

# Shared Administrative Services (SAS) Town Hall – General Procurement



# Upcoming SAS Town Hall Meetings

All sessions below are scheduled from 10:30 to 11:30 a.m.  
At this time, there will be no livestream components to these town hall meetings.

Main Campus

Synovus Center for Commerce & Technology

Auditorium

TBD

**Other SAS topics**

RiverPark Campus

Thursday, April 21, @ 2104 Frank Brown Hall

**General Purchasing**

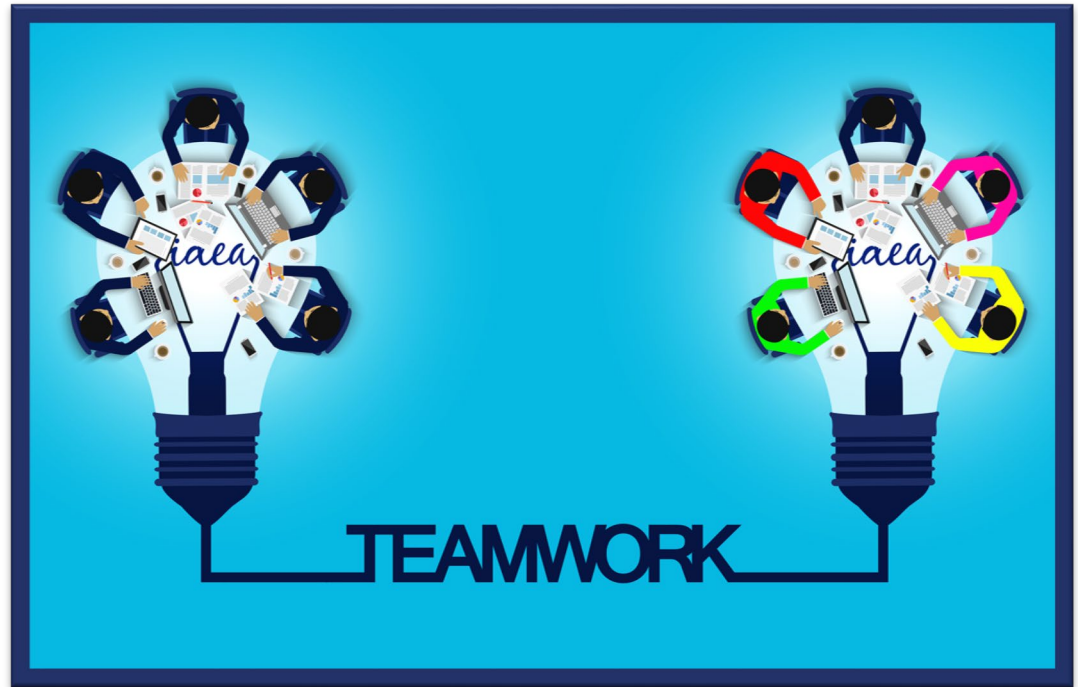
TBD

**Other SAS Topics**



# Team SAS Procurement: Kele Tinsley

- ❖ Janet Jamieson
- ❖ Janescia Harvey
- ❖ Eric VanBibber
- ❖ Raquel Aponte
- ❖ Diane Karnes
  
- ❖ Rubytean Evans
- ❖ Libby Smith



Vecteezy.com



# General Procurement: USG Supplier Update

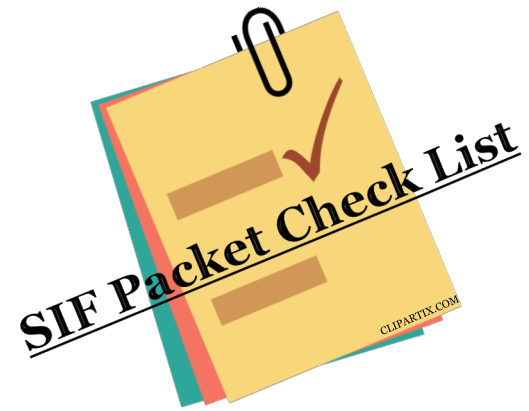


## **New Supplier Update:**

- If an order is being placed in ePro or an invoice is being paid, the supplier must be approved in SHARE
- If the supplier is not approved, a Supplier Information Packet (SIF) will be required. This packet includes the W-9.
- The vetting process can take 2-4 weeks once submitted to USG for approval
- An order will not be placed until the supplier is approved. Please plan accordingly and anticipate waiting at least one month for your order to be processed or having an invoice paid



# General Procurement: SIF Packet



## Requirements:

- The supplier will need to fill the packet out as a **New** supplier
- Make sure that all highlighted areas are filled out
- Verify page one has been signed and dated
- Confirm contact information is included with a valid telephone number
- Once the SIF Packet has been submitted to the state, someone from the USG SHARE Team will contact the supplier (middle Georgia area code) to confirm their information on the form



# General Procurement: Special Requests



## Requirements:

- The recipient information must include the users name of the hardware, department, and where the hardware is to be set up: please include building and room #
- For Assets (single item \$3000^) this information is very important. Mr. Andre Jackson in Plant Operations will require this information in order to tag and track all assets
- Include Department and ELT Approvers
- Provide the correct account number to be charged
- If a CARF is required, it is the end-user's responsibility. A new CARF will be needed if it expires within 2 months of any renewal date





# General Procurement: cont. Special Requests Questionnaire

  
**Expired**

Who approves purchases for your department or unit? \*

Operational Approver for department or unit: \*

ELT Approver for department or unit: \*

**Add Department and ELT Approvers**

ATTACHMENT

**Attach a new quote that has not passed its expiration period.**



**Download required attachments**

ATTACHMENT 2



ATTACHMENT 3

**Generally, quotes are good for 30-days**



ATTACHMENT 4



ACCOUNT CODE

**Include account information if known: a SAS team member will contact you for any additional questions**

FUND

DEPT ID

FUND

CLASS CODE

PROJECT CODE

**Check box if this is not for you**

If this request is for someone else, check the box.





# General Procurement: Marketplace Order



## Requirements:

- The recipient's information, including the name and address to deliver the order once it's been received at the warehouse
- The correct account number to be charged
- A detailed list, link, pdf, or assigned shopping cart
- If you have marketplace access, you can create a shopping cart and assign it to me, Kele Tinsley. When you submit your eQuest, make sure to include the cart number



# General Procurement: Receiving



## Requirements:

- Once your items have been received, provide an update on the corresponding eQuest. The specialist will need this information from you in order to receive the items in ePro (accounting can not pay a supplier until an order has been received in ePro)
- All invoices received or sent directly to you, or your department will need to be forwarded to the accounting email address. [accounting\\_services@columbusstate.edu](mailto:accounting_services@columbusstate.edu)
- Include the purchase order number in the subject line of the email to expedite payment processing



# General Procurement: P-Card Purchase

## Requirements:

- The recipient's information, including the name and address to deliver the order once it's been received at the warehouse
- The correct department and account number to be charged
- The P-Card may be used as the method of payment for unplanned, non-routine, or urgent point of sale purchases under \$1,000
- No invoices can be accepted. A quote, detailed list, attached screenshot, link, or pdf is required
- Do not paste images within the eQuest description area as it downloads too big, and the SAS Specialists are unable to view it



# General Procurement: P-Card Purchase

## Requirements:

- A detailed Justification needs to be included
- Make sure total includes shipping
- If the vendor website requires a login, please provide the login credentials on the eQuest or by phone when contacted
- Look at the check-out page in advance. If the check-out page has a 'Click Through' for Terms & Conditions, a Contract Approval and Routing Form (CARF) will have to be submitted before proceeding, which can add 2 – 3 weeks to the timeline



# Q & A

## Contact Information

- 706-565-1270
- [shared\\_services@columbusstate.edu](mailto:shared_services@columbusstate.edu)

