

Cornell University  
ILR School

# **CORNELL ILR SCHOOL PROCUREMENT QUICK GUIDE & PROCUREMENT SERVICES QUICK GUIDE**

The ILR Fiscal Team

# THE PURCHASING MATRIX

						I Want Doc		I Want Doc
		<b>Procurement</b>				<b>Disbursement</b>		<b>Purchase</b>
<b>Category/Type/Example</b>	<b>Card</b>		<b>eSHOP</b>			<b>Voucher</b>		<b>Order</b>
<b><u>General office Supplies</u></b>								
Advertising						Page 8		
* Catering Services								Page 9
Food- Non Travel Related and Non Catered	Page 4		Page 6					
Freight	Page 4					Page 8		
General office Supplies			Page 6					
Honorarium						Page 8		
Membership Dues	Page 4					Page 8		
Permit/License						Page 8		
Postage	Page 4					Page 8		
Seminar/Convention Registration Fee	Page 4					Page 8		
<b><u>Professional Services</u></b>								
Catering Services								Page 9
Graphic Designer Services								Page 9
* Independent Contractors - Instructors								Page 9
Independent Contractors – Tech & Admin Support								Page 9
Independent Contractors- Research Services								Page 9
Independent Contractors								
* Photography Services								Page 9
* Professional Services								Page 9
Temp Agencies						Page 8		
* Transcription & Closed Captioning Services						Page 8		
* Translating Services						Page 8		
* Writing/Editing Services						Page 8		
* Cornell Standard Vendor Contracts								

# General Procurement Processes

University policy dictates that purchase of all goods and services are made via one of the following methods:

1. **Procurement Card (P-Card)** is a credit card issued to University employees for the sole purpose of purchasing goods or services for the University.
2. **eSHOP** is a web-based procurement tool that provides users with a one-stop "shopping cart" for ordering a full range of goods and services. eSHOP makes it easy to shop with preferred and contract suppliers; is integrated with Cornell's financial system, the Kuali Financial System (KFS); allows users to do business directly with suppliers under a set dollar amount, e.g., \$1,500 or \$5,000; and routes larger orders to approvers at the University Business Service Center, or Procurement Services, as required.
3. **The Disbursement Voucher (DV)** e-doc is used for payment for purchases that do not require a Purchase Order but cannot be paid by a P-Card.
4. **A Purchase Order (PO)** is a commercial document prepared and issued by the buyer for clearly and explicitly communicating its intention to purchase goods or services from the seller. The seller is also assured by the PO of the buyer's intention to pay after goods has been delivered or service rendered.

# PROCUREMENT CARD

## P-Card Purchase Process

- Cardholder makes a purchase with a P-Card.
- Cardholder must then submit transaction receipts and other documentation via ImageNow, a web-based application that matches submitted receipts with P-Card transactions in KFS. See the [ImageNow Cardholder Process tutorial](#) to learn how this process works.
- The University usually receives transactions from the bank within two to three business days after a charge or credit is applied to the card. After a purchase is made on a P-Card and KFS receives the transaction from the bank, the cardholder will receive an email containing a link to the ImageNow System, where cardholder can upload an image of the receipt and other documentation and enter the business purpose and the account number.
- Cardholder files the original documentation.
- Cardholder reviews procurement card bank statement for accuracy.

# PROCUREMENT CARD

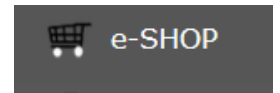
## Additional Helpful Web Links

<https://www.dfa.cornell.edu/procurement/buyers/credit-cards/procurement-card>

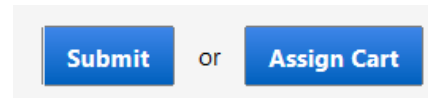
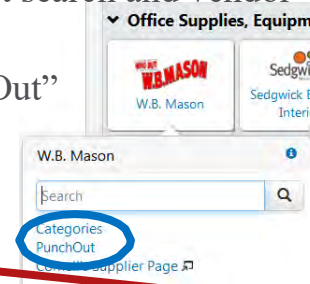
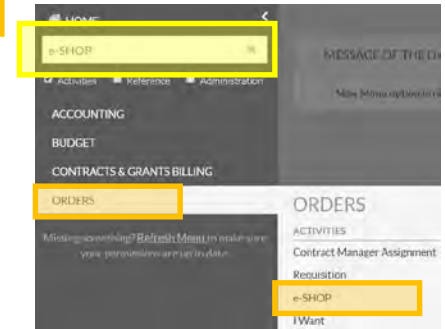
### Covered Topics:

- Procurement Card General Information
- Application Process
- Submitting Documentation (ImageNow Tutorial)
- P-Card FAQ
- Prohibited Transactions
- Responsibility Summary
- Policy Violations
- Coordinator Information

# Ordering through e-SHOP



1. Login to e-SHOP by clicking the link on the Procurement website at [www.procurement.cornell.edu](http://www.procurement.cornell.edu)
2. You can either type “e-SHOP” in the search box OR click “Orders” and “e-SHOP”
3. Select your vendor from the e-SHOP home page or use <Ctrl> F to search by vendor name
4. See the e-SHOP Reference Guide for instructions on product search and vendor selection
5. Click on the vendor icon and select “Categories” or “PunchOut”
6. Add the items needed to your shopping cart
7. Follow supplier’s instructions to submit cart or check-out
8. Enter the Business Purpose by clicking “add note”
9. Click Submit or Assign Cart

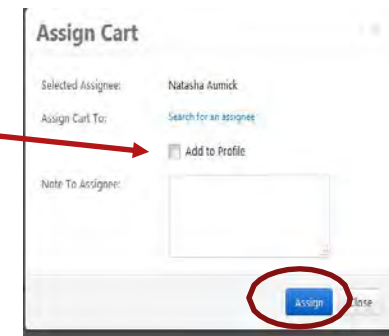
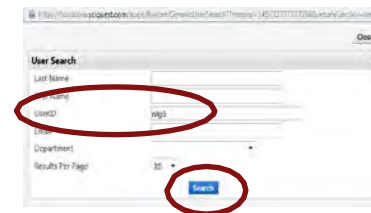


Business Purpose

add note...  
Required field. Please click "add note" and enter your business purpose.

## How to Assign a Cart

1. Select “Search for an assignee”
2. Enter the NetID and click the “Search” button
3. From the search results, click “[select]”
4. To save this name, click the box next to “Add to Profile”



## How to Submit a Cart and Complete the Order in KFS

1. After clicking the “Submit” button in e-SHOP, the shopping cart will be transferred into a KFS Requisition with most of the information automatically completed
2. You may edit the Description and Explanation
3. Confirm the delivery address is correct
4. Use the “Building lookup” to search for a different delivery location
  1. Use wildcards (\*) when searching
  2. Click return value next to the appropriate building
  3. Enter or search for room number
5. “Delivery to” name, phone and email may be edited

ITEMS

Commodity Code:

Favorite Account:

ACCOUNT NUMBER:

OBJECT:

Distribute to Items

DOCUMENT OVERVIEW

OVERVIEW

Description: 2017-02-14 MUSD 01

Explanation: OTHER BUSINESS TRAVEL

DELIVERY

FINAL DELIVERY

Delivery to: Flaherty, Mary Louder

Phone Number: 807-250-5649

Email: mflaherty@connecticut.edu

Building Lookup

Campus Code:

Building Code:

Building Name:

Active Indicator: ☐ Yes ☐ No ☐ Both

Search Results

Return Value	Campus Code	Building Code	Building Name	Active Indicator
IT	IT	2563	EAST HILL PLAZA COMPLEX	Yes
IT	IT	2563C	EAST HILL PLAZA, PINE TREE 301	Yes
IT	IT	2563D	EAST HILL PLAZA, PINE TREE 302	Yes
IT	IT	2563E	EAST HILL PLAZA, PINE TREE 303	Yes

6. In the Items tab (above), enter the billing information – account number and object code
  1. To enter the same information for all line items, click “setup distribution” (blue arrow), enter account and object code. Click “add” button. Click “distribute to items”
  2. To enter information for each line item, click “show” Accounting Lines. Enter the account and object code. Click “add” button.

EXTENDED COST ACTIONS

28.98

show

7. Click “show” on Account Summary tab to verify the billing account distribution
8. In the Notes and Attachments tab, attach any relevant documentation, for example, vendor quote
9. Click the “calculate” button
10. Click the “submit” button

Calculate Submit Save Reload Close Cancel Copy

# DISBURSEMENT VOUCHER (DV)

1. Requests for Disbursement Vouchers are submitted directly to University Business Service Center (UBSC) or to NYC Fiscal Team for payment process via an “I Want Doc.”
2. The “I Want Doc” must contain the following information: Business Purposes; List of Current Items; Current Account(s) to charge; Vendor Information; and Appropriate Notes/Attachments.
3. The following are services eligible for direct payment to the vendors via the Disbursement Voucher (DV) Method (<https://www.dfa.cornell.edu/sites/default/files/bm-section-203.pdf>):

- **ILR’s frequent purchased services are highlighted**

- **Advertisement**

- Ambulance services
  - Athletic event official
  - Award
  - Closed Captioning Services
  - Donations

- **Membership Dues**

- Entertainment Events
  - Film rental
  - Food for Resale
  - Freight Bills
  - Gift
  - Guest Lecturer Fee
  - Honoria
  - Human subject fee for research
  - Liquor for Resale
  - Performer without Equipment

- Permit/License

- Petty Cash Replenishment
  - Post-Doc Fellowship
  - Postage and Express mail
  - Prize

- **Public Utilities**

- Refunds
  - Reimbursement
  - Restaurants
  - Royalties, Permission Fee, Commissions

- **Seminar and Convention Registration Fees**

- Subscriptions, Books
  - Taxes

- **Temp Agencies**

- **Transcription services**

- **Translator**

- **Writers and Editors**



# **PURCHASE ORDER**

## **OVERVIEW**

1. The purchase order is a legally binding contract, with specific terms and conditions between the university and the vendor. When all parties have fulfilled the obligations outlined on the purchase order, the university will issue payment to the vendor.
2. All contracts, addenda, and other pertinent documents must be signed by the Associate Dean (over \$25,000), and Director of Finance (under \$25,000). Copies of all documents, sent to the Director of Finance.
3. Department Responsibilities Related to the Payment for Services
  - Work through the Paying for Service Flowchart to determine the appropriate payment method or contract method.
  - Complete Service Provider Questionnaire and Evaluation Worksheet, if directed by the flowchart.
  - Determine the terms of the agreement with the service provider, such as the scope of work or deliverables, acceptance criteria, identification of who will provide the services, etc.
  - Provide contract to service provider for review and signature and return to unit for completion.
  - Review, date, initial or sign the contract as required for the department on the particular Cornell agreement.
  - Provide required information (as described above) with the I Want Doc or form required by your BSC.

## PURCHASE ORDER

4. Before engaging a service provider, please click on the web link below. This web site, entitled Contracts for Services will cover the following topics: Engaging Independent Contractors and Consultants; Unique Contracts for Other Services; Consulting Agreements for Work Performed in the United States; and International Consulting Agreements;

<https://www.dfa.cornell.edu/procurement/tools-forms/forms/contracts#engaging>

5. Two important web links contained within Contracts for Services page, which aid in the evaluation of a potential service provider are:

Service Provider Questionnaire:

<https://www.dfa.cornell.edu/sites/default/files/provider-questionnaire.pdf>

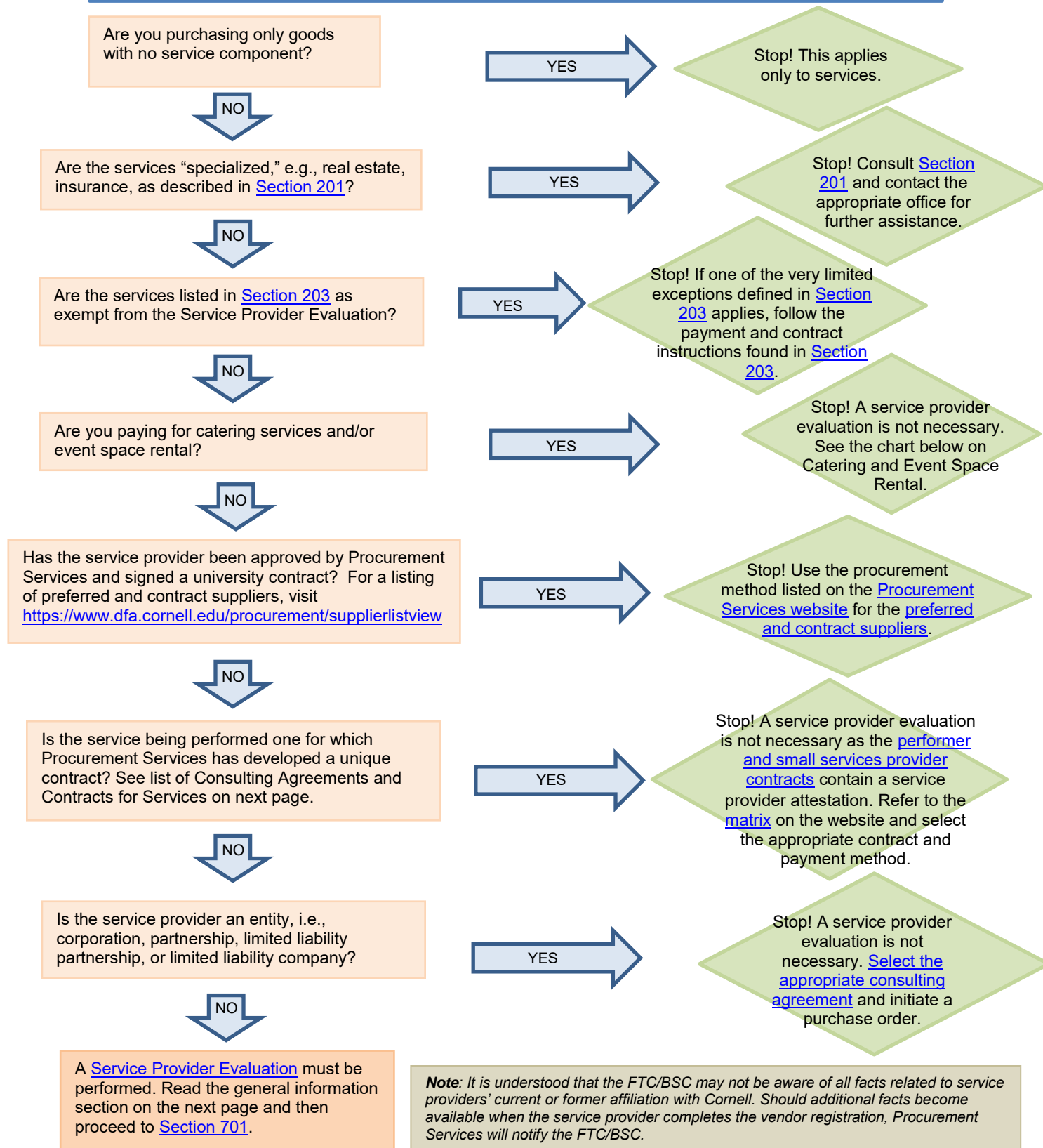
Service Provider Evaluation Worksheet:

<https://www.dfa.cornell.edu/sites/default/files/provider-evaluation.pdf>

# PURCHASE ORDER

- If you intend to engage the services of a caterer, please click on the web link below:
- <https://www.dfa.cornell.edu/procurement/buyers/commodities/catering>
- According to [University Policy 3.25, Procurement of Goods and Services](#) and the [Purchase Order Process](#) section of the Buying Manual, [single/sole-source justification](#) is required for all purchases over \$10,000 for all funds where competition may be restricted due to technical specifications, proprietary information, method of distribution, upgrades of existing equipment, etc.
- <https://www.dfa.cornell.edu/procurement/tools-forms/forms/source-justification>

## SERVICE PROVIDER EVALUATION DECISION FLOWCHART





Dear Service Provider:

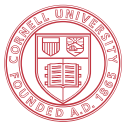
I am sending this information to you as a potential vendor who may provide service to Cornell University. Please complete the service provider questionnaire below, which is required to satisfy IRS requirements for engaging an independent contractor, rather than hiring you as an employee.

- Please return the completed service provider questionnaire by email or fax to:
  - Name: \_\_\_\_\_
  - Email: \_\_\_\_\_@cornell.edu
  - Fax: \_\_\_\_\_
- If Cornell engages you as an independent contractor, the following must occur **prior** to the services being performed:
  - You will receive a contract for services, which must be signed and returned.
  - If you are a new vendor for Cornell, you will receive an email invitation to register as a Cornell vendor using our online registration tool; your federal tax identification number will be collected at this time. Please **do not** include your tax identification number on this form.
  - Depending on the nature of the service(s) provided, you may be required to provide proof of insurance. Please see Cornell's insurance requirements at <http://www.dfa.cornell.edu/procurement/suppliers/doing-business/insurance>.
    - Commercial general or professional liability – based on type of service
    - Automobile liability – when a vehicle is used as part of the services for reasons other than personal transportation
    - Worker's compensation – when a service provider has employees
    - Cyber risk – when software development or installation, electronic storage (including cloud computing), or host, use, or access to Cornell data is part of the service
  - Cornell will issue a purchase order for the services.
- Upon completion of services, submit your invoice to:  
Cornell Procurement and Payment Services  
Accounts Payable  
395 Pine Tree Rd, Ste. 330  
Ithaca, NY 14850  
Or DFA-4040\_invoice@cornell.edu

If you have any questions, please contact Cornell Procurement and Payment Services at [procurement@cornell.edu](mailto:procurement@cornell.edu).

Sincerely,

Cornell University



## Service Provider Questionnaire

### Service Provider Information

Name: \_\_\_\_\_

DBA: \_\_\_\_\_

1. Is the business an individual, sole proprietor, or single-member LLC? Yes No

If **Yes**, please complete the rest of the questionnaire.

If **No**, please stop here and return the form per the instructions provided.

2. Briefly describe the nature of the services you perform.

3. Are you currently or have you been at any time in the last five years an officer, director, trustee, CEO/CFO/COO/CIO, dean, or assistant dean at Cornell University, or a member of their immediate family?  
Yes No

4. Are you currently connected to Cornell University as faculty, staff, student, post doc, etc. or have you been at any time in the current or previous calendar year? Yes No

If yes, provide the following:

Position \_\_\_\_\_

Department \_\_\_\_\_

Last date of enrollment or employment \_\_\_\_\_

Description of services that you provided in your Cornell position.

5. Will you require the use of any Cornell facilities, equipment, or materials to provide your services? Yes No  
If yes, please explain.



## Service Provider Questionnaire, continued

6. Will you require training from Cornell to provide these services? Yes No

7. Please select one:

My business office is outside my home.

My business offices is in my home.

8. Where do you advertise your services? (Check all that apply.)

Word of Mouth

Yellow Pages

Publications

Websites

List publication names and Web addresses, if applicable.

--

9. Did you receive an IRS Form 1099 for performing services last year? Yes No

Provide the name and contact phone number for your three major customers, other than Cornell, during the last 12 months.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

10. How much time do you expect to devote to all Cornell business in the **next 12 months**?

Less than 10%

At least 10%, but less than 25%

At least 25%, but less than 50%

50% or more

11. How much time do you expect to devote to all Cornell business during the course of the proposed contract?

Less than 20 hours per week

20-35 hours per week

More than 35 hours per week



## Service Provider Questionnaire, continued

### Service Provider Attestation and Certification (Check one.)

I am a citizen of the U.S. or a permanent resident (green card).

I am a foreign national and understand that payments to me may be subject to tax withholding at a rate up to thirty percent (30%).

I am not a Cornell student, employee, or otherwise affiliated with Cornell University.

I understand that if I accept employment at Cornell in the future, I must immediately notify Cornell Procurement Services in the Division of Financial Affairs and that failure to report a change in status could have consequences for either my employment or my independent contractor status.

If Cornell hires me as an independent contractor, I understand that I am responsible for taxes, insurance coverage, and business expenses and that I am not eligible for any employer-provided benefits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

### Submission Instructions:

- **If you answered YES to question #4**, submit the completed form and a detailed explanation of the services provided via email to [tax@cornell.edu](mailto:tax@cornell.edu).
- **If you answered NO to question #4**, submit the completed form via fax or email to the address listed on page 1.

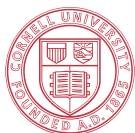
### For Cornell Internal Use Only

Name of Unit/Service center staff reviewing form (please print) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





General Information for Units:

- This worksheet is for use by the unit only. Do NOT submit this worksheet to the service provider.
- Included with this worksheet are:
  1. Conflict of Interest determination
  2. Cornell employment history
  3. Details for the “IRS 20 Factor Test”, which is designed to assist the unit in evaluating the relationship between Cornell and the service provider
- Complete this worksheet only after the service provider has returned the Service Provider Questionnaire.
- Submit this worksheet to your BSC for attachment to the purchase order.

Name of service provider being evaluated: \_\_\_\_\_

Name of Cornell employee completing this worksheet: \_\_\_\_\_

Unit or BSC: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of completion: \_\_\_\_\_

**1. Conflict of Interest Determination**

Did the service provider answer “Yes” to question number 3 on the Service Provider Questionnaire?  
Yes                      No

If yes, see the University Policy, 4.14, Conflicts of Interest and Commitment (Excluding Financial Conflict of Interest Related to Research) and resolve conflict prior to proceeding.

**2. Cornell Employment History**

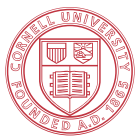
Did the service provider answer “Yes” to question number 4 on the Service Provider Questionnaire?  
Yes                      No

If yes, pay the service provider through Payroll. Questions: Contact the Tax Manager in the Division of Financial Affairs at [tax@cornell.edu](mailto:tax@cornell.edu).

**3. IRS 20 Factor Test**

Service provider classification is based on facts and circumstances; no one fact determines service provider classification. The IRS currently emphasizes three broad categories: behavioral control, financial control, and the overall relationship. These are discussed in section 701 of the Buying Manual. These categories are directly related to the “20-Factor Test”, which is described in IRS Revenue Ruling 87-41.

Please refer to the Service Provider Questionnaire as you answer the questions on the following pages. If you have any questions, please contact the Tax Manager at [tax@cornell.edu](mailto:tax@cornell.edu).

**IRS Common Law Guidelines****Behavioral Control:** (Check all that apply)

	Yes	Generally Indicates Employee Classification	No	Generally Indicates Independent Contractor Classification
1. Will you provide instruction about when, where, and how the work is to be done?		Complies with the unit's Instructions.		Determines own schedule, location, and tasks.
2. Will you provide training to the individual?		Trained by Cornell.		Responsible for own training.
3. Will you require the individual to perform the services personally?		Must be performed personally.		Can be performed by his/her employees or subcontractors.
4. Will Cornell establish the hours of work?		Cornell sets the hours.		Responsible for his/her own schedule.
5. Will Cornell require the services full-time during the duration of the contract?		Cornell requires full-time commitment.		Can work for others during period of the contract.
6. Will the work be performed on Cornell's premises?		Performed at Cornell.		Performed at the individual's place of business
7. Will Cornell require progress reports on a regular basis?		Cornell requires reports.		Reports are not required unless stipulated in contract.

**Financial Control:** (Check all that apply)

	Yes	Generally Indicates Employee Classification	No	Generally Indicates Independent Contractor Classification
8. Will the contract be based on an hourly, weekly, or monthly rate?		Cornell pays on an hourly, weekly, or monthly basis.		Cornell pays per project.
9. Will Cornell pay the worker's business and/or traveling expenses?		Cornell pays the business and traveling expenses		Responsible for all expenses and can maximize profit by managing costs.
10. Will Cornell furnish any of the following: office space, equipment, materials, tools, and/or supplies?		Cornell furnishes equipment, materials, tools, and/or supplies.		Individual furnishes everything.
11. Is the service provider's principle place of business a "home office"?		Works at home.		Rents office space at fair market value from an unrelated party and/or has employees as a workforce for his/her projects. Has significant investment in business.

**Relationship:** (Check all that apply)

	Yes	Generally Indicates Employee Classification	No	Generally Indicates Independent Contractor Classification
12. Will the vendor be providing services only to Cornell?		Works for only one firm at a time.		Performs services for multiple unrelated customers at the same time.
13. Does the service provider make his/her services known to the public primarily through word of mouth?		Makes his/her services known by word of mouth.		Advertises his/her business in publications, yellow pages, web, etc.
14. Does Cornell have the right to discharge the worker?		Cornell has the right to discharge.		Cannot be fired if he/she produces a result based on the specifications of the contract.
15. Does the individual have the right to end his/her relationship with Cornell at any time without incurring liability?		The individual can terminate at any time.		The service provider incurs liability for non-delivery.
16. Does Cornell anticipate a continuing relationship?		Cornell anticipates a continuing relationship.		A continuing relationship is not anticipated. Projects will be awarded only when the need arises, and will be based on bids and specifications
17. Will you integrate the worker's services into your daily operations by providing email, an office, and requiring attendance at meetings?		Integrated into unit		Independent of unit activities.

**TOTAL**



**Scoring:**

If “Yes” responses equal 10 or more, service provider is an employee, pay through Payroll.

If “No” responses equal 10 or more, service provider is an independent contractor, complete vendor registration, purchase order, and contract process.

If either “Yes” or “No” responses equal 8 or 9, contact the Tax Manager at [tax@cornell.edu](mailto:tax@cornell.edu).

**IRS Guidelines for Classifying Service Providers**

The factors contained in the IRS “20-Factor Test” are described below. An independent contractor generally:

- Sets the sequence of tasks needed to accomplish the work. The university has no right to set this sequence
- Is subject to the instructions outlined in the contract, but is not instructed by the university about when, where, and how to work
- Furnishes his/her own tools, materials, and the like
- May hire and supervise others to assist in the completion of the work. The decision to hire assistants is within the control of the independent contractor and in no way affects his/her remuneration
- Bears all business expenses associated with the performance of the work, including insurance, travel, meals and lodging
- Is in a position to realize a profit or suffer a loss as a result of his/her services  
Note: A service provider paid by the hour is not in a position to realize a profit or loss; he/she is merely compensated for time and effort. If the service provider is subject to a real risk of economic loss due to significant investments or a bona fide liability for expenses, such as salary payments to unrelated employees, these factors indicate the service provider is an independent contractor.
- Cannot be discharged if the contract specifications are being met
- Cannot terminate the service contract with the university without incurring a liability
- Makes his/her services available to the general public (outside the university community). This may include holding a business license, advertising a service, or providing a listing of his/her business telephone
- Is not providing services that become integrated into the day-to-day operations of the university
- Is free to work when, for whom, and for as many firms as he/she chooses and is not required to work full-time for any one employer. There should be no agreement of exclusivity with the hiring firm
- Chooses working hours at his/her discretion. When the work is performed on university premises, the independent contractor may be required to function within certain hours, but need not be present at any specific time
- Is paid a fixed fee
- Does not have a continuing relationship with the university. Services may be considered continuing although they are performed at irregular intervals, on a part-time basis, seasonally, or over a short-term
- Is not required to work on university premises
- Is not subject to training by the university and uses his/her own methods to accomplish the work

## Table of Contents

Contact Us – Procurement and Payment Services .....	1
Things to consider before you make a purchase .....	2
Using the Procurement Gateway.....	2
Buying in 4 Easy Steps.....	2
Procurement Decision Flowchart.....	3
What happens when I submit an I Want Doc? .....	4
Orders above \$25,000.....	4
Requesting a competitive bid .....	4
Bid process.....	4
Paying for Services .....	5
What Can I Sign? .....	6
Resources.....	7
Definitions.....	7

## Contact Us – Procurement and Payment Services

General Help Line: (607) 254-5300

PCard Help Line: (607) 255-4548 or (607) 255-5039

Email: [procurement@cornell.edu](mailto:procurement@cornell.edu)

Website: [www.procurement.cornell.edu](http://www.procurement.cornell.edu)

Office: 395 Pine Tree Road, Suite 330, Ithaca, NY 14850

## Things to consider before you make a purchase

1. Ensure that your intended purchase is an allowable business expense for which University funds may be expended. See University Policy 3.14, Business Expense.
2. Do not sign any contract. A contract should not be executed without an authorized Procurement Agent's signature as per University Policy 4.2, Transaction Authority and Payment Approval.
3. Ensure that your intended purchase is allowed by the sponsor when using sponsored funds.
4. Use the Procurement Decision Flowchart (page 4) to determine the next steps you must take.

## Using the Procurement Gateway

The Gateway is a tool that allows you to see a listing of your orders, place requests for purchases, locate vendors, and more! You can quickly:

1. Identify your Business Service Center (BSC)
2. Identify your procurement options – I Want Doc, e-SHOP, or procurement card (pcard)
3. Login to e-SHOP or the I Want Doc
4. Review or search your orders

[www.gateway.procurement.cornell.edu](http://www.gateway.procurement.cornell.edu)

The screenshot shows the Procurement Gateway website interface. On the left sidebar, there are four main navigation options: 'e-SHOP' (labeled with a blue box '3' and a red arrow), 'PCARD RECEIPTS' (Submit and Review), 'I WANT DOC' (Request Goods and Services, labeled with a blue box '3' and a red arrow), and 'PROCUREMENT WIZARD' (How to Buy?). Below these is a 'HOW TO FAST TRACK' section. The main content area is titled 'Procurement Services Home' and 'Welcome Mary Lourdes Flaherty'. It includes a 'Questions?' section with links to 'University & Small Academic Finance Service Center' or 'University & Small Academic Finance Service Center' (labeled with a blue box '1'). Below this is a 'Select FTC/BSC to send email:' dropdown menu. The 'My Orders' section shows search filters for 'eDoc#', 'Vendor', 'From Date: 12/12/2015', and 'To Date: 03/11/2016', along with an 'Item Description' field and a 'Get Orders' button (labeled with a blue box '4'). A 'Total Records found: 23' is displayed. On the right, a 'My Procurement Options' box shows 'You are an I Want Doc User' (labeled with a blue box '2') and 'You are an e-SHOP User'. At the bottom, a table header is visible with columns: Date, eDoc#, Type, Description, Vendor, Status, Amount, Copy, and Log.

## Buying in 4 Easy Steps

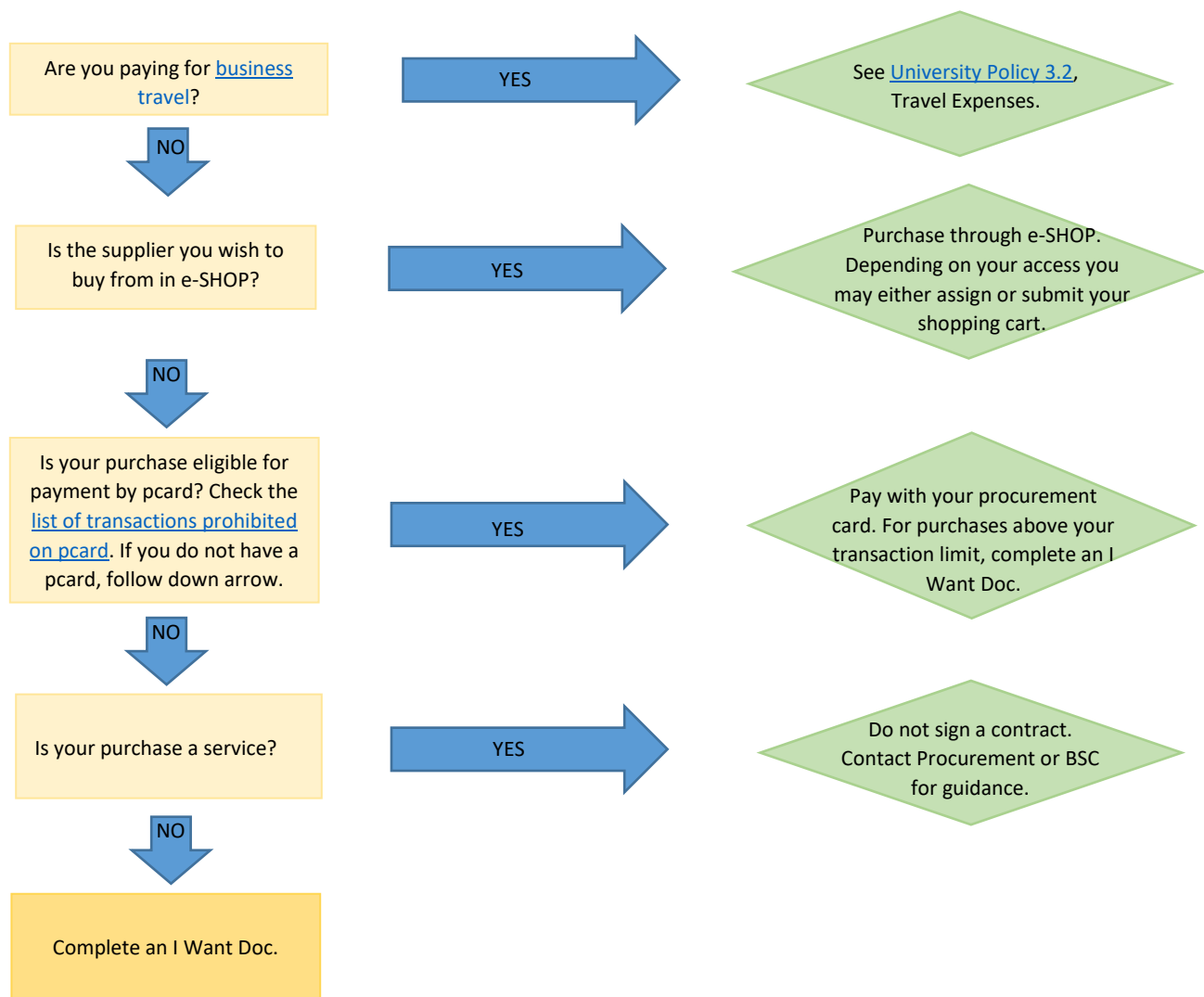
1. Review the list of preferred suppliers on the Procurement Services website at <https://www.dfa.cornell.edu/procurement/supplierlistview>. If a preferred supplier agreement exists for the good or service that you want to purchase, then use the preferred supplier, e.g., W.B. Mason for office supplies, Vasco Brands for janitorial supplies, Dell or Apple for computers.
2. If the supplier you select is available in [e-SHOP](#), then begin your order in e-SHOP as it simplifies the data entry and ensures you receive the discounted pricing. All suppliers in e-SHOP offer discounts to Cornell.

3. If the supplier is not available in e-SHOP, then you must determine whether the purchase is eligible for payment via [pcard](#). Please check the list of prohibited pcard transactions at <https://www.dfa.cornell.edu/sites/default/files/bm-section-302.pdf>.
4. If not eligible for purchase via pcard or the cost is greater than your pcard limit, then complete an [I Want Doc](#).

## Procurement Decision Flowchart

Prior to reviewing this flowchart, you must:

1. Consult University Policy 3.14, Business Expenses to ensure that your intended purchase is Cornell allowable
2. If you are paying with sponsored funds, ensure that your intended purchase is allowed by the sponsor.



## What happens when I submit an I Want Doc?

1. The end user creates an I Want Doc which is automatically routed to the BSC.
2. The BSC reviews the request and determines the method of ordering.
3. If eligible for payment via procurement card, then the center will use its higher level card to make the purchase and payment.
4. If a Purchase Order (a legally binding contract with specific terms and conditions between the university and vendor) is necessary, then the BSC creates a requisition in the Kuali Financial System (KFS).
5. Purchase orders under the university's bid limit are approved by the college or administrative unit's fiscal officer and transmitted to the vendor.
6. Orders over the university bid limit are routed to Procurement Services for review, bid evaluation, contract review, and approval.
7. Once the vendor fills a purchase order, the vendor will submit an invoice to Cornell.
8. The service center will confirm the department received the goods or services before approving an invoice for payment.
9. The unit's fiscal officer or delegate will approve the payment, and a payment will be issued to the vendor.

## Orders above \$25,000

Procurement Services is responsible for requesting quotations or proposals from suppliers at expenditure levels above \$25,000 or when specific fund types are used. Good purchasing practice dictates that requests for proposals and quotations to responsible suppliers effectively develop competition and guard against favoritism, improvidence and fraud. The primary purpose of competitive bidding is to insure and demonstrate that funding is being responsibly spent and equal opportunities are being extended to responsible suppliers.

Where competition may not be feasible due to the single source/sole source nature of a commodity or a particular specification, a written justification is required and reasonableness of price must be established. Use the [single/sole source justification form wizard](#) for all purchases over \$25,000 for all fund types. Additional procedures are required for NY State-appropriated funds. For more information on exceptions to the university's bid requirement, contact your service center or Procurement Services.

## Requesting a competitive bid

To request a bid solicitation, e-mail [procurement@cornell.edu](mailto:procurement@cornell.edu) with the specifications and potential list of vendors. Use the form available on the Bid Solicitation web page at <https://www.dfa.cornell.edu/procurement/tools-forms/forms/bid-solicitation>.

## Bid process

Procurement Services will assist the unit in developing specifications, identifying potential sources (vendors), and will issue all requests for bidding. During the competitive bid process, Procurement Services controls all information to ensure that all suppliers receive the same information. Supplier responses are kept confidential. Suppliers may receive general feedback on their response relative to other suppliers. New York state (NYS) appropriated funds are subject to public bidding.

Procurement Services will tabulate the bids and present the information to the unit. The unit will select the winning bidder. Awards of bids are made on a best value basis. Lowest pricing award does not require any additional explanation. Awards made for reasons other than low pricing require documentation of the reasons for the award.

## Paying for Services

A service is an activity in which labor is the major factor and not merely incidental to the production, acquisition, and/or delivery of a good. Nearly all services, regardless of where they are performed, require both a contract and verification that the vendor meets the university's insurance requirements. The procurement of services has unique requirements.

1. Do not sign a supplier's contract. A contract should not be signed without an authorized Procurement Agent's signature per [University Policy 4.2, Transaction Authority and Payment Approval](#). Contact Procurement Services for guidance.
2. Procurement Services has developed unique contracts for services, which included a service provider attestation in place of a service provider evaluation. If appropriate for the service, use one of these unique contracts:
  - a. *Caterer*
  - b. *Addendum for Facility Contract Agreements – use this agreement when a hotel or event venue presents their own contract*
  - c. *Performer without Equipment*
  - d. *Performer with Equipment*
  - e. *Services Provider*
  - f. *Service Provider for Graphic Design, Web Design, Videography*
  - g. *Service Provider for Writing, Editing, Indexing*
  - h. *Service Provider for Photographer, Artist, Illustrator*
3. If the service provider is an entity (i.e., corporation, partnership, limited liability partnership, or limited liability company), use either the *Professional Services Agreement* or *IT Professional Services Agreement*.
4. If the service provider is not an entity (i.e., not a corporation, partnership, limited liability partnership, or limited liability company), the first requirement is to have the service provider complete the *service provider questionnaire*, based upon guidelines established by the Internal Revenue Service, to determine if the service provider should be classified as an employee or an independent contractor (supplier). Call your center or Procurement Services for help.
  - a. Once the questionnaire is returned, complete the *service provider evaluation worksheet*.
  - b. If the service provider is an Independent Contractor, complete the appropriate consulting agreement (consult Procurement Services or your center).
  - c. If the service provider is an Employee, consult your unit's Human Resources department and pay through Cornell Payroll.
5. Consult with Procurement or your service center to select the appropriate contract for service. Work with the service provider to define the scope of work including description of work, deliverables, acceptance criteria, compensation, timing, etc.
6. Submit an I Want Doc and attach the scope of work, service provider questionnaire, service provider evaluation worksheet, and contract.



These contracts for services may be found on the Procurement Services website at <https://www.dfa.cornell.edu/procurement/tools-forms/forms/contracts>.

## What Can I Sign?

Authority to execute policies, purchase orders, agreements, equipment leases, software contracts, and all other contracts related to the procurement of goods and services has been delegated to Procurement and Payment Services. The following guidelines apply to contracts:

- Do not sign any supplier's contract. Send it to Procurement Services for review or attach it to an I Want Doc.
- You may sign Cornell's unique contract for services listed in number 2 above.
- You should initial Cornell's professional service agreements (number 3 above) and the independent contractor agreement (number 4 above).

There are other documents that you may receive from a supplier. Please follow the guidelines below:

- Hotel room block agreements - sign
- Hotel reservation confirmations - sign
- Vendor quote – initial only
- Vendor estimate –initial only
- Service agreements – initial only
- Maintenance agreements – initial only

All of these agreements should be attached to an I Want Doc.

## Resources

- Policy 3.14, Business Expense - [https://www.dfa.cornell.edu/sites/default/files/policy/vol3\\_14.pdf](https://www.dfa.cornell.edu/sites/default/files/policy/vol3_14.pdf)
- Policy 3.2, Travel Expenses - [https://www.dfa.cornell.edu/sites/default/files/vol3\\_2.pdf](https://www.dfa.cornell.edu/sites/default/files/vol3_2.pdf)
- Policy 3.25, Procurement of Goods and Services - [https://www.dfa.cornell.edu/sites/default/files/policy/vol3\\_25.pdf](https://www.dfa.cornell.edu/sites/default/files/policy/vol3_25.pdf)
- Buying Manual - <https://www.dfa.cornell.edu/procurement/buyers/manual>

## Definitions

1. **ASC/BSC/FTC** - Every college and administrative unit is served by one of the eight administrative service, business service, or financial transaction centers.
2. **e-SHOP** – Cornell’s one-stop, web-based “shopping cart” for ordering a full range of frequently purchased goods and services from a select group of vendors. These vendors are registered with the university, have met Cornell’s insurance requirements, accepted Cornell’s terms and conditions, and provided discounted pricing. e-SHOP is integrated with Cornell’s financial system and routes orders to approvers and business service centers for payments.
3. **PCard** – A procurement card is a Visa credit card that may be used for the purchase of business-related goods and services, excluding travel-related items. It is intended for employees whose positions require frequent, small-dollar purchases. Cornell remits the payment directly to the bank for all procurement card purchases, as these cards are a corporate liability card. PCard holders are required to collect receipts/documentation for every purchase. The cardholder automatically receives an email with a link and instructions on how to upload receipts.
4. **I Want Doc** – This web-based request form guides you through four steps to place an order. You fill in as much of the information as you can and click submit. The form is sent directly to your business service center for processing.