

PURCHASING – QUICK REFERENCE GUIDE

NEW VENDOR – **After** confirming they are not in Unimarket.

1. CONTACT COMPANY FOR THEIR W9, AND ASK THE FOLLOWING:
 - a. Do they accept Purchase Orders and Net 30 terms
 - b. Ask if there delivery charges for the goods you are ordering especially large, heavy products ex: lift gate truck, inside delivery
 - c. Email address for sending the purchase order and reaffirm the address, phone and any contact information that was given to you by the requestor.
2. **Submit W9, Company name/address/email address with Quotation to Elena by email.**
3. Enter Requisition in Banner.

UNIMARKET –

1. With each new requisition the information from the previous requisition follows. **Therefore you must check the Bill to and Ship to, Fund, ORG, ACCOUNT and PROGRAM codes for the new order are accurate.** What is entered will effect where the order is posted to in your Banner budget and if Banner will accept the order.

ACCOUNT CODES –

1. **ACCOUNT CODES MUST BE USED CORRECTLY.** They work in conjunction with the funds allocated in your budget – see FGIBDST in Banner. Some of the key account codes are as follow:
 - a. 7056 – Contract Copy Paper – Office Depot \$25.99 per case.
 - b. 7204 – all brands toner and ink cartridges.
 - c. 7826 – Computers and related items ex: Monitor, Keyboards, Mouse
 - d. 7016 – Air/Train Travel – Worldtek
 - e. 7821/22 – Equipment ex: Tools, Ladder, Air Conditioner, Floor Fan
 - f. 7811/12 – Furniture and Carpeting – desk, chairs, bookcases, file cabinets all quoted carpet orders.

PROGRAM CODE –

1. Four digit number entered in the last box of your Fund, Org, Account for each item in Unimarket.
2. To find the correct code for your ORG number, go to FGIBDST in Banner. Enter the ORG number and press Enter. The PROGRAM code will auto populate in the box labeled. This number is assigned to the ORG you entered and is ESSENTIAL to be accurate. If you have more than one ORG you purchase from you will need to check all in FGIBDST to find the corresponding PROGRAM code. They are not always the same for each ORG in your Department.
3. **You must change the code number when you enter a requisition using a new ORG from the previous order in Unimarket.**

APPLE –

1. **ALL Apple requisitions in Unimarket require the BILL TO address to be selected as Accounts Payable** - see in drop down selection – **with 48829 in the address.** That is our account/contract number with Apple. THEY WILL NOT FILL THE ORDER IF THIS ADDRESS IS NOT PROVIDED.
2. Apple requires their part number and a full description be on each line item.
3. Refer to the price list I sent to you for actual contract cost. This list may change once per year and I will sent to all users by email.

DELL-

1. **ALL Dell requisitions in Unimarket require the BILL TO address to be selected as Accounts Payable -7900**
– see drop down selection- with our **customer number 71388819 in the address**. THEY WILL NOT FILL THE ORDER IF THIS ADDRESS IS NOT PROVIDED.
2. Attach a quotation by Delivery Notes if provided or upload the quote through roundtrip to the Premier page of Dell in Unimarket. Follow steps for Sales Quotes to view the quote and select and add to cart..

SUPPLIER CONTACT –

1. Each supplier in Unimarket has a Contact Tab. Open and you will find a general phone number, address, and email address for either requesting a quote, where the purchase orders are sent. Some have more details but if you find an order has not been delivered, call the vendor and give them our PO number. Ask for an update on the order. If they did not receive the PO ask them if the email and contact information in Unimarket is accurate as staff do leave these companies. Ask for the correct email address and forward it to me for editing. Also resend the PDF of the PO (available within the order) to the correct email address requesting they confirm receipt. You have these tools at your fingertips.
2. I appreciate any updates on contacts, email addresses to our vendor accounts as they allow me to correct for future purchases.

Calling a new Vendor

- a. Ask for an email address to send our purchase order. repeat and check spelling.
- b. W9 -Request that they email Elena their W9 so we can set them up in our PO system as a vendor.
- c. PO – Net 30/ Ask if they accept Purchase orders and Net 30 terms (paying invoice after delivery)
- d. Credit application -Do they need us to complete a credit application?
- e. Tax exemption Form -Do they need our tax exemption form?
- f. Method of Shipping -If I give you details on what we are ordering and it is heavy or large- ask them how they will ship the item(s). If not by UPS or Fedex then by a freight truck?
- g. Cost and Details for Shipping If freight truck then we need to know the Cost of delivery with the driver offloading the goods. Most orders need inside delivery where the driver brings it to the office. We need a lift gate truck if the building does not have a loading dock.

Loading Dock Locations: Leo, Hayden, Thomas, Kelly Commons, Physical Plant, O'Malley Library.

The expense of this shipping service is required as it is part of the total cost.



**HOW TO ARRANGE AIRLINE/AMTRAK TRAVEL
PROCESS YOUR TRAVEL REQUEST AND HAVE FULL APPROVAL PRIOR TO BEGINNING ANY
ARRANGEMENTS.**

1. CONTACT WORLDTEK (800)879-9701
2. INFORM AGENT THAT YOU ARE WITH MANHATTAN COLLEGE STAFF, FACULTY OR ADMINISTRATION
3. CREATE AN ITINERARY FOR YOUR TRAVEL NEEDS, CONSIDERING ALL AREA AIRPORTS: JFK, LAGUARDIA, NEWARK AND WESTCHESTER AND LOWEST COST.
4. GIVE WORLDTEK YOUR EMAIL ADDRESS AND THAT OF THE STAFF MEMBER WHO WILL BE PLACING THE REQUISITION INTO **UNIMARKET**.
5. REVIEW THE ITINERARY FOR ACCURACY AND INFORM STAFF TO ENTER THE REQUISITION. SAME DAY ~TIME SENSITIVE

IMPORTANT: WE GENERALLY HAVE 24 HOURS FROM THE TIME OF CALL TO TICKET. HOWEVER, JETBLUE AIRLINE WANTS SAME DAY TICKETING. PLEASE HAVE THE REQUISITION PROCESSED and APPROVED TO MEET THIS TIME FRAME.

6. I WILL FINAL APPROVE FOR PO AND INFORM WORLDTEK TO TICKET.
7. TO PRINT YOUR E-TICKET FOR TRAVEL- YOU CAN RE-OPEN YOUR ITINERARY AFTER TICKETING.
8. ANY CHANGES PLEASE CALL WORLDTEK- 24 HOUR SERVICE IS AVAILABLE.

PROCUREMENT

PURCHASING GUIDE

THE FOLLOWING DOCUMENT WILL PROVIDE YOU WITH INSTRUCTIONAL GUIDELINES TO SET UP A USER ACCOUNT IN UNIMARKET AND BANNER. (See attachment)

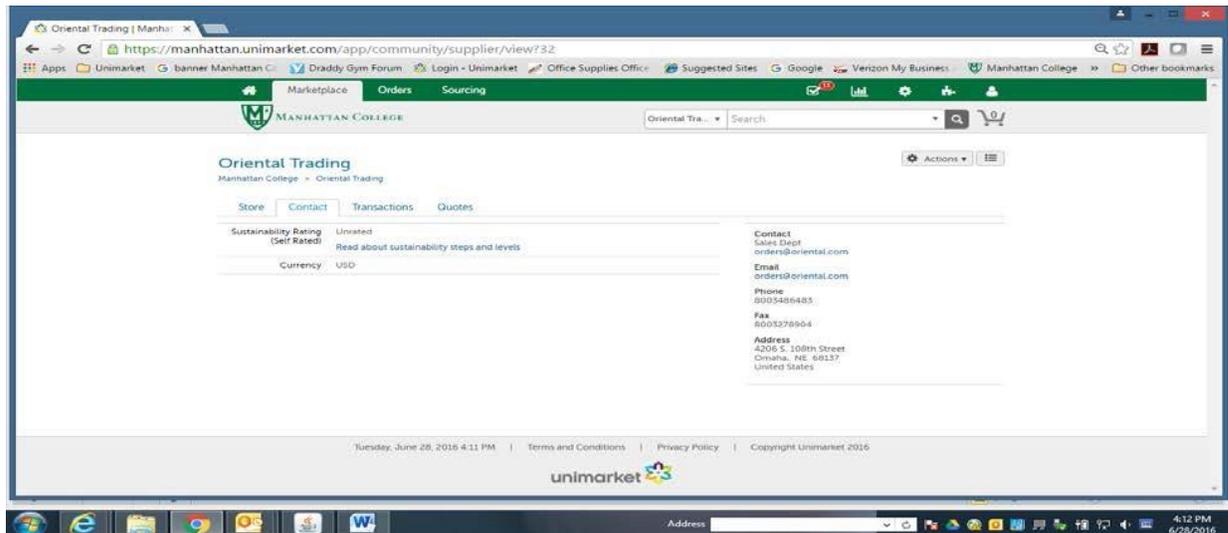
Banner:

- New vendor acquire their W9, address, phone/fax, contact name, email address for sending purchase order, ask company if they require a credit application completed, confirm they will ship off of a purchase order and will invoice after delivery. All of these questions must be asked prior to sending the documents and contact information to Purchasing.
- Please read and review the quotation in advance of entry as requisition. Check for shipping method and cost if not included contact the company. Deliveries by truck may need a lift gate or inside delivery by the driver and all of these particular circumstances need to be addressed to the company **in advance of placing the order.** All details pertaining to delivery, any prepayment, for example deposit, and other matters need to be determined with the company in advance. **Send the quotation to Purchasing along with any other contact information from the above bullet point.**
- **Banner requisitions are placed for vendors that are not in Unimarket.** Clearly enter all of the information of product you are placing, including model number, and enter any specific description of that item. **Select OPTIONS/ DOCUMENT TEXT enter the quotation number if there is one, delivery specifications and contact information for the company to properly ship the order. This information will print on the purchase order on the very top. REMEMBER YOU ARE COMMUNICATING WITH THE VENDOR.**
Select OPTIONS/ITEM TEXT for any specific information about the line item that you have in the order, for example colors, sizes etc.
- Email purchasing department with W9, all of the contact information, attach quotation and all essential details including the requisition number. The ADP will reach out to you if there are any questions
- Purchase order is created by ADP and will be emailed to vendor with attachments as necessary and you will be copied. Keep the purchase order for your records pending delivery of goods and follow up that you receive the invoice. You are responsible to be certain the invoice is received, approved and submitted for payment.
- DEPARTMENT BUDGET: FGIBDST: Organization Budget Status Form- Login to this form and enter the 4 digit ORG and press Enter. The fields of Fund and Program will populate. Operating Budgets Fund is 110000, and the Program Code linked to the ORG must be used in all Unimarket Orders. Continue to clear out the fields and enter additional ORGs to confirm the Program code associated with that number.

UNIMARKET:

- Check Marketplace to search for the vendor, select Contact Tab to confirm the address of file, begin a punch out/round trip order if available or a non-catalog order if the vendor is a lite supplier. Lite supplier orders are similar to banner orders in that you must supply all info about product you are ordering, part number, delivery specifications if there are details regarding how the merchandise will be received.

Attachments, for example quotes, are to be attached next to the delivery section. They will be transmitted when it is emailed.



FOAPL – YOUR FINANCE INFORMATION

- The FUND, ORG, ACCT, PROGRAM CODE for each line item must be checked it's an accurate for every order. Account codes should reflect what you are purchasing for that line item; they can be different from line to line, especially when ordering office supplies. Coding will reflect what you ordered from your previous requisition; therefore it needs to be modified for the new order. Your program code must be linked to the ORG number you are using in your requisition. **Some departments have multiple ORGS and multiple PROGRAM CODES.** Log into Banner and enter the form FGIBDST, enter the ORG number, and Fund and press Enter for the PROGRAM CODE to populate in the window.

Example:

THE FUND/ORG NUMBERS THAT YOU ENTER IN THIS FORM WILL PROVIDE THE ASSOCIATED PROGRAM CODE

The screenshot shows a web browser window with the URL [https://banner-app12.manhattan.edu/applicationNavigator/seamless#Organization Budget Status \(FGIBDST\)](https://banner-app12.manhattan.edu/applicationNavigator/seamless#Organization Budget Status (FGIBDST)). The page title is "Organization Budget Status FGIBDST 9.3.3 (PROD)". The user is logged in as "Elena Mastrangelo" and can "Sign Out". The form contains the following fields:

- Chart: * M
- Index:
- Include Revenue:
- Accounts:
 - Organization: 3240 Business Manager
 - Program: 5000 Institutional Support
 - Account Type:
 - Location:
- Fiscal Year: * 18
- Query Specific:
- Account:
 - Commit Type: Both
 - Fund: 110000 General Current Fund
 - Account:
 - Activity:

A "Go" button is located at the top right of the form. A message at the bottom of the form reads: "Get Started: Fill out the fields above and press Go." The footer of the page shows "EDIT Record: 1/1 KEY_BLOCK:KEYBLOC_FUND_CODE [1] ellucian".

Approval Chain

- **Approval chain:** The chain represents who has authority to approve the order using the ORG you entered, before being sent to Purchasing Department for final approval.
- You may have options to select the correct chain 1. Enter the ORG number in the window that is being used for this purchase OR you may have one chain that is used for all ORGS. Ex: Dean of Education. Always select correct approval chain at bottom of the screen before selecting Checkout!

FREIGHT AND SHIPPING COSTS

- FREIGHT AND SHIPPING COSTS: ENTER AS A LINE ITEM – TREAT AS ANOTHER PRODUCT ON YOUR ORDER. **DO NOT ENTER SHIPPING UNDER SUBTOTAL OF YOUR ORDER THIS LOCATION DOES NOT CORRESPOND IN BANNER**

CHECKING THE STATUS OF A REQUISITION:

Once your requisition is complete it will appear in the home screen in the window for requisitions.

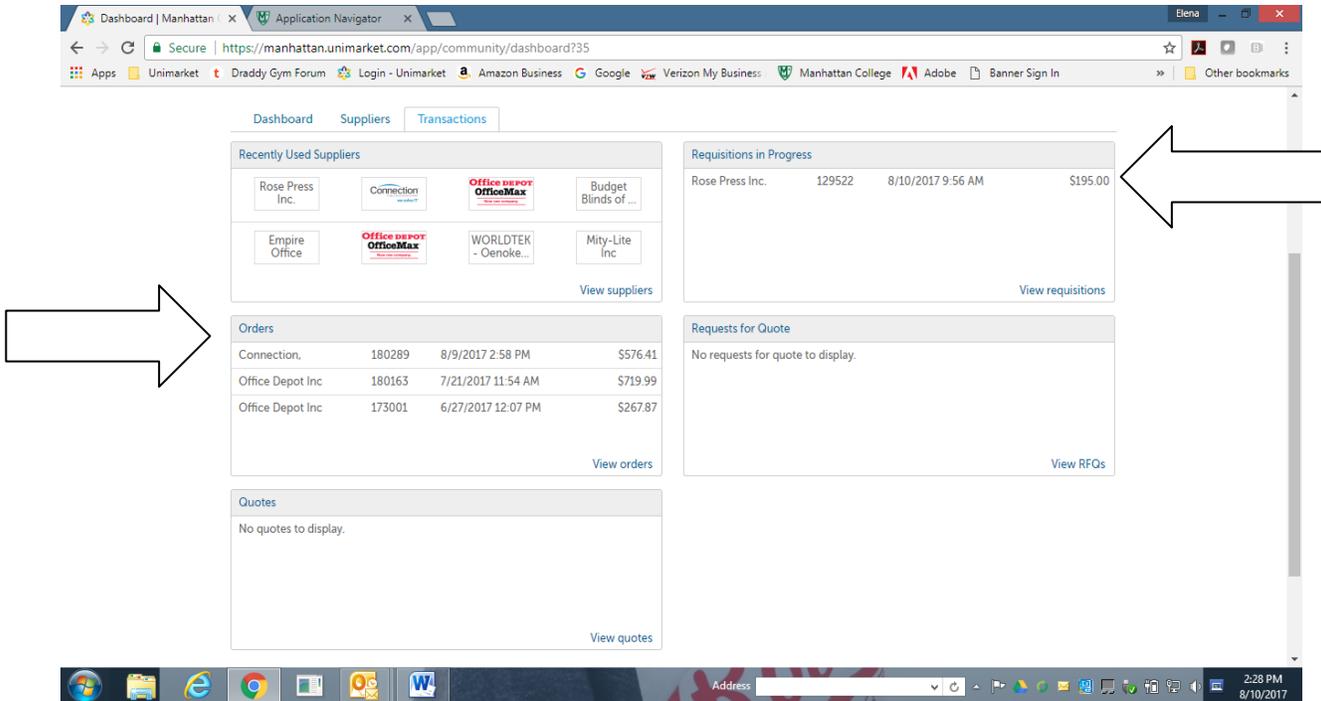
The screenshot shows the Manhattan College Unimarket dashboard. The browser address bar is <https://manhattan.unimarket.com/app/community/dashboard?26>. The dashboard includes a navigation bar with 'Marketplace' and 'Orders' tabs. Below the navigation bar, there are several sections:

- Manhattan College**: A list of announcements including 'OFFICE DEPOT FOR CUSTOM FURNITURE QUOTES - ACCEPTING RFQ'S - THIS IS NOT THE PUNCH OUT WEBSITE', 'NEW VENDORS !!! Check their websites and product line...', 'Medline - Now a Premier vendor', 'Newegg Business - Now a Premier vendor', and 'Science Health Corp. - Now a Premier vendor'. It also mentions a 'Contract approved COPY PAPER - Price REDUCTION' and 'OFFICE DEPOT- ORDER ONLY 273646'.
- Navigation**: 'Dashboard', 'Suppliers', and 'Transactions' tabs.
- Recently Used Suppliers**: A grid of supplier logos including McMaster-Carr, Cole-Parmer, Hach Company, VWR, Teledyne Leeman, Office Depot, and Sigma Aldrich Inc. A 'View suppliers' link is at the bottom.
- Orders**: A table with columns for supplier name, order number, date, and amount.
- Requisitions in Progress**: A box stating 'No requisitions to display.' with a 'View requisitions' link.
- Requests for Quote**: A box stating 'No requests for quote to display.'

Supplier	Order Number	Date	Amount
VWR International	180312	8/10/2017 2:13 PM	\$4,885.05
McMaster-Carr S...	180299	8/10/2017 11:54 AM	\$110.32

Ex: There are no requisitions shown in the Requisition in Progress box. Indicating all requests have been approved and sent as a PO to the supplier. See Orders box to confirm.

Order Box: Contains completed orders and assigned po number.



Ex: Requisition in Progress Box shows one order pending approval.

You can select the requisition number to view and within the requisition select the tab marked approval which will provide you with the status of who is left to approve your order before it is an actual purchase order. Until the requisition has met with all the approvers it is in the status called pending. It is recommended that you contact the next approver and remind them to check their email from Unimarket. Once the order is final approved it will be in the status complete and assigned a purchase order number. View Requisitions from the Top ORDERS tab, Select more Actions. In the "STATE" window you can select, cancelled, pending, abandoned, declined and incomplete. By selecting the important option you will view all requisitions in that state from the past 90 days or customize the date range.

PURCHASE ORDER HISTORY:

You can search the history of your purchase order in Unimarket by selecting within the home screen window for Orders or from the drop down View Orders. You can search by vendor, purchase order number, or Select more

Actions – to customize the date range to view all order you have placed. You can open a PDF of your purchase order when you select the order number and double click on the PDF that is on the center of the screen. This PDF can be saved to your desktop and emailed to the vendor when you are informed that they may have not received the original order.

Orders

Order Number Supplier Last 90 Days [More Options](#)

Order	Type	Requisition	Supplier	Order Date	Total
180289	Standard	129507	Connection,	8/9/2017 2:58 PM	\$576.41
180163	Standard	129343	Office Depot Inc	7/21/2017 11:54 AM	\$719.99
173001	Standard	129197	Office Depot Inc	6/27/2017 12:07 PM	\$267.87

Thursday, August 10, 2017 2:31 PM | [Terms and Conditions](#) | [Privacy Policy](#) | [Copyright Unimarket 2017](#)

unimarket

Order 180129

Manhattan College > Strauss Paper Co. Inc.

PDF files require Adobe Reader. If you do not have it then click [here](#) to install it.

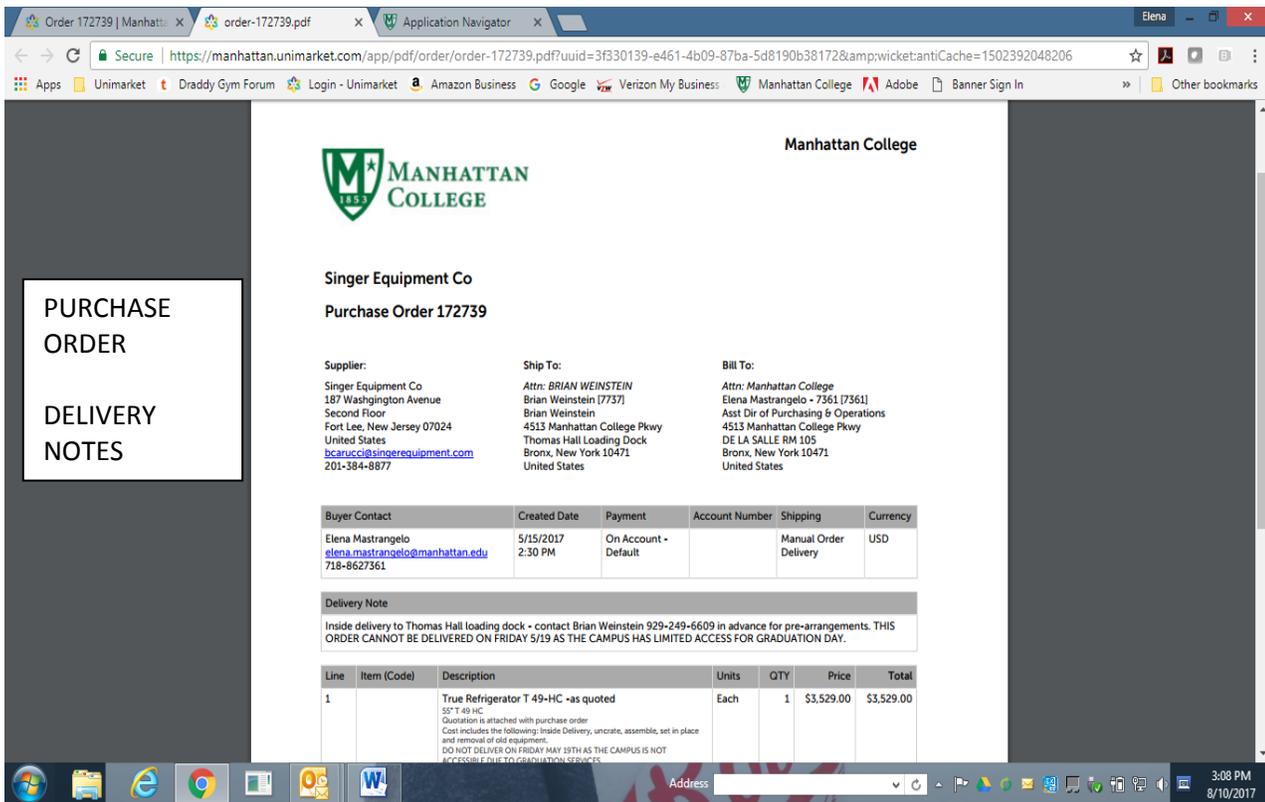
Purchase Order

Order Number	180129	Requisition	129340
Buyer	Elena Mastrangelo	Originators	
Order Date	7/18/2017 4:18 PM	State	Open
Created Date	7/18/2017 4:18 PM	Organization Unit	3360 - Sodexho Cleaning <input type="button" value="Edit"/>
Order Submission	Send Electronically	Documents	<input type="button" value="Purchase Order"/> <input type="button" value="Transaction Summary"/>
Visibility	Buyer <input type="button" value="Edit"/>		
Attachments	<input type="button" value="Add Attachment"/>		

Supplier: Strauss Paper Co. Inc.
10 Slater Street
Port Chester, NY 10573
United States

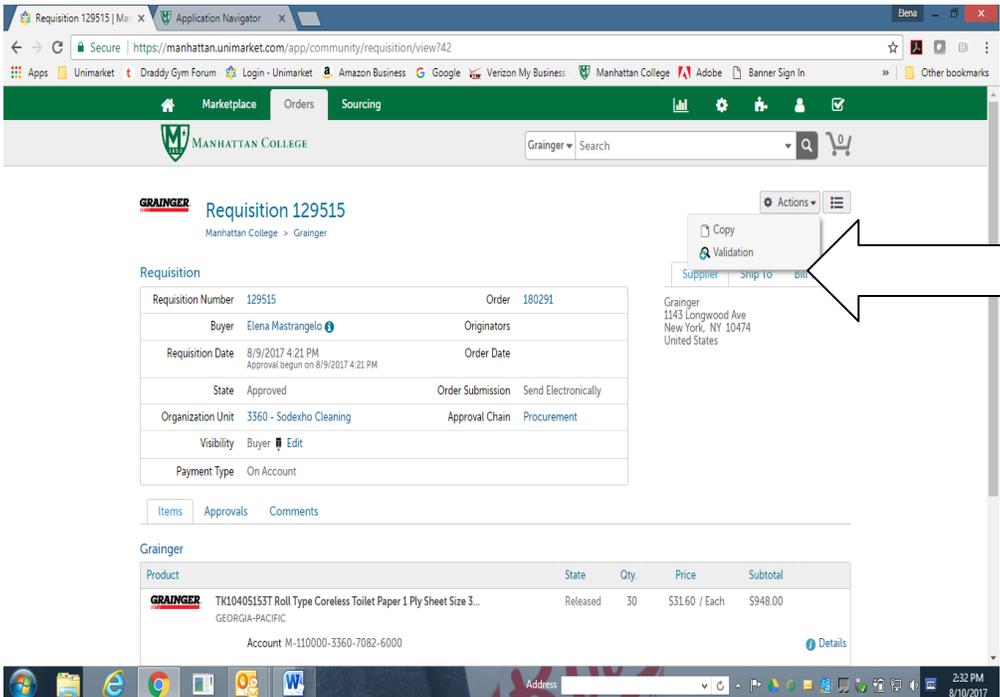
Items

Product	Qty.	Price	Subtotal
 Maxx Phaser stratus floor finish 2x2 gal bags Ecol64895911 Account M-110000-3360-7082-6000	10	\$73.17 / Case	\$731.70



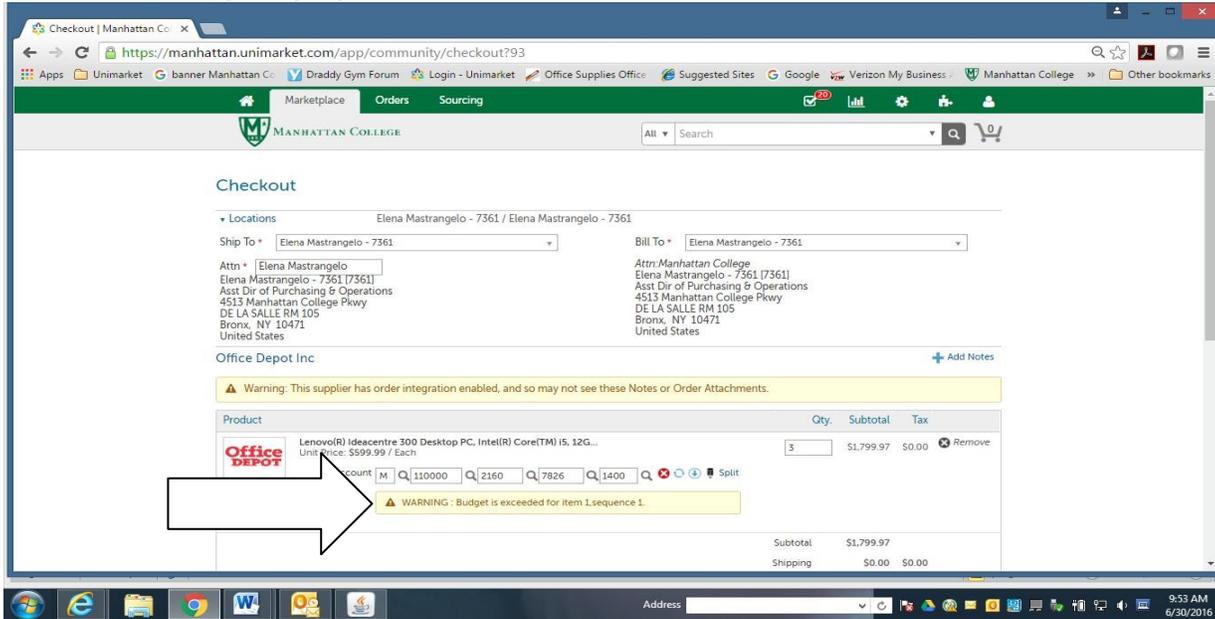
COPYING A REQUISITION:

If you have a purchase requisition that you repeatedly need to place as a new order there is a shortcut. Find the original requisition, open it, in the drop down actions arrow select copy. Please note you can change the quantity, the FOAP only. You can also change the bill to and ship to. You can modify delivery notes, justification and if you have changed the ORG and PROGRAM CODE above you need to change the approval chain to match. Review all the details very carefully before selecting checkout. Note if the price changed you cannot use the copy feature.

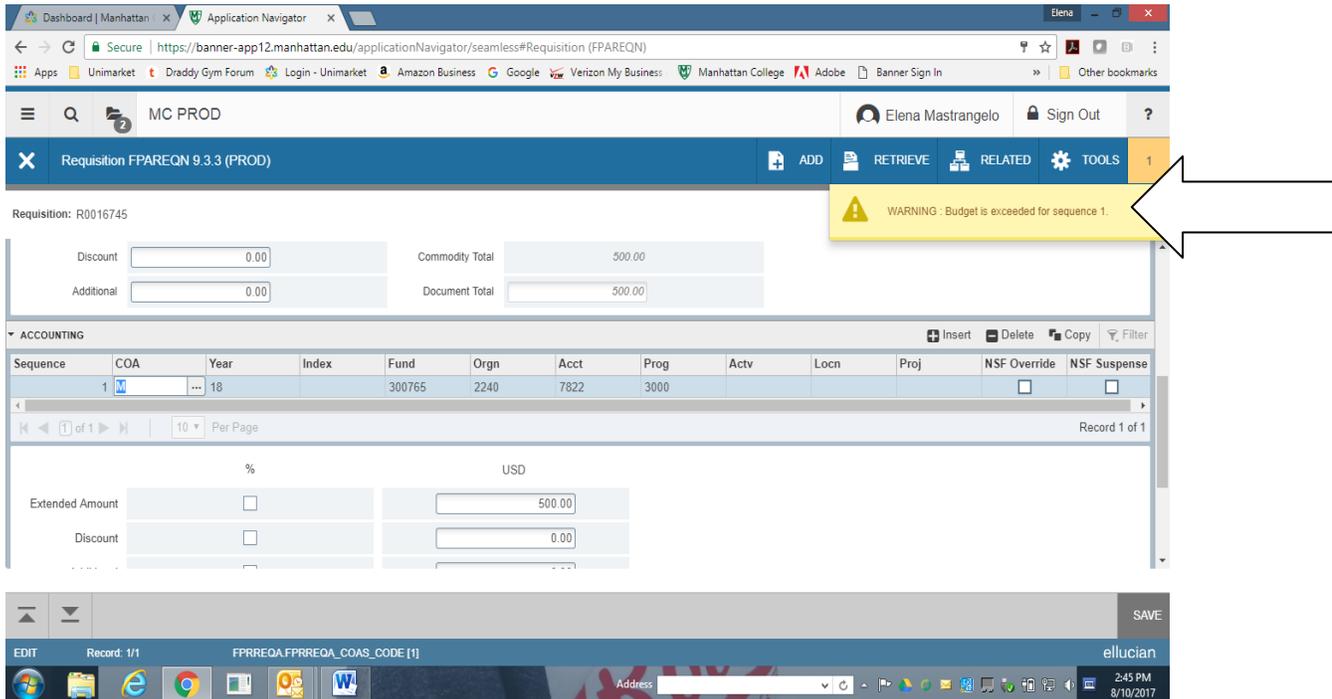


WARNINGS:

Unimarket warning is highlighted under the item.



Banner 9 warnings appear on top left:



All alerts you receive in Unimarket pertain to your status in Banner; for example- you are not authorized to purchase on the budget you are using, contact the controller's office to have that fund or org added to your authorization profile. An alert regarding there not being enough funds in that budget line, suggests that the account code you are using does not have enough funding to support that purchase OR your entire budget has been spent OR !! ALL SPECIAL FUNDS EX: 300000 SERIES WILL POST A WARNING. THESE BUDGETS ARE NOT LOADED INTO BANNER.

Go to your budget in Banner under FGIBDST where all of your account codes are listed, **it is essential that the overall budget has enough funding to support this purchase do not change an account code in Unimarket to bypass this budget warning, the account codes describe your budget purchase and must be consistent to the product you have ordered.**

Continued – next page.

ONLY if you have funding to support purchase simply click checkout AGAIN.

IF you have spent the limit on the entire budget, inform your budget manager. You cannot place this order until he/she is informed and they contact the Controller's office to discuss if this purchase is essential.

Select Save so the incomplete requisition is held until a decision is made.

If it will not be ordered select the incomplete requisition and under Actions choose Cancel All Items. The request will be cancelled.

This is a budget in banner: Notice the Adjusted budget is \$19,000 YTD is \$18,861.16 and Commitments is \$30.10. The commitment amount indicates there is only \$108.74 available to spend. Therefore another requisition will show an alert to you if it is over this amount.

Organization Budget Status FGIBDST 9.3.3 (PROD)

Query Specific Account: Include Revenue Accounts: Commit Type: Both

Fund: 110000 General Current Fund Program: 1500 School of Science Account: Account Type: Activity: Location:

Account	Account Type	Activity	Location	Amount
7152	E	Telephone - Long Distance		100.00
7155	E	Telephone & Computer Wiring		200.00
7158	E	Overnight Mail		100.00
7159	E	Advertising		200.00
7160	E	Periodicals		300.00
7161	E	Dues & Memberships		200.00
7175	E	Books		200.00
7201	E	Printing & Copying		500.00
7202	E	Office Copier Leases		5,000.00
7203	E	Office Copier Supplies/Mainten...		0.00
7204	E	Office Copier Supplies (Toner/Cartridge)		1,900.00
Net Total				-19,600.00

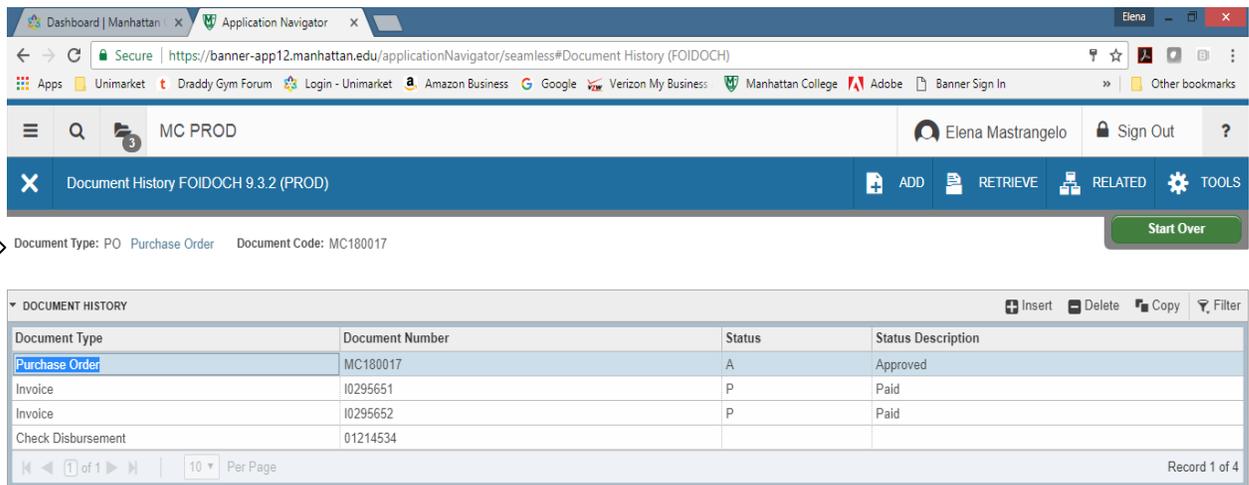
Record 1 of 33

3:19 PM 8/10/2017

UNIMARKET P.O. TRANSMISSION TO BANNER P.O. SYSTEM:

Your Unimarket purchase order history can be found in Banner by entering the purchase order number with “MC” in front of the six digit number. EX: MC160123.

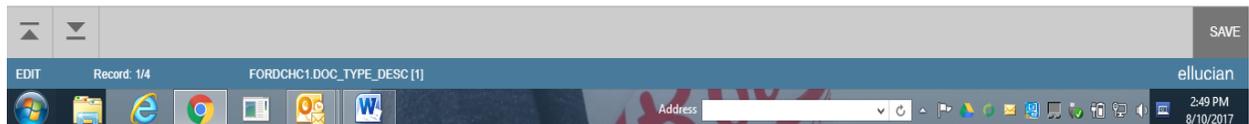
In Banner screen **FOIDOCH** you are able to view the history of the purchase order, invoice, and check payment.



The screenshot shows a web browser window displaying the Banner application. The browser address bar shows the URL: [https://banner-app12.manhattan.edu/applicationNavigator/seamless#Document History \(FOIDOCH\)](https://banner-app12.manhattan.edu/applicationNavigator/seamless#Document History (FOIDOCH)). The application header includes the user name "Elena Mastrangelo" and a "Sign Out" button. Below the header, there is a navigation bar with "Document History FOIDOCH 9.3.2 (PROD)" and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". A "Start Over" button is also present. The main content area shows the document history for a purchase order with document code MC180017. A table lists the document history:

Document Type	Document Number	Status	Status Description
Purchase Order	MC180017	A	Approved
Invoice	10295651	P	Paid
Invoice	10295652	P	Paid
Check Disbursement	01214534		

The table also includes navigation controls at the bottom, such as "10 Per Page" and "Record 1 of 4".



The screenshot shows the Banner application interface. The top bar includes a "SAVE" button and the user name "ellucian". The main content area shows the document history table. The table has the following data:

Document Type	Document Number	Status	Status Description
Purchase Order	MC180017	A	Approved
Invoice	10295651	P	Paid
Invoice	10295652	P	Paid
Check Disbursement	01214534		

TOPICS:

- Introducing a new vendor to Banner
- Submitting new vendor information to Purchasing
- **Quotations**
- **ORG and PROGRAM CODE relationship**
- Unimarket: **specific bill to addresses for DELL and APPLE – ONLY**
- **Account codes and their importance to your budget**
- **FGIBDST reviewing your budget and open invoices**
- **Warnings in both Banner and Unimarket that you have insufficient funds.**
- New bill to and ship to addresses for your department – submit to Purchasing
- Record keeping from requisition to invoice – keep a file on your desk.
- Contacting a vendor – contact information in Unimarket.

RETURNS:

Any merchandise that needs to be returned to the vendor you will contact the company, best to ask for customer service. Be prepared to provide the purchase order number and the company's order number if available. Clearly explain the reason for the return and request a return authorization number (RA# or RNA#). Repackage and write the RA number on the package for pickup by our mailroom. IN some cases the company will provide you with a PDF of a label. Place that on the package. If the return is something large, for example a desk, file cabinet etc., then coordinate with the company for a driver to personally come to your office to take the return product. Note: you must arrange for the date, time and provide your contact information for the pickup service. Any document that you sign or that is supplied to you must be kept for your records. **This is your proof that they took the return. That includes the RA number.** You can find the contact phone number generally in Unimarket under the tab called CONTACTS.

For Office Depot: Customer Service (888) 263-3423 (Account Nr. 53395471) – HAVE PO # AND THEIR ORDER NUMBER HANDY.

Connection: Deb Varga (800) 986-9147 dvarga@govconnection.com

Best Buy: John Herou (612)292-0490 John.herou@bestbuy.com

CDWG: TJ Singh (800) 808-4239 tjsingh@cdw.com

Crystal Rock (Water and Coffee supplier): Rich Thomas (877) 302-4241 rthomas@crystalrock.com

Apple: Adam Pirttima 512 674 6912 apirttima@apple.com