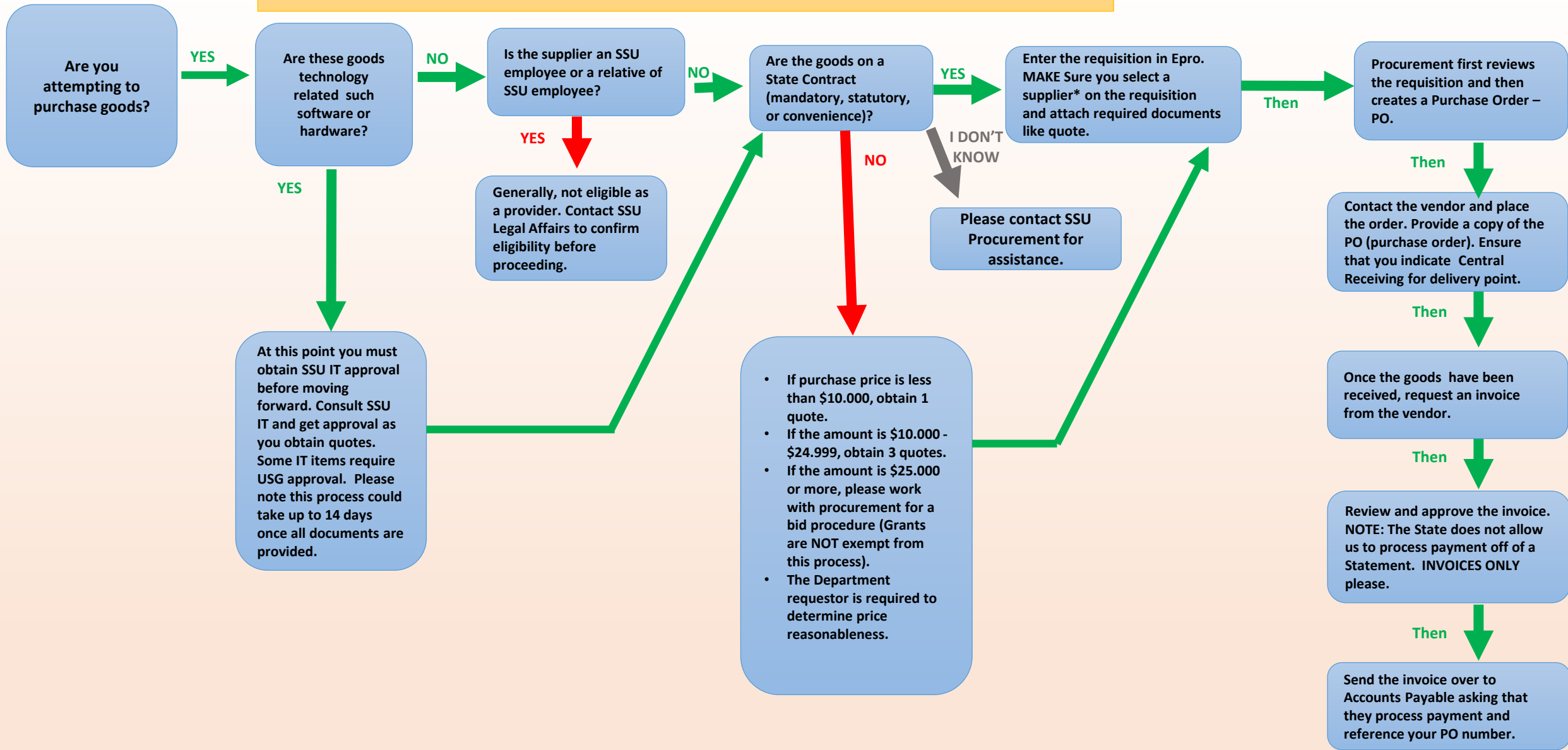


STEPS FOR ORDERING GOODS & PROCESSING VENDOR PAYMENT



Helpful Tips and more information

Requisition requirements-

All requisitions require
Item Description
The **Price** of the item
The **Quantity** requested
The **Unit of Measure**
The NIGP Code for the item
The **Due Date** for the item
Supplier ID for the item
Justification for the purchase
Quote or Contract

More information about the contract process

SSU Contract Review Process (30 days)

Routing process for review-

1. Required department supervisor approval
2. Required area VP approval
3. CIO Approval for IT related and software contracts
4. Title III approval if applicable
5. Grant Accounting approval as applicable
6. Legal Counsel approval
7. VP Business and Finance approval
8. President Ballard-Washington approval

General procurement process

Obtain a quote for purchases less than \$24,999 if there is not a state contract

Put in a requisition

Procurement provides a PO

Order goods or services

Goods or services received or rendered in full

Submit invoice to AP from processing

Where do I submit my documents?

Where to submit the documents-
Quotes- attach to the requisition

New supplier paperwork to be submitted to:

vendorregistration@savannahstate.edu

Contracts for review to be submitted to:

contracts@savannahstate.edu

Invoice for payment to be submitted to:

accountspayable@savannahstate.edu

Who do I contact for help?

For assistance with roles in PeopleSoft- submit an IT Helpdesk ticket

For assistance with adding a vendor, contact Office of the VP of Business and Finance

For assistance with requisitions or Purchase Orders, contact SSU Procurement

For assistance with invoice payments to vendors contact SSU Accounts Payable

What if I cannot find the supplier in the system?

* If the vendor is new and needs to be registered, do not submit a requisition without the vendor. Submit the new supplier paperwork (W-9 & Supplier Information Form). This process alone takes between 2 to 4 weeks. After the supplier is approved, create the requisition with the appropriate supplier.

If unsure about the vendor, contact Vendor Registration to inquire about the status of the vendor.

Expected timeline for each item

Requisition- Once approved by all areas, all required documentation is attached (not an invoice but a quote), and all fields are complete on the requisition, it takes Procurement up to 14 days to process the PO

Contracts- It is expected that it will take up to 30 days for a contract to be approved, once the all items are complete including documentation and the contract checklist

New supplier- once the new supplier documentation is complete, it takes 2-4 weeks for a new supplier to be approved and added into the system

Payments- Once the invoice has been provided to AP and the PO number is referenced, it takes up to 10 days for the payment to be processed