**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 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 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 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.

Questions? Submit a service request: service.kennesaw.edu/ofs
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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A requester creates and submits a requisition in PeopleSoft's eProcurement Module. Department, project, and special approvers review and approve the requisition. Requesters should reach out to approvers if they have not approved within a couple days.

If the requisition is a GeorgiaFIRST Marketplace order, all Marketplace orders are pre-approved purchases, so no further review is needed.

If the requisition is a Special Request Requisition:

Once approved, the requisition will reach the Procurement Office's queue and get assigned to a buyer team member. The Buyer will review the requisition to make sure it has been entered correctly and with proper documentation.

Orders less than $10,000 will require:

- Buyer review only

Orders $10,000 to $24,999 will require:

- Three separate quotes, market research, or sole source justification to show due diligence for cost reasonableness

Orders greater than $24,999 will require:

- A formal bidding process or solicitation conducted by Procurement

This process can take weeks or months to complete

The Buyer will create a Purchase Order

The Purchasing Manager of Procurement will review the Purchase Order

The Purchase Order will be dispatched to the supplier

Questions? Submit a service request:

service.kennesaw.edu/ofis

*Requisitions that have not been approved will escalate to the Procurement Office in 6 days. The Procurement Office will reach out to the approver to see if they need assistance, and on the third escalation the requisition may be canceled for reevaluation.

*Processing times may be longer if a requisition is not submitted with necessary documentation.