Your Online Purchase Request Process

(From Creation to Submission for Approval)

Job Aid

(February 2024)

YORK U

Your Online Purchase Request Process Job Aid

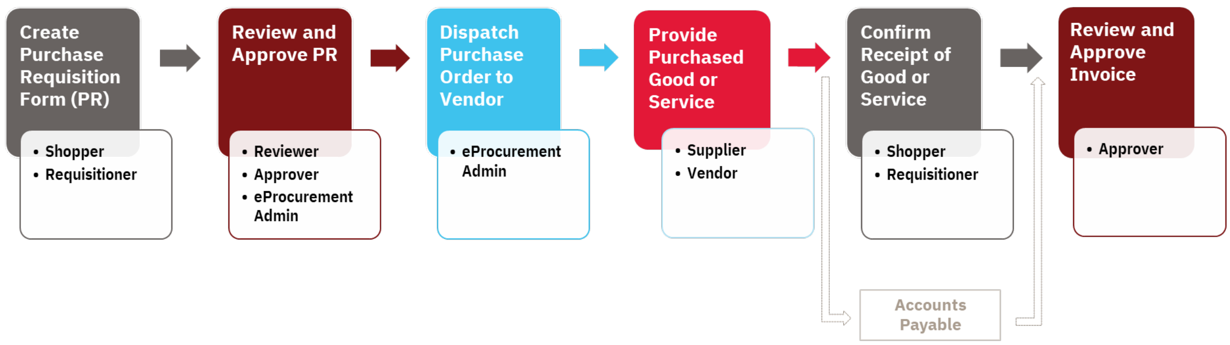
FROM CREATION TO SUBMISSION FOR APPROVAL

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 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.

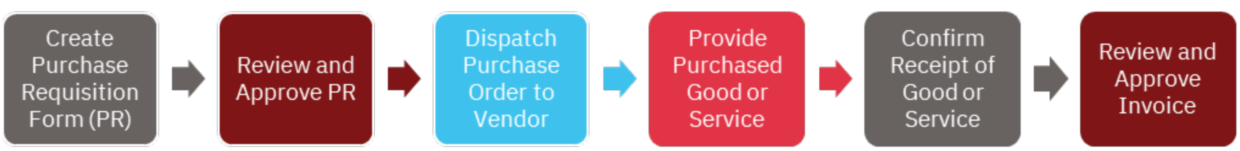
Confirm you Require a non-Catalogue Purchase Requisition

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...
• is for goods or services, and costs >$25,000	You require a PR
• is for any contract that is awarded through a competitive or non – competitive purchase	You require a PR
• requires a purchase order by a Supplier	You require a PR
• is for goods or services, and costs < $25,000	You **may** 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) 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, 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.

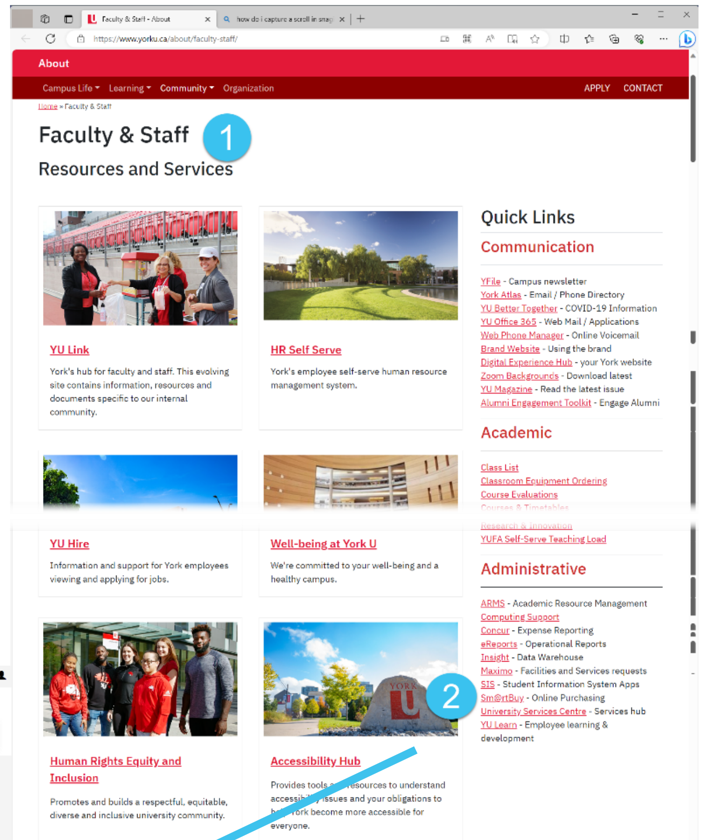
- Click on **Save Progress** on each screen to save the information entered on that screen.
  - The saved information can be retrieved later to continue with form submission, if required.

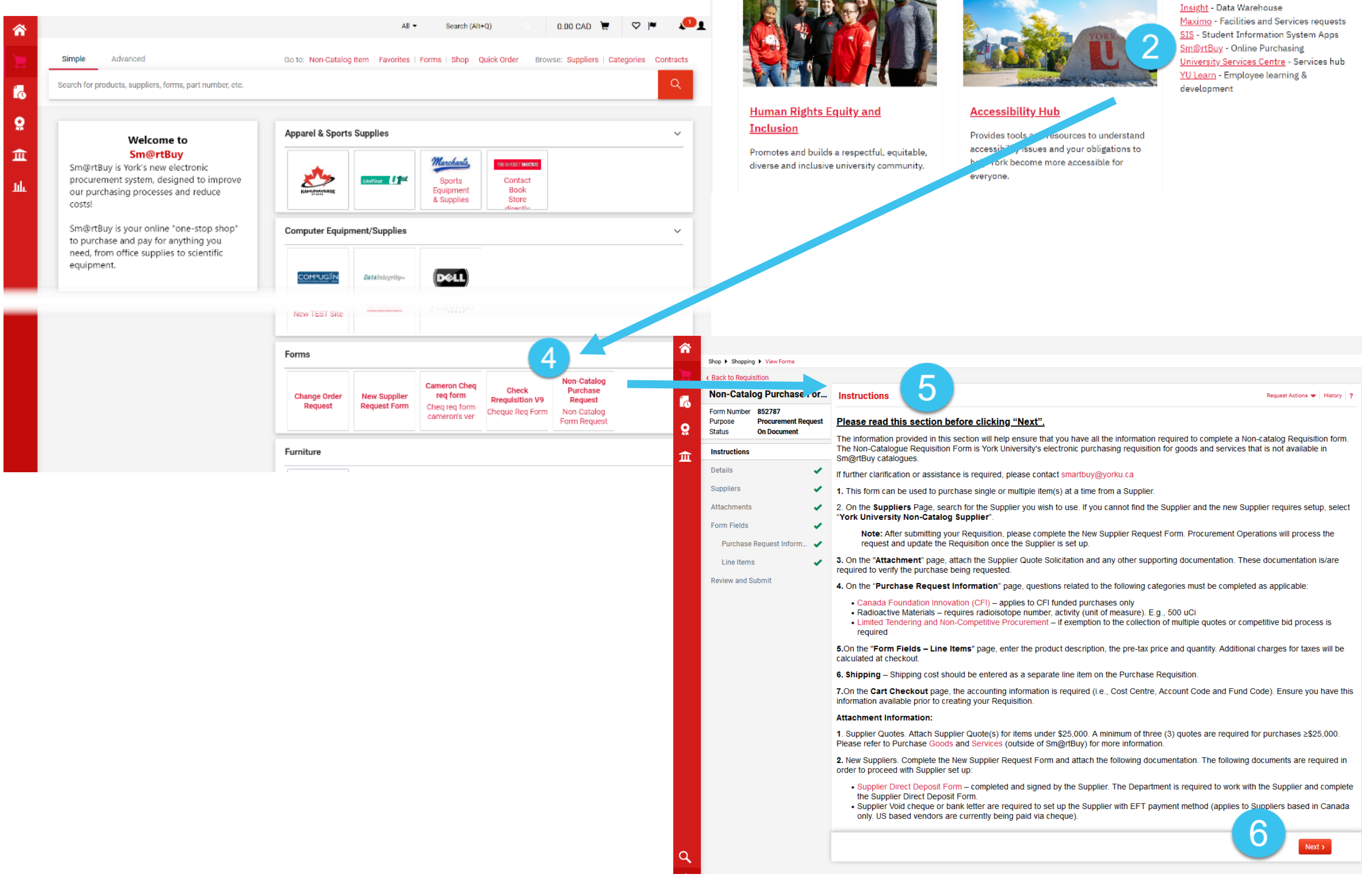
- If a warning icon (▲) appears, it indicates that there is missing information on the form. Click on the icon and review the specific section to add the missing information.

For further information on the non-Catalogue Purchase Requisition Form, please contact smartbuy@yorku.ca

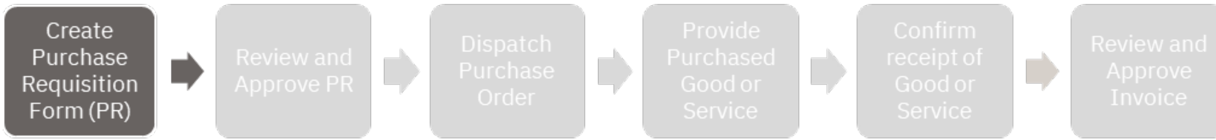
Access Non-Catalogue Purchase Requisition (PR) Form

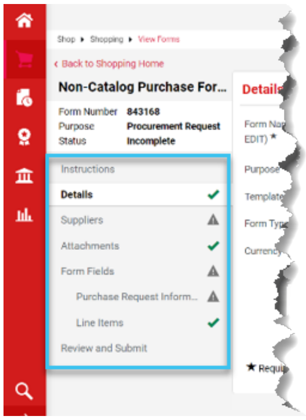
1) Access **Faculty & Staff Resources and Services** page on York's main website.
   a) Click on the Faculty & Staff Resources and Services link.
2) Select **Sm@rtBuy** in the Administrative Quick Links.
3) Click on **Login** using your Passport York Login credentials.
4) Select the **Non-Catalogue Purchase 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.

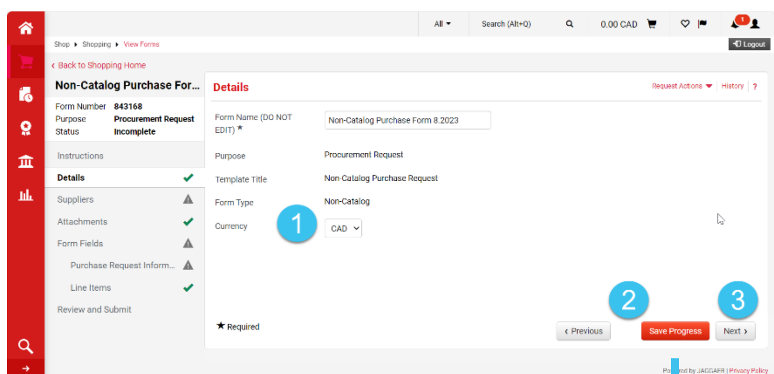
This left menu panel outlines the different sections of the form by topic. It will help you track your progress through the process.

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.

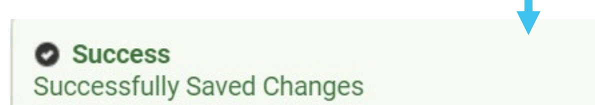
IDENTIFY THE PURCHASE CURRENCY

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

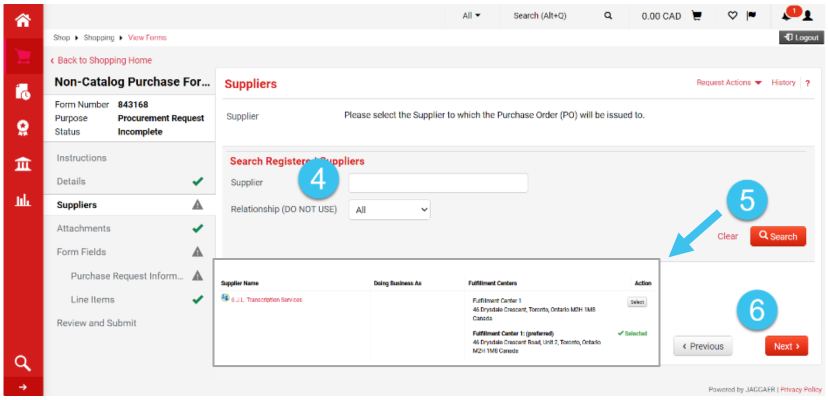


2) Click **Save Progress**
3) Click **Next**



IDENTIFY THE SUPPLIER

On the ***Suppliers*** screen…

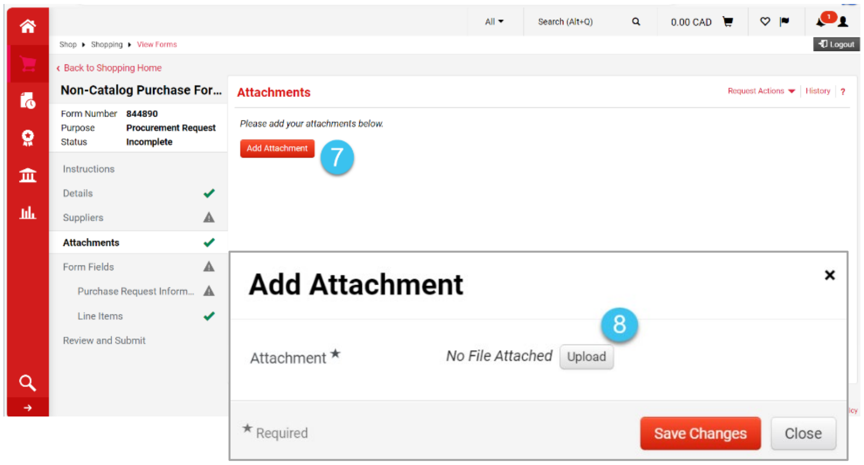


4) Type the **Supplier** name in the Supplier field.
   - Select the Supplier profile that matches the currency selected on the ***Details*** page
   - Select the Supplier profile option marked as "Preferred" or the address that matches the Supplier's quote
   - If the Supplier is not on the list of 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.**

ADD ATTACHMENTS

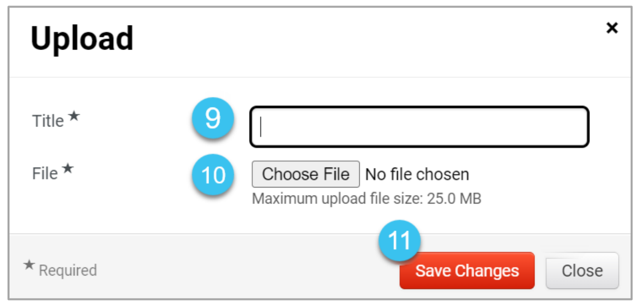
From the ***Attachments*** screen…

7) Click **Add Attachment.**
   - Mandatory
   - Quote or contract



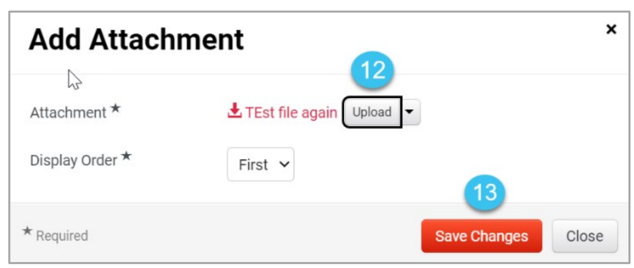
8) Select **Upload.**
9) Type in the File **Title.**
   - Mandatory

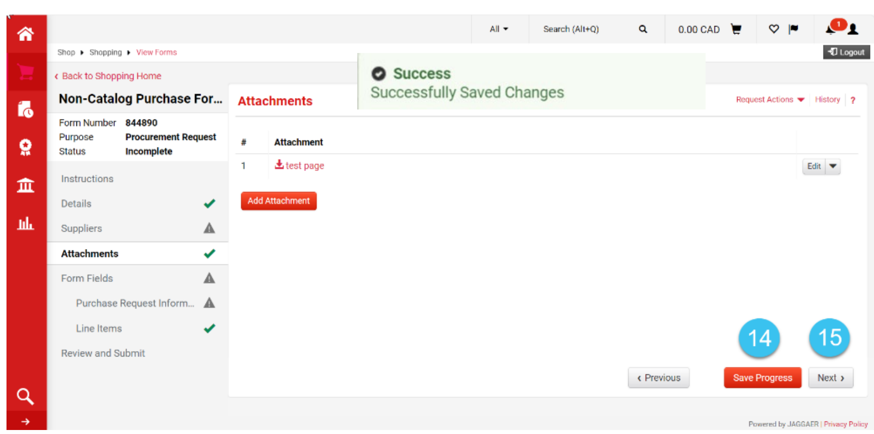
10) Click on **Choose File** and double-click on the file from your saved location.
   - Mandatory
   - One file at a time
   - File name appears in the Attachment line



11) Click **Save Changes.**
12) Click **Upload** to add another file, or
   - For additional files, select the Display Order for the next file

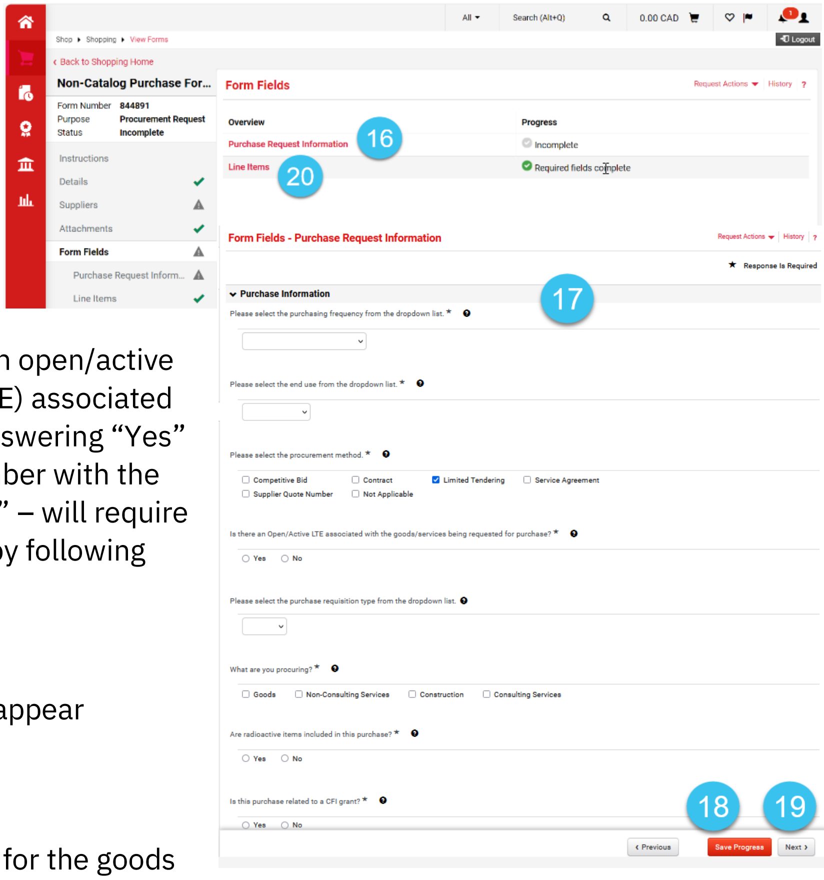
13) Click on **Save Changes.**
14) Click **Save Progress.**
15) Click **Next**.





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 

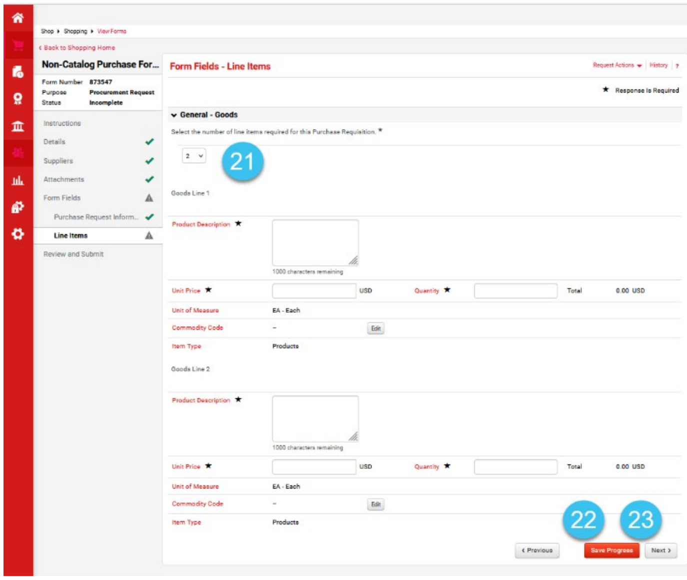
notice will appear

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



22) Click **Save Progress.**

- A 

notice will appear

23) Click **Next.**

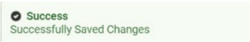
Limited Tendering Procurement

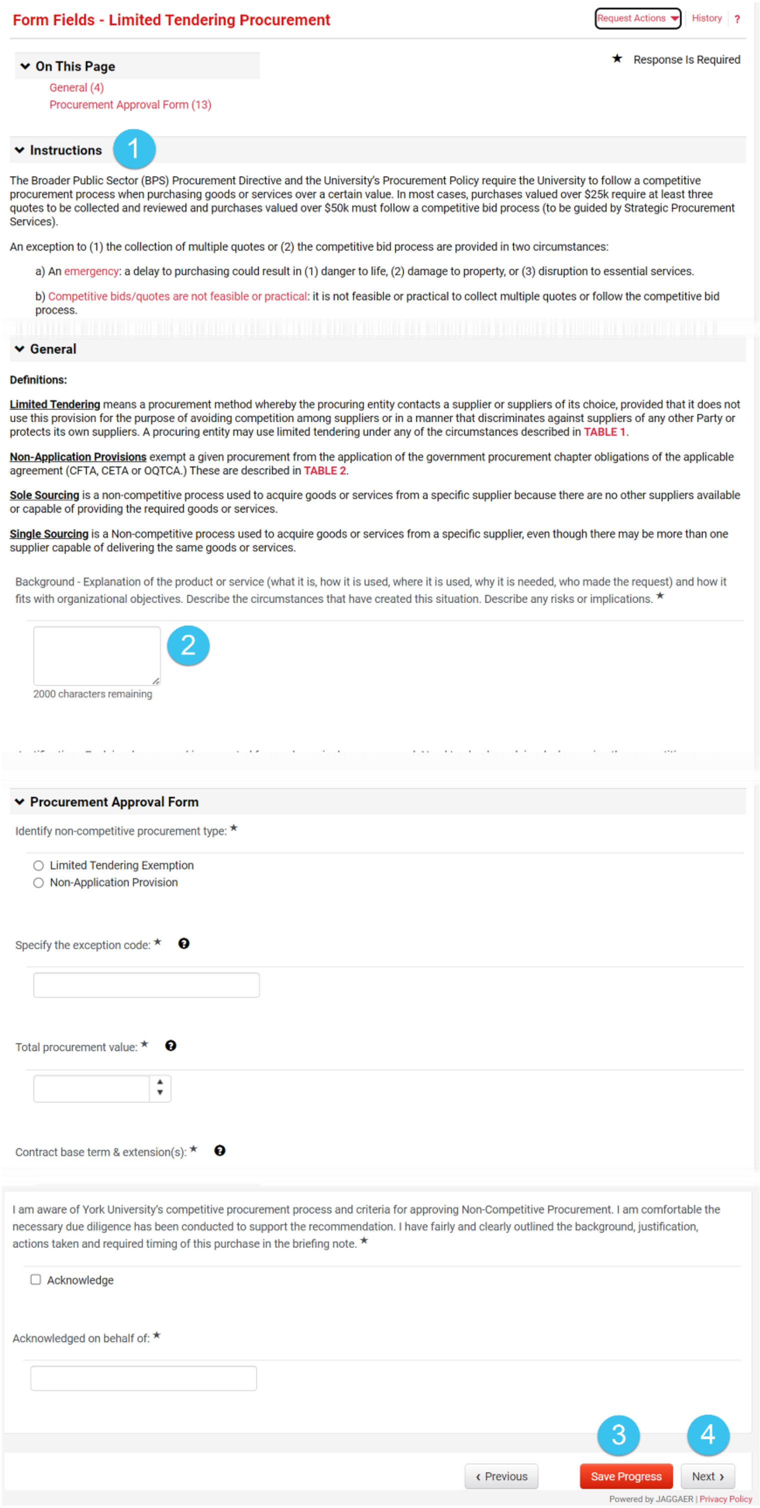
Limited Tendering is a procurement method where there is only one vendor who may be able or capable of providing goods and/or services.

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.

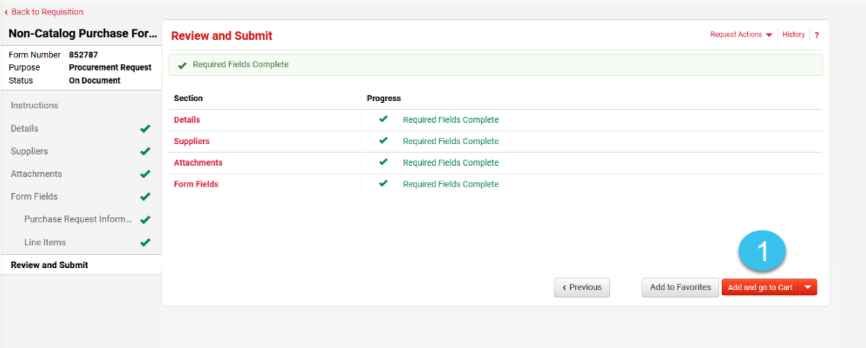
For more information, visit the [Strategic Procurement Services]() webpage on Limited Tendering.

1) Read the **Instructions** at the top of the form.
2) Complete the **fields** following the instructions.
3) Click the **Save Progress**
   - A  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



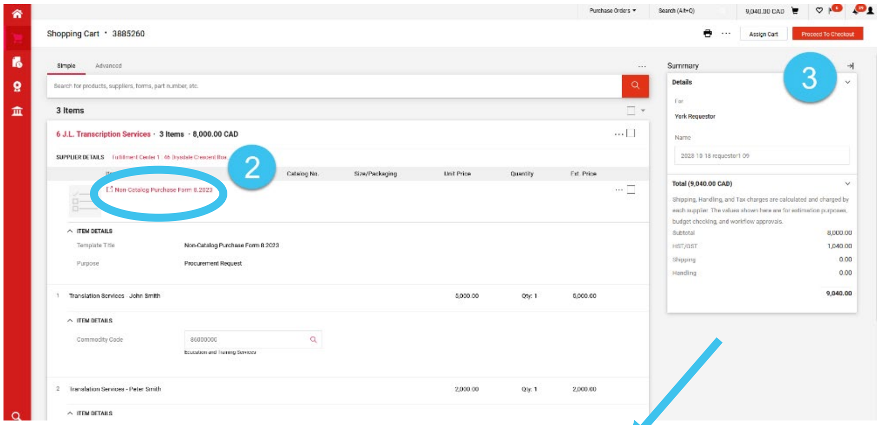
REVIEW AND SUBMIT

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



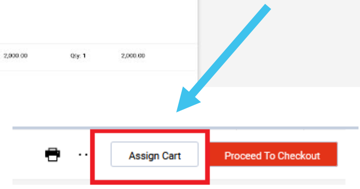
2) **Review the items** on your Purchase Requisition by clicking on Non-Catalogue Purchase Requisition.

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



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.

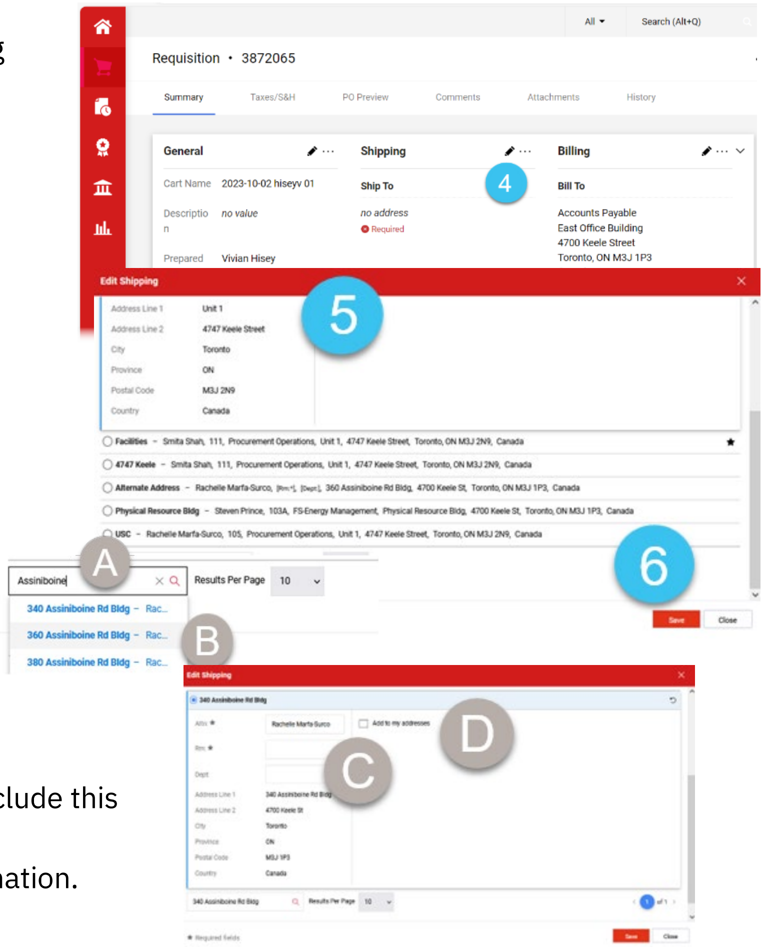


- Select **Assign Cart** to assign the Shopping Cart to a Requisitioner within your Department who can submit the cart on your behalf.

Checkout

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

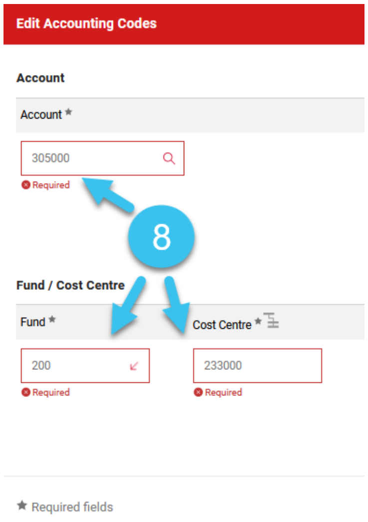
4) Select the **pencil** icon to confirm Shipping information.



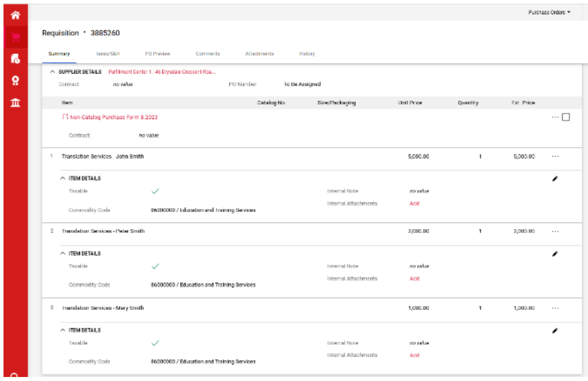
5) Confirm the **destination address** for the goods/services being ordered is correct.
   - The shipping address default is the default shipping address of the Requisitioner/Shopper
   - Update the information if required:
     A. Search for the Building name
     B. Select the correct delivery address
     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.

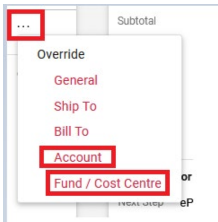
7) Select the **pencil** icon in the **Accounting Codes** section to enter accounting information.

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.

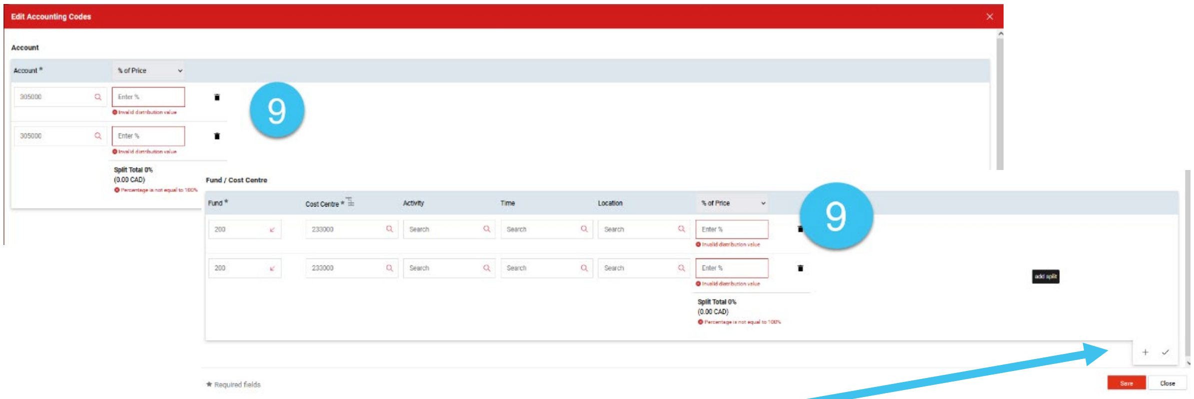




9) **Split costs** between multiple cost centres, if necessary

- **Note:** Splitting costs between cost centres and accounts can only be completed at the "Header Section" of the page.

a. Select the plus + icon to add cost centre splits.
b. Enter the split distribution by Fund or Cost Centre.
   i. Select "% of Price" or "Amount of Price" and enter the appropriate % or amount

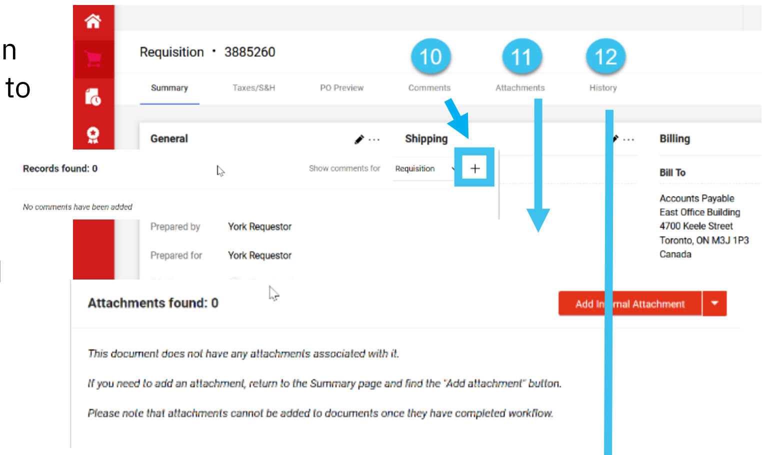


c. Select the check (✓) icon to save the changes.

- 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.

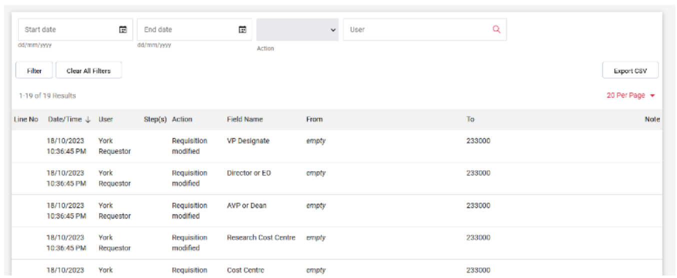
- *Example:* If the goods are international, add this information for Procurement Services review to assess applicable taxes and customs clearance requirements



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

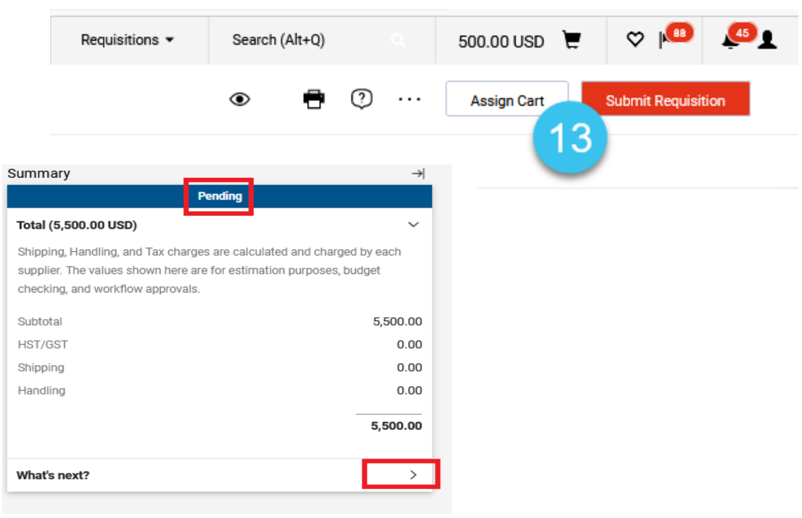
12) Select the **History tab** and check the activities, if required.

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



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)



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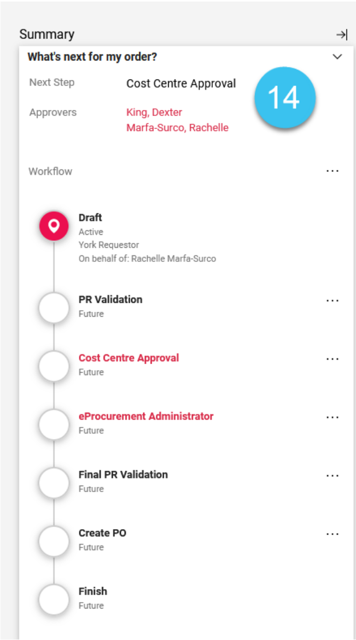
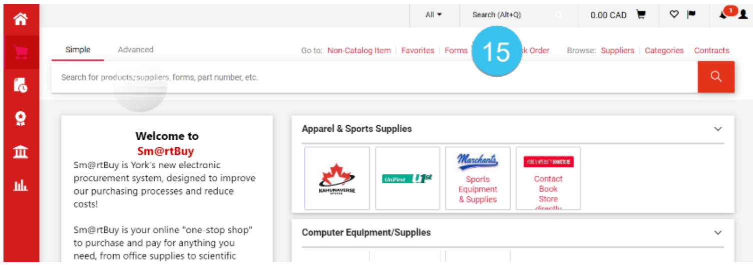
14) Click on the arrow in the **What's next?** section to view the status and approval workflow steps for the Purchase Requisition.

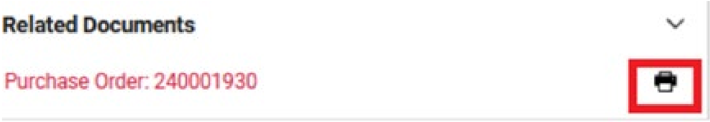


- Once all required approvals are completed, the following will occur:
  - The purchase requisition status changes to Approved
  - A Purchase Order (PO) is generated and Procurement Operations sends a copy of the PO to the Supplier (as required).
- The Purchase Requisition may be returned for corrections 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.

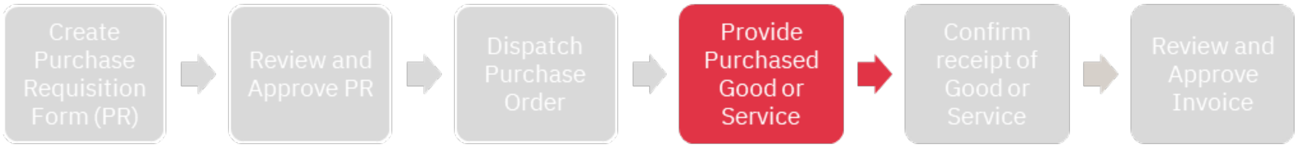


16) Select the **Printer icon** to print a copy of the PO.



- 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.

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



PROVIDE PURCHASED GOOD OR SERVICE

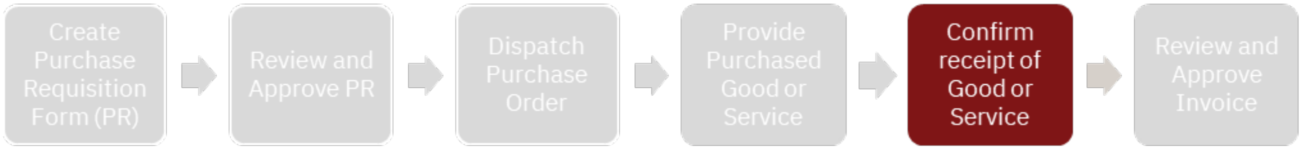
Once the good(s) or service(s) are delivered or rendered, the Supplier submits the corresponding invoice

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

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

CONFIRM RECEIPT OF GOOD OR SERVICE

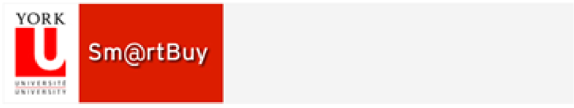
A receipt is required to be completed in Sm@rtBuy for invoices ≥ $5,000.



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.



A RECEIPT IS REQUIRED FOR Invoice#: I00122187

Dear Honson Kan,

A receipt is required for this invoice for matching and payment purposes. All Invoice's exceeding the threshold limits (both line and total) require receipts.

https://solutions.sciquest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=126041945&AuthUser=1339113&tmstmp=1656331319484

Once the item/service has been delivered, you can create a receipt by searching for the Invoice's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

[PO#: P00103748] https://solutions.sciquest.com/apps/Router/ViewPO?poId=129629429&AuthUser=1339113&tmstmp=1656331319484

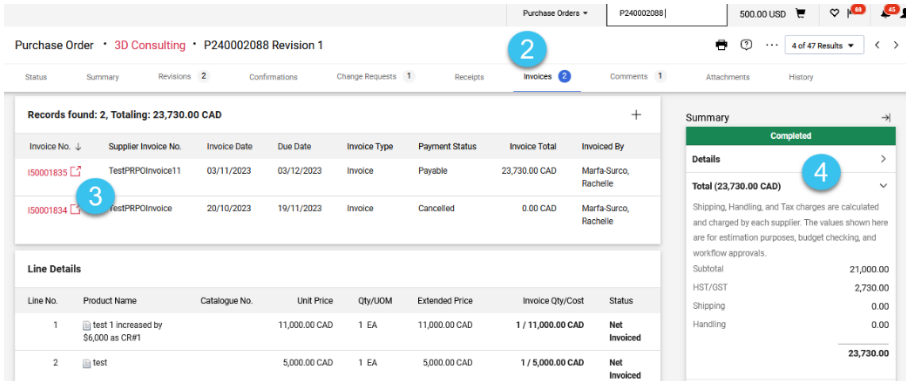
If you have any questions with regard to the Invoice receiving process, please contact yourSm@rtBuySupport Team.

Support Team Contact Information:
+1 416-736-2100 ext. 22240 smartbuy@yorku.ca

Thank you,
York University

ACCESS THE INVOICE SUBMITTED FOR A PURCHASE ORDER

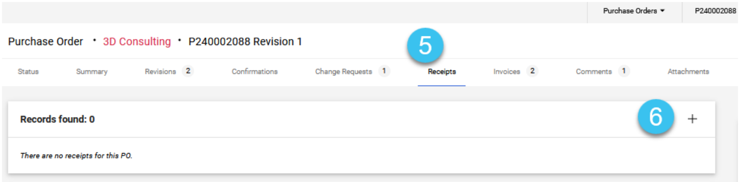
1) Sign-in to Sm@rtBuy to access the desired Purchase Order.
2) Select the **Invoice tab** on the Purchase Order page.
    - All invoices and credit memos issued by the Supplier against a purchase order can be viewed/accessed in this section.



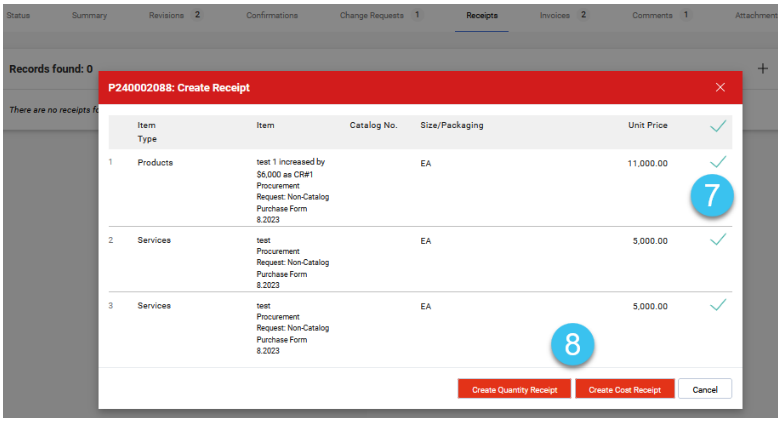
3) Select the corresponding invoice number associated with the system-generated email.
4) Review the invoice details to ensure accuracy and completeness of information.

CREATE A RECEIPT IN SM@RTBUY

5) Select the **Receipt tab** on the Purchase Order page.
6) Select the plus + icon.

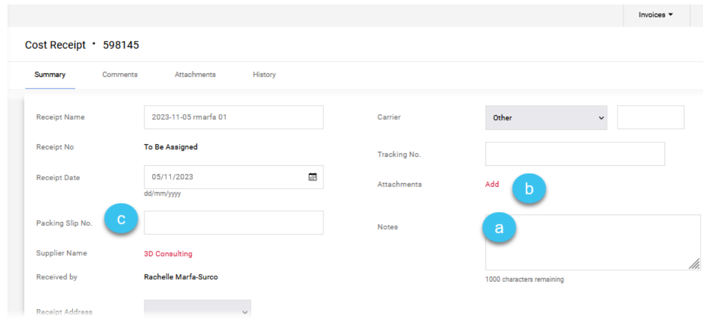


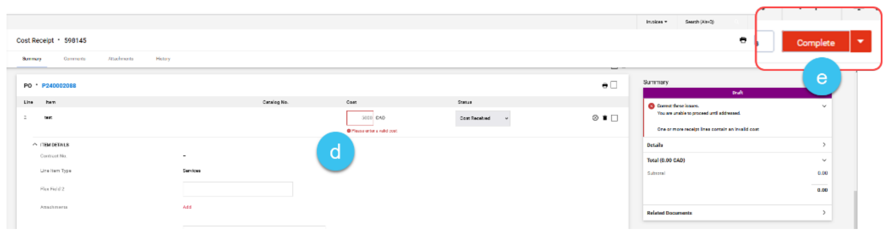
7) Select the line(s) the receipt will be created for.
    - A partial or full receipt can be completed in Sm@rtBuy
        - For a partial receipt, click on the checkmark icon to remove the line(s) that **will not** be received.
        - For a full receipt, keep all the checkmark icons that are preselected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



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](#).





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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...**
• and requires additional funds	You need to initiate a Change Request
• or needs to be revised to increase the value	You need to initiate a Change Request
• where the cost increases by 20%, and: • the total amount (including requested cost increase) is >$25,000 or; • total cumulative change request is >20% of the original PO amount	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...**
• the quantity or dollar amount changes by less than 20%.	Complete a Change Request form. • No Limited Tendering Exception (LTE) Form is required

If...	Then...
• the total PO changes by more than 20% and the total PO amount is greater than or equal to $25,000 or; • the total cumulative change request is >20% of the original PO amount	Complete a Change Request Form **and** a new Limited Tendering Exception (LTE) Form
• there are minor changes required on a PO that doesn't increase the total amount of the PO or add an additional line item.	Send an email request to Procurement Operations at smartbuy@york.ca

COMPLETE A CHANGE REQUEST IN SM@RTBUY

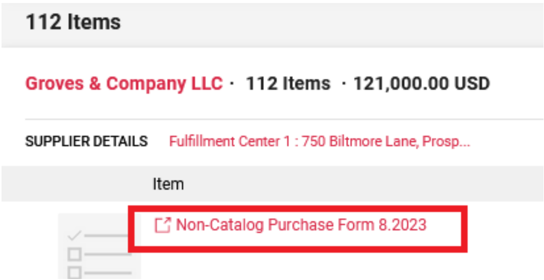
Increasing the amount of an Approved PO line or Adding an additional line

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.



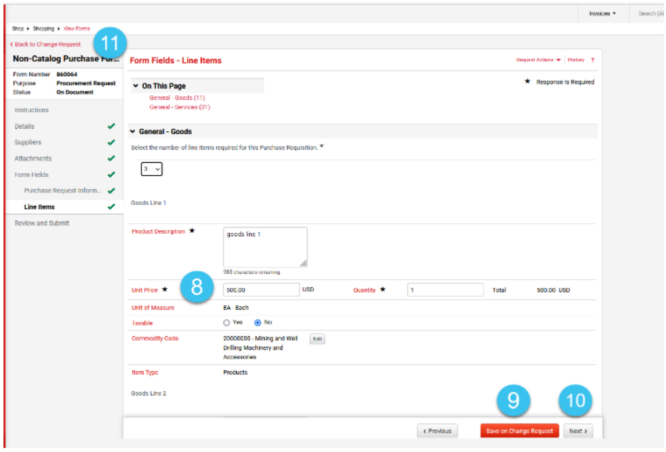
6) Select **Create Change Request.**
7) Select the **Non-Catalogue Requisition Form** that was originally submitted.

   - 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

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 as an email recipient.
7) Select the check (✓) icon to save the comments.
   - A system generated email will be sent to 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.