WEST VIRGINIA
JOINT COMMITTEE ON GOVERNMENT AND FINANCE

# PROCUREMENT PROCEDURES MANUAL

**REVISED**
*SEPT. 2020*

# Contents

## General Information

<u>Authority</u>

The West Virginia Joint Committee on Government and Finance (Joint Committee) is exempt from state purchasing rules per WV Code 5A-3-1, therefore this manual contains the procedures and controls related to Procurement.

<u>Purpose</u>

The purpose of the Procurement Manual is to provide direction to Joint Committee staff for the operative procedures for the purchase of commodities and services.

<u>Definitions/Terminology</u>

| | |
|---|---|
| ACT | wvOASIS document used to award an ARFQ or ARFP to a vendor. Vendors who have an ACT document for services in the system do not need to have an APO or ADO entered the system. |
| Bid | Anything that a vendor submits in response to a solicitation that constitutes an offer to the Joint Committee and includes, but is not limited to, documents submitted in response to a request for quotation, proposals submitted in response to a request for proposal, or proposals submitted in response to an expression of interest. |
| Buyer | An individual assigned by the Legislative Manager to order the items approved by the Legislative Manager. Buyers are normally also P-Card holders. |
| Commodity | Supplies, Materials, Equipment, and any other articles or things used by or furnished to a division of the Joint Committee. |
| Contract | An agreement between the Joint Committee and a vendor relating to the procurement of commodities or services or both. |
| Department | Name for a State Agency in wvOASIS it is interchangeable with agency. |
| Document Catalog | A central location in wvOASIS where documents can be generated and viewed. |
| Emergency Purchase | Purchase made when unforeseen circumstances arise, including delays by contractors, delays in transportation and unanticipated volume of work. |
| Master Agreement | wvOASIS procurement document which sets prices, terms and conditions, by which itemized goods or services can be purchased by agencies from a vendor at a specified price (previously known as a Statewide Contract). |
| MATA Table | wvOASIS Matching table – screen which shows the user a view of what has been received, invoiced, and paid against an ADO/APO/ACT. This screen also shows if a receiving report is required by the system prior to payment being processed. |
| Non-Reportable Assets | Commodities that are valued at less than $1,000 or have a useful life of less than one year, or Assets expendable in nature. Examples of Non-Reportable Assets include: calculators, skids of paper, office supplies, etc. |

| | |
|---|---|
| Purchase Order (APO) or Delivery Order (ADO) | An electronic request in wvOASIS by a Requestor for the purchase of commodities and services. An ADO should be used when ordering from a Master Agreement the reminder of the time an APO will be used. |
| Receiver | An individual assigned by the Legislative Manager to receive items ordered by Joint Expenses and authorized to create RC Documents in wvOASIS. |
| Receiving Document (RC) | wvOASIS receiving report – document used to record the receipt of goods and services when they are received by the Joint Committee. |
| Receiving Search Page (RCSRCH) | Page which enables a user to search for APO, ADO, and ACTs that correspond to the goods and services received. |
| Reportable Assets | Means all equipment, vehicles, and other items, excluding expendable commodities as defined by Non-Reportable Assets, that has an original acquisition cost of $1,000 or more and a useful life of one year or longer, except for the following:<br>1. Firearms regardless of cost;<br>2. All computers (including laptops, tablets, and central processing units);<br>3. All printers and other electronic devices with an acquisition cost of $500 or more; and<br>4. Any other items determined by the Legislative Manager upon advice from Division Directors (GPS units, Portable PA systems). |
| Request for Proposals (ARFP) | A tool used to acquire professional and other services where the scope of work may not be well defined, and cost is not the sole factor in determining the award. All criteria by which the bidders will be evaluated must be contained within the bid document. |
| Request for Quotation (ARFQ) | A document, containing the specifications or scope of work and all contractual terms and conditions, which is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process. |
| Requestor | An individual assigned by the Legislative Manager to request items via wvOASIS. |
| Secondary Navigation Panel | Menu in wvOASIS which runs down the left-hand side of the screen, which allows the user to access different sections of a document. |
| Shopper (SHOP) | The Shopper (SHOP) page allows you to search multiple sources of supply for required items. You can choose the sources of supply that you want to search and enter search criteria for the selected sources of supply. You can then select items from the returned search results and add them to your Shopping Cart. If you log out of wvOASIS the items will remain in your Shopping Cart until purchased or until you remove them from the Shopping Cart Page |
| Shopping Cart | The Shopping Cart page displays the items that were added to the Shopping Cart from the Shopper (SHOP) page. |

| | |
|---|---|
| Stringing | Issuing a series of purchase orders or dividing or planning procurements to circumvent the various bidding thresholds. |
| Unit | Name for an individual Joint Committee Division in wvOASIS. |
| Vendor Code | The unique identifier assigned to the vendor by wvOASIS. |
| WV-96 | Addendum to Vendor's Standard Contractual Forms – document which can be utilized to counter a vendor's submission of alternate terms and conditions. It should **only** be used after it is clear from the vendor's bid/quote that alternate terms and conditions have been proposed. |

Additional Information

Office supplies, Equipment, Postage, duplicating facilities, etc., are to be used only for office business. Employees should not use these supplies and facilities for personal purposes.

Employees should refer to the Joint Committee Anti-Fraud Policy for reporting potential fraud or fraudulent activity to the appropriate persons.

## Bidding Process

Determining the exact requirements for a commodity to perform a specific function is one of the most important tasks in the procurement process. The Division must take into consideration the problem to be resolved and what alternatives or options are available to satisfy the need.

The division should always consider any administrative lead time (time to prepare documents, solicit bids, evaluate bids and make a contract award) and delivery lead time (time for the vendor to deliver commodities or services) when preparing a procurement document.

Competitive bids must be obtained as follows:

1.  Purchases $2,500 and less: Competitive bids are not required but are encouraged when possible.

2.  Purchases $2,500.01 to $10,000: A minimum of three (3) verbal bids are required, when possible, and the lowest bid meeting specifications must be awarded the purchase order/contract. A verbal bid form should be completed to document bids

3.  Purchases over $10,000: A minimum of three (3) written bids are required, when possible, and the lowest bid meeting specifications must be awarded the purchase order/contract.

A Request for Quotation (ARFQ) should be used to acquire all tangible property (e.g. equipment, supplies, etc.) over $10,000. The ARFQ should contain at least the following:

1. Detailed description of, or specification for, the items being purchased;
2. Delivery date, if required;
3. Bid price per unit of the item(s);
4. Any applicable maintenance; and
5. Quantities of all items.

A Request for Proposal (ARFP) should be used for projects requiring a technical component in addition to a cost component for evaluation of bids. e.g.) Legislative Printing machines; DOH Highways Financial Audit.

Please remember the following rules regarding acceptable bids:

1. A "no bid" is considered a bid.
2. Screen prints from Internet sites in which the commodity or service is for sale and may be procured are acceptable as a valid verbal bid.
3. Screen prints from Internet sites in which the commodity or service is for sale are **not** acceptable as a valid written bid.

Both RFQs and RFPs should be entered in wvOASIS using either an ARFQ or ARFP document. (See: Appendix 1: Preparing an ARFQ or ARFP for instructions on entering these types of transactions in wvOASIS). For additional help on preparing ARFQ and ARFP please contact the Fiscal Office.

The following types of commodities and services are exempt from competitive bidding:
1. Advertising – includes any advertisement placed directly with newspapers, trade magazines, internet publications, social media or billboards. It also includes broadcast television and radio advertisements placed directly with the broadcaster or publisher;
2. Artwork and Historical Items – includes the purchase of and service to artwork and historical items;
3. Hospitality – includes expenses for food, beverages, facility rental and entertainment relating to conducting state business;
4. Professional Association Dues – includes membership fees or association dues for professional associations that perform a licensing, certification, or accreditation function for state employees or agencies (i.e., West Virginia State Bar, West Virginia Board of Accountancy, NCSL, etc.); and
5. Training Activities – includes lecturers, honorariums, copyrighted test and training materials, test monitors/examination proctors, registration fees, etc., where competition is not available.

## Contracts/Service Agreement/Software Licenses

Any Contracts/Service Agreements/Software Licenses shall have a standard initial contract term of one year, with the renewal period being determined by the Legislative

Manager with input from Legislative Services. Once the contract has been approved by the Legislative Manager, or his designee, either the Fiscal Office or Office of Administration will enter the renewal date on the Contract calendar. Subsequent renewals shall be entered by the Division. Legislative Services shall review all contract/service agreement/software licenses renewals.


**Ordering Commodities and Services**

The Legislative Manager/Division Director will designate an individual for each Division as a Requestor. All requests for commodities or services must be entered in wvOASIS except for the following:

1. Leasing of office/meeting space;
2. Employee related travel;
3. Services provided by another state agency; and
4. Utility payments (cable, phone, etc.).
5. Legislative Association Dues and Membership Fees

The vendor must be registered with the State of West Virginia prior to the commodity or service being ordered. If the vendor is not registered in wvOASIS or if a Prevent New Orders error is received, the Requestor should contact the Fiscal Office to determine what actions need to be taken.

The Requestor will enter either an ADO or APO in wvOASIS. An ADO should be utilized when ordering from a Master Agreement. All other orders should be entered using an APO. (See Appendix 2: Preparing an ADO or Appendix 3: Preparing an APO for instructions on entering these documents in wvOASIS).

Once the ADO/APO has been submitted, the document will be reviewed by the Fiscal Office to verify funding is available and appropriate, before being approved by the Legislative Manager. Upon the Legislative Manager's approval, the document goes to a Status of Final and an electronic PDF purchase order will be available for the Requestor.

The Requestor is responsible for monitoring the status of their ADO/APOs. (See Appendix 8: Checking Documents and Printing Forms). If the item is to be paid with a P-Card a copy of the ADO/APO should be sent to the P-Card Holder. If an item is not available at the time the Buyer places the order with the Vendor, then the Buyer should notify the Requestor. If the item is to be paid with a P-Card, a copy of the ADO/APO should be sent to the P-Card Holder. **Note: Commodities and/or services cannot be ordered from the vendor without approval from the Legislative Manager.**

Verbal approval can be obtained for emergency purchases and should be documented in the Document Description on the ADO/APO. If the Legislative Manager is unavailable the Director of Administration and Director of Legislative Services will serve as backups for approving these documents.

Office Supplies

ADO's/APO's for office supplies, unless it is an emergency purchase, should be submitted no more frequently than once a week.

Requestors should review the catalog attached to the Master Agreement for Office Supplies to determine if ordering from the Master Agreement will obtain a lower cost. The Master Agreement can be located on the Purchasing Division Agency Resource Page and a view only copy of the catalog for the current vendor can be located as follows: Navigate to www.business.officedepot.com and use Login Name "westvirginiabrowse" (without quotes) and Password "Welcome1" (without quotes).


**Receiving**

The Legislative Manager will designate individuals as Receivers. There are nine shipping locations (receiving areas) for Joint Committee (See Table 1).

Receivers will check that items received match packing slip and purchase order then receive the items in wvOASIS using a RC Document. Only items with commodity codes which begin with the digits 1 through 6 are required to have a receiving report prepared (See Appendix 4: Receiving Goods).

If a Reportable Asset is received the Receiver should follow the procedures in the Asset Management Manual and barcode the item prior to it leaving the Receiver's possession.

If the item was paid with a P-Card, a copy of the receiving report needs to be provided to the P-Card Holder.

**Table 1: Receiving Locations**

| Location Code | Name |
| --- | --- |
| SP2071 | Joint Committee on Govt & Finance (East Wing Rm E132) |
| SP2072 | Joint Committee on Govt & Finance LASD (MB37) |
| SP2073 | Joint Committee on Govt & Finance Duplicating (MB26) |
| SP2074 | Joint Committee on Govt & Finance – West Wing Dock |
| SP2075 | Commission on Special Investigations |
| SP2605 | Joint Committee on Govt & Finance Post Audit (W329) |
| SP2606 | Legislative Claims Commission (W334) |
| SP2607 | Joint Committee on Govt & Finance Public Information (MB27) |
| SP2608 | Joint Committee on Govt & Finance PERD (W314) |

## Appendix 1: Preparing an ARFQ or ARFP

1. Log into wvOASIS Financial and type "ARFQ" for a Request for Quotation or "ARFP" for a Request for Proposal in the Jump To Box.

2. Enter "2300" in the Dept and the appropriate Unit in the respective boxes (See Table 2 in Appendix 7 for listing of Units). Then click Create.



3. In the ID Box type LEG, check the Auto Numbering option and then click Create to create a new ARFQ.

4. Use the Secondary Navigation Panel to move between the various sections of the ARFQ or ARFP. On the Header Section complete the following:



A. General Information Tab complete the following:
1) Document Description – short description of commodities/services needed.
2) Bid Receiving Location – use the Pick List to choose the Bid Receiving Location – Type 2300 in the Department Box then click Browse, then select the appropriate location (Either Post Audit or Fiscal Office).
3) Procurement Type ID – use the Pick List to choose the Procurement Type, most will be either 16 or 18.
4) Click Save to auto populate the remaining fields.

B. Contact Tab complete the following:
1) Requestor ID – most of the time will be same as the Issuer ID, however if a Requestor can enter for multiple divisions, the Requestor ID should be the ID of the Division's assigned Requestor.
2) Buyer – use the Pick List to choose the Buyer (either the P-Card Holder or Fiscal Office) See Table 3 in Appendix 7 for a list of P-Card IDs or use sabatinol for the Fiscal Office.
3) Click Save to have the remaining fields auto populated.

5. On the Terms and Conditions Section - insert a new line and enter BLANK in the T & C box. Then click Save.

6. On the Commodity Section complete the following: Note: You will need to repeat these steps for each type of item being ordered - e.g. buying a digital copier with a maintenance agreement would have two lines, one for the copier (as an Item) and one for the maintenance agreement (as a Service).



A. General Information Tab, complete the following:
   1) Insert a New Line and enter a description of the item requested in the CL Description.
   2) Commodity – use the Pick List to search for and select an appropriate commodity code (Note: This code will determine which vendors are notified via Vendor Self Service on available solicitations). For your convenience, Appendix 6 has a list of Common Commodity Codes.
   3) Choose a Line Type – use Item if physical items will be received, otherwise use Service.
   4) Enter the quantity wanted (if Line Type is Service enter 1).
   5) Unit – use Pick List to choose unit of measure (most common is EA).
   6) Unit Price – enter anticipated cost per unit (only if Line Type is Item).
   7) Contract Amount – enter anticipated amount (only if Line Type is Service.)
   8) Enter an estimated unit price (can be used to help determine extravagant bids).
   9) Click Save.

B. Shipping/Billing Tab complete the following:
   1) Shipping Location – enter the Shipping Location Code;
   2) Billing Location – enter the Billing Location Code; and
   3) Click Save.

C. If needed, additional information can be provided on the Specifications Tab regarding manufacturer, specifications of the items. Remember, if using a brand name make sure to use "or equivalent".

7. On the Free Form Vendor Section, you can add a new line and enter the name and email for specific vendors you want the solicitation sent to. **Important – make sure to include your email and name in this section so you receive notification when the RFQ publishes.**

8. The Commodity E-mail Push Section shows all commodity codes in VSS that the solicitation will be sent to. Vendors who have registered with the state to receive electronic notifications based on commodity codes will automatically receive a notification upon publishing of the RFQ.

9. On the Publishing Section complete the following:
   A. Let Date – Date you want the RFQ to be published in VSS.
   B. Close Date – Date bids must be received by.
   C. Close Time – Time bids must be received by (recorded as military time e.g. 16:30 instead of 4:30 – best practice is to have the closing time end at the bottom of an hour).
   D. Prohibit Online Responses – by checking this box you will not allow any Vendors to electronically submit bids through VSS.
   E. Things to remember on Publishing to VSS:
      1) Set the date to a future date to allow time for the Legislative Manager's approval.
      2) VSS interfaces with the Financial at the bottom of each hour from 7:30 am – 5:30 pm.

10. Return to the Header Section and attach any documents which you want sent with the Request (bid instructions, evaluation criteria, terms and conditions, etc.). **Only items attached to the header will be included in the electronic file.**

11. Click Validate. Once you get the document validated successfully message, click Assemble Request. Then click Submit Assemble Request.



12. Click Refresh until you get a Status of Successful. If you get a Failed Status, contact the Fiscal Office. Then click Back.

13. Then click Submit to send the ARFQ or ARFP for approval. The ARFQ or ARFP will not publish until after it has been approved by the Legislative Manager or his designee (Director of Administration or Legislative Services Director).

## Appendix 2: Preparing an ADO

(Used for Iron Mountain, Office Depot, ARI, and other AMA/CMA contracts).

1.  In the Jump To Box type SHOP. Then click Go or hit Enter.

2.  Narrow Check Sources of Supply to only MA Catalog Items and Master Agreements

3.  To locate the relevant catalog, type the first part of the vendor name or a keyword in the Search For along with the (%) wildcard. The wildcard should be used between words as well as at the end and beginning of the phase. Wildcards are not needed if only a single word is used in the Search For. The click Search. Note: Appendix 5 contains a list of frequently used vendors.

4.  Enter the quantity on the line showing the contract/item you want to order. For office supplies enter a quantity of 1. Then click Add to Cart.

5. The Shopping Cart will update to include the number of line items selected and total dollar amount of the items selected for the order. The items added to your cart will remain in the cart until you discard them or Checkout.
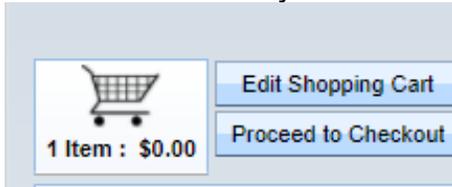


6. Once you have added the items to your cart select Edit Shopping Cart if you need to make changes to the Quantities ordered or to remove specific lines.
   A. To remove a single item from the Shopping Cart, click the trashcan icon at the beginning of the item line.
   B. To update quantity ordered type the new quantity in the Quantity box.
   C. To remove all items from your cart, click Empty Cart.
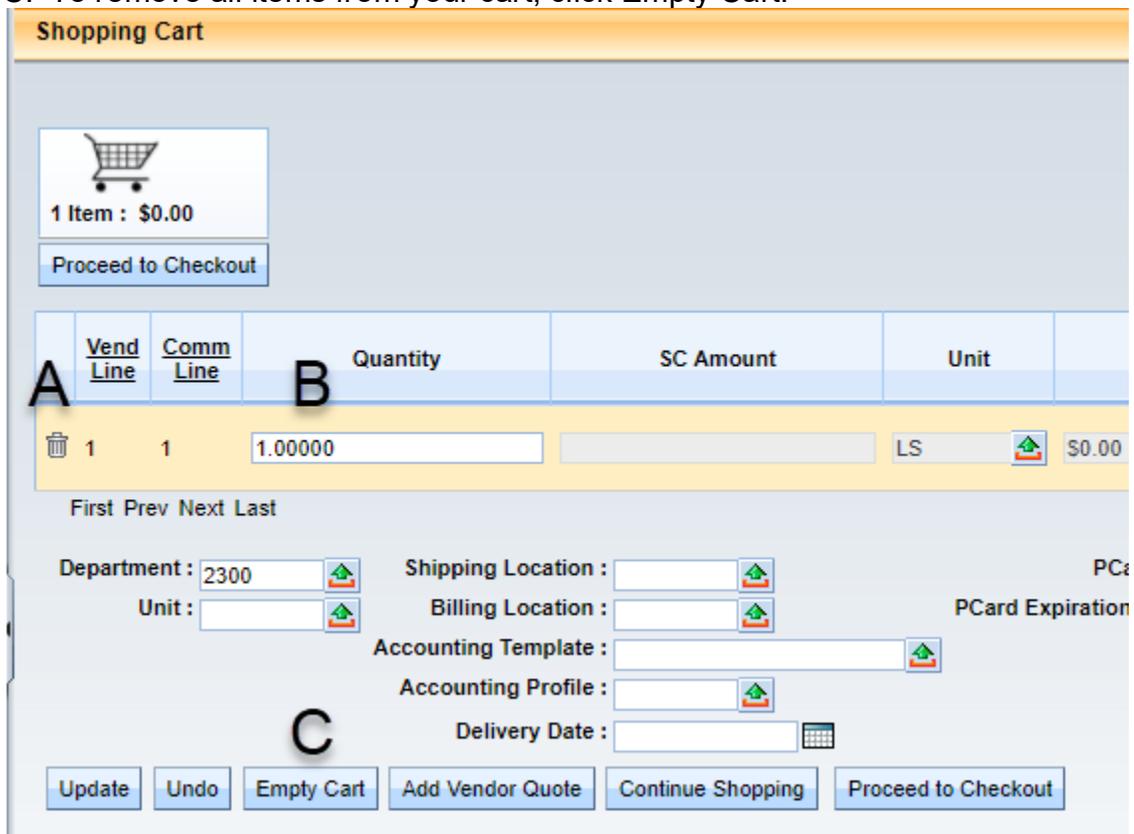


7. If no changes need to be made and you are ready to Checkout click Proceed to Checkout.

8. On the Checkout Screen enter the following and click Checkout to create the ADO:

    A. Unit number (see Table 2 in Appendix 7 for a list of Units);
    B. LEG in the ID box;
    C. Shipping Location – enter Shipping Location Code (see Table 1 on page 8);
    D. Billing Location – CSI use BL0433 all other offices use BL0432;
    E. Accounting Template - Record the Template code for the division requesting the items (Note: Computer equipment will always be LASD) (See Table 2 in Appendix 7 for listing);
    F. Accounting Profile – will always be JCGF;
    G. Delivery Date – when you need the supplies by; and
    H. PCard ID - Use the pick list to choose the appropriate P-Card Holder or see Table 3 in Appendix 7 for a list of cardholders and divisions served.

9. The system generates a new Agency Delivery Order (ADO). To finish preparing the order, complete the following:

**A. Header Section**



1) On the General Information Tab (shown above):
   a. Document Name – a short description.
   b. Document Description – same as document name.
   c. Procurement Type ID – must be 12.
   d. Default Form – set to WV_ADO_Form (click Pick List)

2) Click Save.

3) On the Requestor Issuer Buyer Tab:
   a. Requestor ID – normally same as Issuer Id.
   b. Buyer ID – if paying by a P-Card use the Pick List to select the cardholder or see Table 3 in Appendix 7 for a a list of P-Card Holder Id's, otherwise enter sabatinol for the Fiscal Office.

4) Click Save.

| Agency Delivery Order(ADO) | Dept: 2300 | ID: LEG1900000004 | Ver.: 1 | Function: New | Phase: Draft | | Modified by sabatinol , 09/19/2018 |

**Header**

List View

| General Information | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | **Default Shipping/Billing** | Reporting |
| Fixed Asset Intent Reference | Document Information |

Shipping Location: SP2071

JOINT COMMITTEE ON GOVT & FINANCE

RECEIVING CLERK

BLDG 1 RM 132E

1900 KANAWHA BLVD E

CHARLESTON

WV

25305

US

Shipping Method: 01

Best Way

Free On Board: 5

FOB Dest, Freight Prepaid

Delivery Date:

Billing Location: BL0432

JOINT COMMITTEE ON GOVT & FINANCE

FISCAL OFFICE

BLDG 1, RM 132E

1900 KANAWHA BLVD E

CHARLESTON

WV

25305

US

Billing Additional Info:

Ship/Bill To Lines
Load Accounting Profile
Assemble Document
Reset Buyer
Assemble Request Activity
View Procurement Folder

Related Actions ▼

Save    Undo

| Accounting Distribution | Total Lines: 0    Line: none    Distribution %: none | ⊞ |
| Vendor | Vendor Customer: 000000126524    Legal Name: IRON MOUNTAIN INCORPORATED | ⊞ |
| Commodity | Total Lines: 10+    Line: 1    Commodity: 78131804    Open Amount: 0.00    Line Amount: $0.00 | ⊞ |
| Accounting | Total Lines: 0    Line: none    Line Amount: none    Line Open Amount: none | ⊞ |
| Posting | Total Lines: 0    Posting Line: none | ⊞ |
| Special Instructions | Total Lines: 0    Special Instruction Line: none    Special Instructions Code: none | ⊞ |
| Supporting Documents | Total Lines: 0    Line Number: none    File Name: none | ⊞ |

Copy    Validate    Submit    Discard          Processing ▼    Workflow ▼    File ▼    Close

5) On the Default Shipping/Billing tab: verify the shipping and billing locations have prefilled

6) Check the Vendor Section for any discounts.


**B. Commodity Section**
Note: The following steps will have to be repeated for each commodity line listed. To move to another line, click on the next line listed.

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1) General Information Tab:
   1. CL Description – leave as is unless you are ordering Office Supplies then change to a description of the item ordered
   2. Enter the Supplier Part Number or Item Number from suppliers' catalog if available (required for office supplies)
   3. Update the Quantity
   4. For Office Supplies also update Unit Price
   5. If item is a Service, record total cost in the Contract Amount.
   6. Service From – today's date.

7. Service To: - Future date (when you would like items by).
8. If you need additional room for more information/special instructions use the Extended Description Field

2) Click Save.

3) Verify the Shipping/Billing auto inferred from Header.

4) Click Save.

## C. Accounting Section

Note: The following steps will have to be repeated for each commodity line listed. To move to another line, click on the next line listed.



1. On the General Information Tab complete the following:
   a. Click Insert New Line, then click Save.
   b. Make sure the following items auto populated:
      1) Event Type – PR05.
      2) Accounting Template

2. Click Validate to auto populate the remaining fields.

3. On the Reference Tab make sure the Ref Type is Partial.



4. On the Fund Accounting Tab, make sure the Fund, Sub Fund, Department, Unit, Appr Unit, and Object have prefilled. Click the Pick List on the Sub Object and choose a code which describes what you are ordering.



1) On the Fund Accounting Tab, click the Pick List and choose a Sub Object code which describes generally what you are requesting. **DO NOT USE 0000 except for rare cases**

2. Click Save, then Validate. If you get validation errors, fix the errors, and then click the Validate button again. Once you get the "Document Validated Successfully" message, click Submit.

## Appendix 3: Preparing an APO
(Majority of purchases will be under an APO – single purchase from a vendor.)

1. In the Jump to Box type APO then click Go.



2. Enter 2300 for the Dept. and the respective Unit code in the Unit (see Table 2 in Appendix 7) then click Create.

3. Type LEG in the ID box and check the Auto Numbering box, then click Create.

4. The system generates a new Agency Purchase Order (APO). To finish preparing the order complete the following:

## A. Header Section



1) General Information Tab complete the following:
   a. Document Name – short description of commodity/service e.g. Office Supplies for LASD;
   b. Document Description – same as document name;
   c. Procurement Type ID – choose one of the following:
      i. 15 – Lease Purchases (use for Xerox, Superior, etc.);
      ii. 19 – Purchase Order (all other purchases which are not a lease purchase); and
   d. Default Form – Use the Pick List to choose the WV_APO_FORM option.

2) On the Requestor Issuer Buyer Tab:
   a. Requestor ID – normally same as Issuer ID; and
   b. Buyer ID – if paying by a P-Card enter the Id for the PCard holder who will be purchasing the item, otherwise enter sabatinol for the Fiscal Office.

3) Click Save.



4) On the Default Shipping/Billing tab:
   a. Shipping Location - Change to the appropriate Shipping Location (see Table 1 on page 8).
   b. Billing Location - Change to the appropriate Billing Location.
      i. All offices other than CSI, use BL0432.
      ii. CSI uses BL0433.
   c. Click the Related Actions button, and then select the Ship/Bill to Lines.

5) Click Save.

6) On the Reporting Tab in Reporting 1 field, enter 1.

## B. Vendor Section



1) Use the Pick List to look up the wvOASIS Vendor ID as follows:
   a. Type a portion of the vendor name surrounded by the (*) wildcard in the Legal Name box then click Browse.
   b. Make sure you choose the ID which has an active status and has Yes in the VSS Registered (unless paying with a P-Card then VSS can be No).
   c. Click Select to choose the Vendor.
   d. If you are in doubt of which Vendor ID to choose, please contact the Fiscal Office. Also, Appendix 5 has a listing of some frequently used vendors.
2) Verify the Address Code listed is the correct address if mailing a paper APO. If it is not the correct address, click the Pick List and choose the correct address from the list provided.
3) The Discount tab should always be set to No. There must be a zero in the Discount 1 % and Days in the 1st row.

### C. Commodity Section:

**Note: If you are ordering multiple different items each type of item will need its own line.**



1) On the General Information Tab insert a New Line and complete the following:
   a. CL Description – type a short description of the item.
   b. Commodity – use the Pick List to search for a commodity code or see Appendix 6 for a list of commonly used commodity codes.
   c. Supplier Part Number – item number (if available).
   d. Line Type – choose either Service or Item.
   - i. If there is a physical item to be received, use Item and complete the following:
     - a) Quantity – number of items to order;
     - b) Unit – choose from Pick List most common will be EA for each; and
     - c) Unit Price – price per item.
   - ii. If no physical items will be received, use Service and only enter a Contract Amount.
   e. Complete the Service From and Service To dates (can be the same date).
   f. Accounting Profile – will always be JCGF.
   g. Accounting Template - choose from the listing on Table 2 in Appendix 7.
   h. Tax Profile – will always be NOTAX.

2) On the Reference Tab make sure the Ref Type is set to Partial.



3) On the Shipping/Billing Tab if the Shipping Location and Billing Location did not infer from the Header, select the Related Actions link and select Ship/Bill From Header.

4) Repeat Steps 1 – 3 as many times as needed. Another option instead of retyping each line is to use the Copy Line and Insert Copied Line feature:
   a. To copy the Line, click the Copy Icon on the Commodity Line, then click the Insert Copied Line instead of Insert New Line.
   b. Remember to change the information copied as the system will create an exact duplicate of the original line.

**D. Accounting Section:**

**Note: Each Commodity line will need an Accounting line.**

| General Information | Reference | Fixed Asset Intent Reference | Fund Accounting | Detail Accounting | Payment Details |
|---|---|---|---|---|---|

Event Type: PR05

Accounting Template: LMDP

Line Description: XEROX

Line Amount: $250.77

Reserved Funding: No

Roll Indication 1: ☐

Roll Indication 2: ☐

Budget FY:

Fiscal Year:

Period:

Freight %: 0.0000

Modified: No

Number of Attachments: 0

Line Closed Amount: $0.00

Line Closed Date:

Line Open Amount: $250.77

Referenced Line Amount: $0.00

Outyear Adjustments Amount:

Obligation Amt Adjusted for Outyear: $250.77

Related Accounting Line:

1) On the General Information Tab complete the following:
   - a.    Click Insert New Line, then click Save.
   - b.    Make sure the following items auto populated:
     1. Event Type – PR05.
     2. Accounting Template - choose from the listing on Table 2 in Appendix 7.
2) Click Validate to auto populate the remaining fields.

3) On the Reference Tab make sure the Ref Type is Partial.

| General Information | Reference | Fixed Asset Intent Reference | Fund Accounting | Detail Accounting | Payment Details |
|---|---|---|---|---|---|

Ref Code:

Ref Dept:

Ref ID:

Ref Vendor Line: 0

Ref Commodity Line: 0

Ref Accounting Line:

Ref Type: Partial

4) On the Fund Accounting Tab, make sure the Fund, Sub Fund, Department, Unit, Appr Unit, and Object have prefilled. Click the Pick List on the Sub Object and choose a code which describes what you are ordering.



5) Repeat steps 1-4 as many times as needed to record an accounting line for all commodity lines. Another option, instead of retyping each line, is to use the Copy Line and Insert Copied Line feature:
   a. To copy the Line, click the Copy Icon on the Commodity Line, then click the Insert Copied Line instead of Insert New Line.
   b. Remember to change the information copied (if needed) as the system will create an exact duplicate of the original line.



**E. Terms and Condition Section:**
1) Insert a New Line and select Blank from the T & C Pick List.

5. Click Save, then Validate. If you get validation errors, fix the errors then click the Validate button again. Once you get the "Document Validated Successfully" message, click Submit.

## Appendix 4: Receiving Goods

All purchases for commodities where the first digit of the commodity code is less than 7 will require a receiving report to be prepared in the system.

1. In the Jump To box, type RCSRCH then click Go.

2. On the Receiving Search Screen perform one of the following steps then click Browse:
   a. To view all open Purchase orders for the entire Joint Committee type 2300 in the Doc Dept.
   b. To view open Purchase Orders for a specific division, type 2300 in the Doc Dept and the division unit code in the Doc Unit box (see Table 2 in Appendix 7).



3. Click on the line for the Purchase Order you want to receive to highlight it, then click the Select Lines to Receive link.

4. There are various options for receiving:
   a. If all items listed require a receiving report and have been received, click the Receive All Lines check box.
   b. If you only have received a portion of the items or the PO contains lines which do not require receiving (commodity code begins with 7, 8, or 9) then click the individual lines to receive.
   c. Once all the received items have been checked, click the Receive link.

5. The Receiving Document will open. On the Header General Information Tab, enter the Receiving Location (See Table 1: Receiving Locations on page 8) or choose from the Pick List.



6. On the Commodity General Information Tab, enter the received quantity or if it was a lump sum amount enter the Received SC Amount (Note: you will only use one option for each item).



7. If only a partial shipment was received, you must choose an option on the Condition Pick List and include information in the reason and/or comment box.

8. Click Save and move to next commodity line, if necessary. Repeat steps 6 & 7 for all commodity lines. Once all items have been recorded as received, click Validate and correct any validation errors.

9. Once you get Document Validated Successfully, click Submit. Then click the Print button. Then choose "PDF" as the Print Output Type, then click Print.
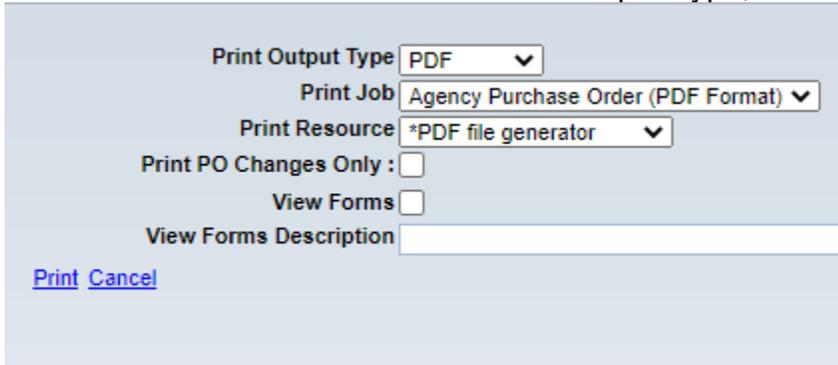


10. The screen will revert to the document then click the View PDF button at the bottom. This will open a pdf document which you can either print or save.
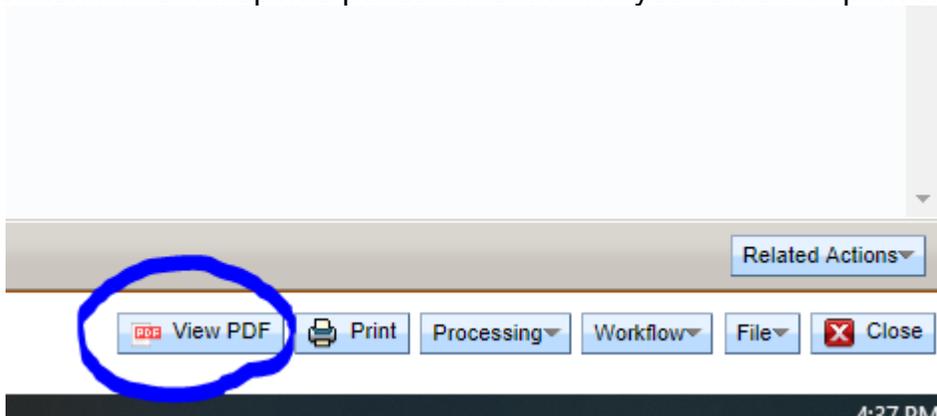
## Appendix 5: Frequently Used Vendors

| Name | Code |
|---|---|
| **ARI (ADO)** | 000000115021 |
| **Capitol Car Wash** | 000000209393 |
| **Dell** | 000000223330 |
| **Iron Mountain (ADO)** | 000000126524 |
| **Lexis Nexis (Matthew Bender)** | 000000105639 |
| **Liberty Distributors** | 000000206075 |
| **Lowes** | 000000213630 |
| **Office Depot (ADO)** | 000000217322 |
| **Pitney Bowes (ADO)** | 000000101263 |
| **Staples** | 000000100820 |
| **Superior Office** | 000000201104 |
| **Thomson Reuters** | 000000184365 |
| **Tyler Mountain** | 000000202284 |
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## Appendix 6: Common Commodity Codes

| Commodity Code | Description | Object Code | Sub Object |
|---|---|---|---|
| 43211521 | Computer - All in one | 3248 (under $5,000)<br>5210 (over $5,000) | 3914<br>5324 |
| 43211602 | Computer - Dock | 3248 (under $5,000)<br>5210 (over $5,000) | 3914<br>5324 |
| 43211900 | Computer – Monitor (LCD) | 3248 (under $5,000)<br>5210 (over $5,000) | 3724<br>5324 |
| 43211501 | Computer - Servers | 3248 (under $5,000)<br>5210 (over $5,000) | 3914<br>5324 |
| 43211607 | Computer - Switch Boxes | 3246 (under $5,000)<br>5210 (over $5,000) | 3913<br>5324 |
| 43232502 | Computer Based Training Software | 3242 | 3694 |
| 43210000 | Computer Equip. & Accessories | 3248 (under $5,000)<br>5210 (over $5,000) | 3914<br>5324 |
| 81110000 | Computer Services | 3214 | 0000 |
| 43211507 | Computers - Desktop | 3248 (under $5,000)<br>5210 (over $5,000) | 3722<br>5324 |
| 43211503 | Computers – Notebook/Laptop | 3248 (under $5,000)<br>5210 (over $5,000) | 3723<br>5324 |
| 43211509 | Computers - Tablet | 3248 (under $5,000)<br>5210 (over $5,000) | 3725<br>5324 |
| 56000000 | Furniture | 3249 (under $5,000)<br>5200 (over $5,000) | 0000<br>5300 |
| 44000000 | General Office Equipment | 3249 (under $5,000)<br>5200 (over $5,000) | 0000<br>5301 |
| 44103105 | Ink Cartridges | 3200 | 3223 |
| 44121500 | Mailing Supplies | 3200 | 3407 |
| 43232801 | Network Monitoring Software | 3247 (under $5,000)<br>8203 (over $5,000) | 4212<br>8250 |
| 44120000 | Office Supplies | 3200 | 3407 |
| 44101601 | Paper Cutting Accessories | 3249 (under $5,000)<br>5200 (over $5,000) | 0000<br>5301 |
| 14121812 | Photography Paper | 3200 | 3407 |
| 45000000 | Printing & Photographic Equipment | 3249 (under $5,000)<br>5200 (over $5,000) | 0000<br>5301 |
| 55101524 | Reference Books – for standing orders | 5208 | 5311 |
| 55101524 | Reference Books – law library | 5208 | 5000 |
| 55101524 | Reference Books – state code books | 5208 | 5312 |
| 43211711 | Scanner | 3249 (under $5,000)<br>5210 (over $5,000) | 0000<br>5324 |

| | | | |
|---|---|---|---|
| **43230000** | Software | 3247 (under $5,000)<br>8203 (over $5,000) | 4212<br>8250 |
| **44103127** | Toner | 3200 | 3223 |
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## Appendix 7: Various Tables

**Table 2: Accounting Template Listing/Unit Listing**

| Division | Accounting Templates | Unit Number |
|---|---|---|
| Administration/Legislative Manager's Office | LMADM | 5481 |
| Budget | LMBD | 5482 |
| Claims Commission | LMCC | 5483 |
| CSI | LMCSI | 5484 |
| CSI – Special Fund | CSI | 5484 |
| Fiscal Office | LMFD | 5485 |
| Legislative Services | LMLS | 5486 |
| Post Audit | LMPA | 5487 |
| PERD | PERD | 5488 |
| Public Info | LMPI | 5489 |
| Joint Committee | JCGF | 5490 |
| Rule Making | LMR | 5493 |
| LASD | LASD | 5494 |
| CVCF | CVCF | 5495 |
| Print Shop/Duplicating | LMDP | 5496 |

**Table 3: Purchase Card Holders with IDs**

| P-Card ID | Cardholder Name | Buyer ID | Division served |
|---|---|---|---|
| 50789 | RICKY D EPLIN | Eplinri1 | CSI |
| 47501 | WILLIAM H SPENCER | spencerw | Post Audit; PERD; Legislative Services; Budget; Legislative Manager's; Fiscal Division |
| 34947 | SHERRY M LAWSON | Lawsonsh3 | CSI |
| 35132 | DENNIS LOUDERMILK | Loudermilkde1 | Public Information |
| 35296 | JOINT EXPENSE\GHOST | riffek | All |
| 35438 | DREW J ROSS | Rossdr1 | Public Information; LASD; Duplicating |
| 47030 | LESLIE R ROBERTS | Robertsle1 | Claims Commission; Crime Victims |

## Appendix 8: Checking Documents and Printing Forms

Once a document has been submitted to workflow it will be sent to the appropriate worklist for approval. If a document needs to be returned for corrections or additional information, the rejected document will be found in the employees wvOASIS worklist.

Documents which have been returned by the Inventory Coordinator and/or Fiscal Office for corrections will be listed on the employees wvOASIS Worklist. The Worklist is also where the Inventory Coordinator/Fiscal Office will grab documents for approval.

### How to access your worklist

A Worklist is a listing of all documents assigned to you, which are awaiting approval. Click the Message Center in the Secondary Navigation Panel, then Click Worklist. The Worklist page opens displaying the work items for you, with your name displayed in the Select Worklist field. Your Worklist should be reviewed at least daily.



### How to approve documents

The Fiscal Office and the Legislative Manager will have additional workflow roles. Each type of document has its own Worklist. To select a role, click the Select Worklist drop-down list to display the various roles you are assigned. Selecting the role will open its Worklist to show any documents which require approval.

To approve documents: Click the checkbox and then click the Take Task link to add the documents into your Worklist. Then click the Worklist link on the Secondary Navigation Panel to return to your Worklist. The selected items will now be listed.



Once the items are in your Worklist, click the ID hyperlink to open the Document. The Fiscal Office will review the document to ensure all necessary fields and attachments are included. Once the review is complete the Inventory Coordinator/Fiscal Office will choose either Approve or Reject as applicable.

Upon the Approval of the Fiscal Office and Legislative Manager, the document will go to the Phase Final and update the record in the system.

**What to do about rejected documents?**

If the Fiscal Office or Legislative Manager rejects the document, it will reappear in the Worklist of the person who submitted the document. The Fiscal Office will also email the individual the reason(s) the document was rejected.  Once the corrections have been made the document should be Submitted again into workflow.

**How to Print my Documents**

Option 1: Saves a copy of your document in Forms which can be accessed later.



1. Open your document Print button then choose "PDF" as the Print Output Type. Check the View Forms checkbox and enter a short description so you can identify the form, then Click Print.

2. Close the document and using the Secondary Panel, open the Message Center menu then click Forms.

3. Click the View PDF for your document to download a PDF file which you will either save to a folder on your computer or print out.

Option 2: Immediately opens document in pdf for saving or printing
1. Open your document Print button then choose "PDF" as the Print Output Type, then click Print.



2. The screen will revert to the document then click the View PDF button at the bottom

## How do I know where my document is at in the workflow?

There are two ways to check the status of your documents, one using the Approval Log and the other using the Document Catalog.

1. Document Catalog

   Click Search on the Secondary Navigation Panel, then Click Document Catalog



   Click the Arrow next to User Information and Document State to view those options. Type your wvOASIS User Id in the Create User ID box to search for all documents created by you. You can also use the following prompts to help narrow the search:
   A. Code: Type the letter code of the document type
   B. ID: Type the document id of the document you are searching for. Note: You can use the (*) wildcard to replace the zeros after the first 2 digits i.e.) Doc Id 1900013222 can be typed as 19*13222.
   C. Create Date: Date you created the document
   D. Phase: Status of the request
      1. Draft – Document either has not been submitted for approval or has been rejected for correction
      2. Pending – Document has been submitted for approval but has not completed the approval process
      3. Final – Document has been approved and assets have been added/updated in system
   E. Status: You can also use this to specifically look for Rejected Documents by selecting Rejected as the Status.

If the document is in a Pending status you can click the hyperlink to open the document and then Click Workflow and select Track Work in Progress.
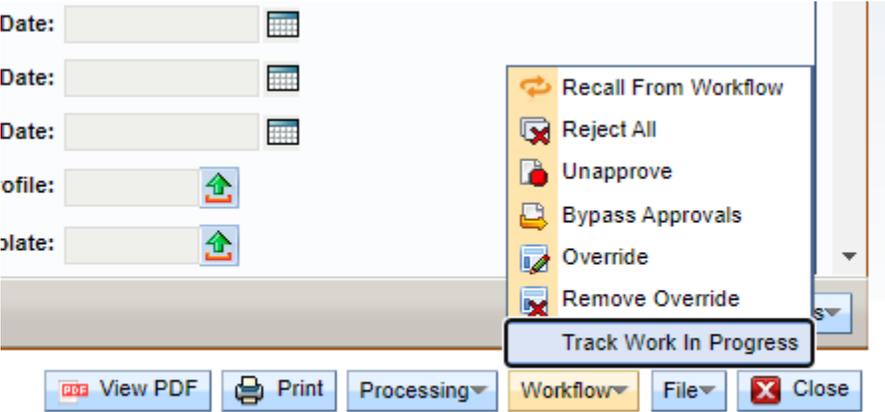


A Log will display showing where the document is in workflow and if anyone has taken the document into their worklist. You can see a visual graphic of the progress by clicking View Visual rather than the grid.

2. <u>Approval Log</u>

Type IWF09 in the Jump to Box and hit Enter.  On the Screen enter the Doc Code and Doc ID of the document you are looking for, then click Browse. Note: This log only works if the document has already been approved and/or rejected by the Fiscal Office or Legislative Manager.

## Appendix 9: Logging into Oasis Financials

1. Log into myApps

2. Click the Red Financials Procurement Treasury Button
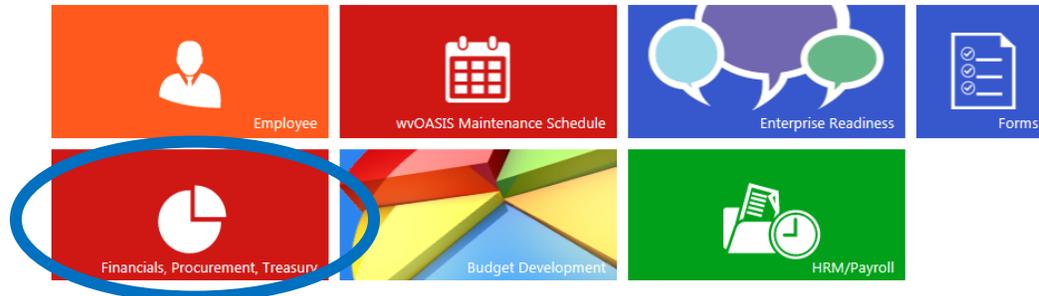


3. This will open the Financial module, which opens in a new window.