

Procurement Process: Terms

The Process

Requisitions

A formal request to purchase goods and services. This is completed by using the PeopleSoft ePro Module.

Approvals

Before a requisition is sent to a buyer or supplier, it goes through a KSU approval pipeline. Managers from the requisition's issuing department, project managers, and special approvers will review and approve/deny the requisition.

Purchase Orders

A purchase order, or PO, is what is issued *after* a requisition is processed. It is the official contract agreement sent to the supplier to purchase the goods and services that were requested.

The Methods

GeorgiaFIRST Marketplace (GFM)

The GFM houses punchouts for suppliers that are on statewide contracts. The punchouts are store pages curated to contain goods that are allowable for purchase. UITS approval is still required for certain technology purchases.

Special Request Requisition

If a requester can't find an item on the GFM, a special request requisition can be issued. Requesters must provide quotes, supporting documentation (i.e. eVerify), and UITS, design, contract, compliance, and/or legal approval.

The System

PeopleSoft

The online application that houses the ePro module that KSU uses to procure goods and services.

ePro

The online (eProcurement) module used to procure goods and services.

The People

Requesters

Employees designated to submit requisitions in PeopleSoft's ePro module.

Approvers

Employees designated to review ePro requisitions as necessary, allowable, and using proper documentation and funding.

Buyers

Procurement specialists, also known as buyers, are purchasing professionals trained and certified in the proper processes and procedures of procuring goods and services. If you issue a special request requisition, it will be assigned to a [buyer team member](#).

Necessary Documentation

Supplier Authorization

The supplier, aka vendor, you would like to order from may not be registered in our system. If this is the case, [getting them registered](#) as soon as possible will shorten your requisition's processing time.

Quote

Please obtain a quote for the goods and services you'd like to order, and attach it to the requisition. This provides your buyer team member the information they need to process the order properly.

eVerify

If you'd like to shorten a requisition's processing time, [obtaining an eVerify Affidavit](#), aka Supplier Security and Immigration Affidavit, is recommended. This document is needed for most service driven work exceeding \$2,499.99.

Technology & Design Approval

Any technology purchase other than a mouse or keyboard must be [approved by UITS](#). Any promotional or branded items must be [approved by the design team](#). Submit their respective forms, and once approval is obtained – attach that confirmation and/or quote to your requisition.

Contract, Compliance, & Legal Approval

One or more of these teams may need to review a request to make sure it is allowable. A [contract](#) may need to be drafted, [Compliance](#) may need to make sure it falls under KSU and State policy, and [Legal](#) may need to review the terms and conditions of a company's contract to protect you and KSU. If you're not sure which review is needed, err on the side of caution and reach out.

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