the plus (  ) icon in the Comments section of the PO.
- 5) Add the reason for PO cancellation.
- 6) Add [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca) as an email recipient.
- 7) Select the check (  ) icon to save the comments.
  - A system generated email will be sent to [smartbuy@yorku.ca](mailto:smartbuy@yorku.ca) who will then complete the PO cancellation in Sm@rtBuy.

### DOCUMENT BACK ORDERS

- 1) Follow the Cancel an Entire PO Steps 1) – 4) and make note in the Comments tab of the PO if a line item is on back order and the expected date of delivery for that line item.
- 2) Select the check (  ) icon to save the comments.