**c** is Berkshire Community } o o PEnferprise Resource Planning (ERP) system that is used for procurement, accounting, planning, budgeting and compliance with state laws.

This is your all-in-one platform to create requisition requests for Purchase Orders, Blanket Purchase Orders, Payment Requests, Travel requisitions and enter Procard purchases.

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PO t One-time unique purchase/service from one vendor.

BPO t Consistent routine purchases, multiple payments, long duration contracts from one vendor.

? - As soon as you have all of the information needed; Vendor name, Quote or Statement of Work (SOW), Dates, SOF, W-9 if vendor has not been on-boarded.

Under \$10,000 - use sound business practices & do price comparisons. Over \$10,000 - <u>reach out to the Procurement office for assistance.</u>

\_\_\_\_\_ (BPO or PO) t lf over \$1,000, a Standard State Contract (SC) must be created, signed & attached to the requisition. The Contract Manager is responsible for filling out the SC & acquiring all signatures. The Director of Procurement verifies correct completion of the SC. Only the CFO & President can sign the SC for the College.

\* Subscriptions or Membership Fees do not require a State Contract.

\* The State Contract process needs to be completed prior to starting a requisition.

open - https://bcc-ss.colleague.elluciancloud.com/Student/

\* If you do not have access to Self Service, ask your supervisor to email IT Help Desk, requesting access.

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t Page opens to Financial Management Overview.

- The page opens up to your *N*iew \_page, where you can see all of <u>your</u> Requisitions, Purchase Orders, Payment Requests & all of your historical data.

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<u>D</u> - Type in the vendors name. If the vendor does not exist, you must reach out to the vendor & acquire a W9, then forward the W9 to

8<sub>G</sub> D

at bis Sept in frage of the majority of requests.

t for travel reimbursement and payments for invoices that did not have a PO, or BPO

### c8334j5cEffCapt/06009121052 685102C1cp12-045100ED101 pD4 97511\_0 30061827.7r4 (606.622) JftsET60cqC(0)20E 112000000010E4 67116350DC tp127

t will default to your name. - Choose one, will default to Pittsfield campus.

D type in the view doubted the doubted doubted

A t will default with the vendor chosen, most of the time it will be AP Clearing - Grants will usually be requisitioned by the Grant Mgr. \* note that Procards will have their own AP Type.

D - defaults to the current date - C E A t Defaults to your email.

D D t date for receipt of goods or services. Defaults to 10 days t you may change if desired.

A t do not enter names here - will auto-populate when the requisition is saved.

**c** t vendor will see this & will print on PO, this is also good info for receiving. Ex.: Deliver to rm 218, notify Jeff D when received, keep refrigerated, etc.

**c C** t

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The process to create a requisition for a Blanket Purchase Order, is very similar to that of a regular Purchase Order.

In Self Service, start a Requisition. In the Printed Comments box, please type F B In the Internal Comments box, please type BPO request. In the New Item Description, you will enter a brief summary of the types of items, or services. The Quantity will be 1. The Unit will be none. Calculate the total amount you think you will spend off of the GL code for the remaining FY23 & enter that in the Price box. Enter the correct GL code tif it does not exist, reach out to Sharon Greb to create.

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/(] š [• W Kon four Amazor] for example, that you would be making multiple purchases from, there would not be a quote to upload.

С

State contracts are required for any SERVICE over \$1,000.

See attached blank contract with hi-lites.

You, as the Contract Manager would fill out the yellow portions first.

Then send to vendor for them to fill out purple sections & sign.

Once complete obtain signatures from either Christina Wynn, or President Kennedy to make it Fully Executable.

Upload the Fully Executed Contract during the Requisition process in Self Service (and Quote/Statement of Work).

Once a Purchase Order is created, you should send the vendor a copy of the Fully Executed Contract, along with the PO.

Contract Hi-lites with options;

Under Compensation, choose either Rate Contract, or Maximum Obligation Contract & enter total amount.

Under Anticipated Start Date t choose appropriate box.

\* current state contract form & other forms can be located at

https://www.berkshirecc.edu/about-bcc/Procurement/