



**FI\$Cal**

*Financial Information System for California*

# Purchasing Wave 2 Business Process Workshop (BPW)

*October 1, 2014*

# Agenda

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- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Purchasing Wave 2—what is included, not included, in future waves
- ePro3 – Create and Approve Requisitions: Purchasing Authority
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- PO2 – Manage Purchase Order: Direct Fax Dispatch Process
- PO4 – Process P-Card Transactions: Decentralized Administration Process

# Agenda

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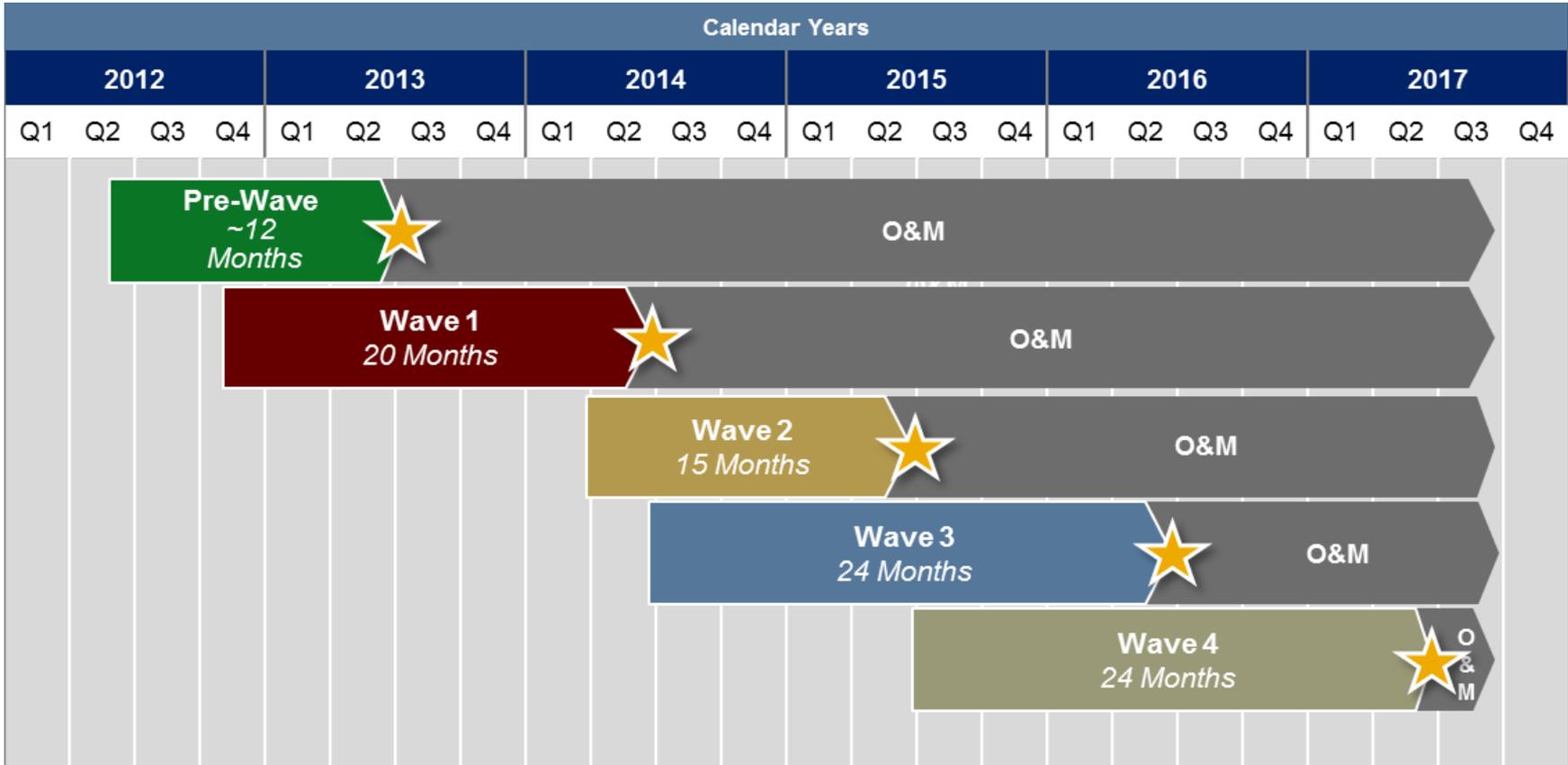
- PO3 – Receive and Inspect Goods and Services: Bar Code Receiving
- PO1 – Maintain Items for Purchase Process
- ePro 1 – Manage Sourcing Process
- ePro 2 – Administer Vendor Contracts Process
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps

# FI\$Cal Project Overview

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- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.
  
- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller's Office (SCO)
  - State Treasurer's Office (STO)

# FI\$Cal Wave Timeline

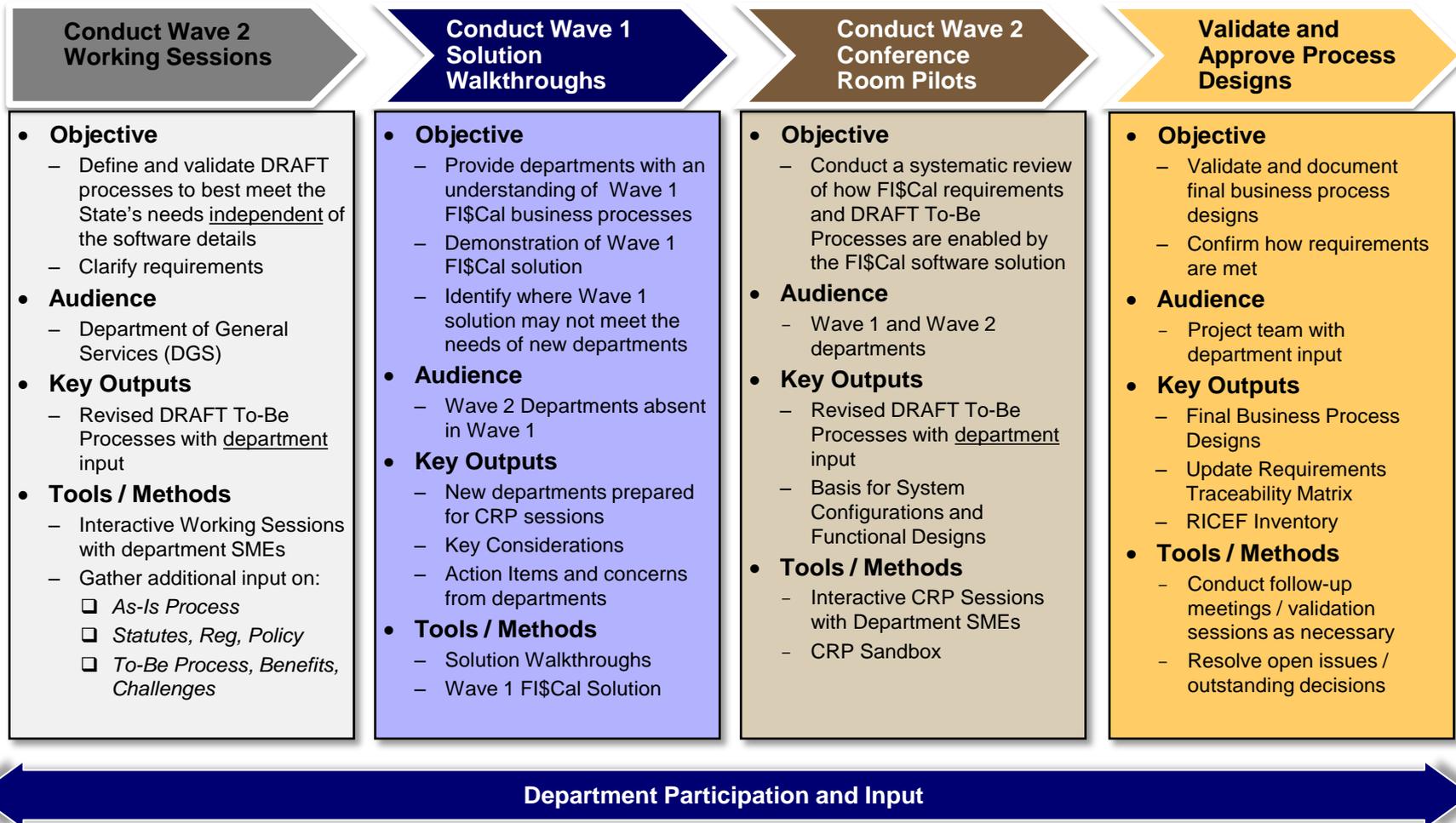


# BPW Objectives

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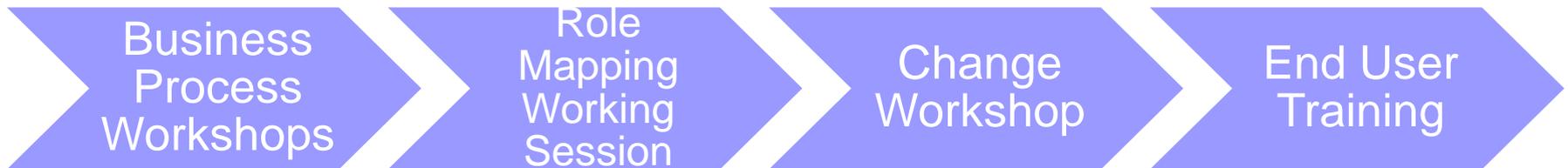
- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation of Wave 2 end-user roles
  - A template to capture department-specific changes and impacts
  - An opportunity to begin thinking about updates to internal department processes

# FI\$Cal Design Approach



# What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles



# Ground Rules & Guiding Principles

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- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

# What You Should Take Away

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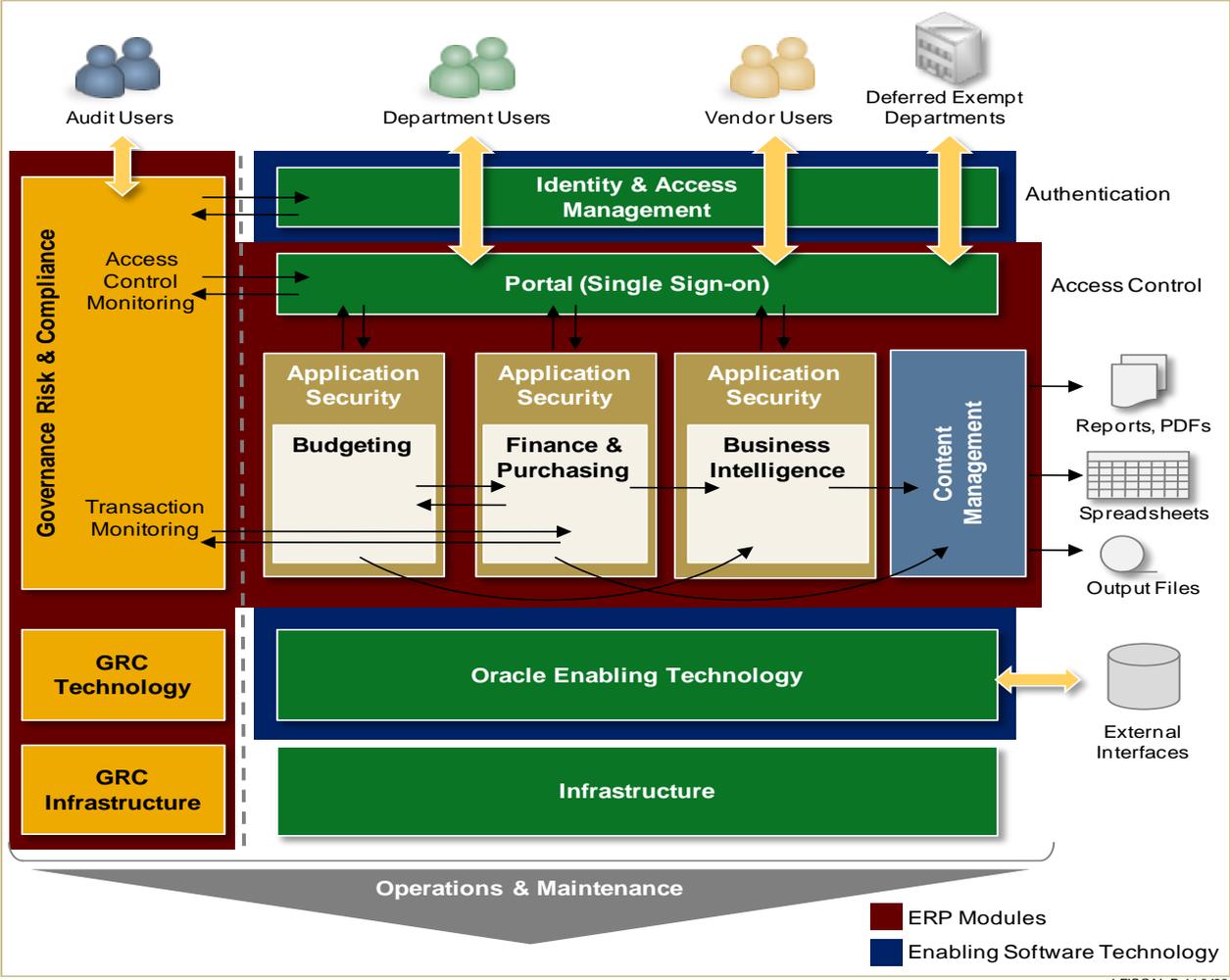
- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
  - ePro3 – Create and Approve Requisitions: Purchasing Authority Process (incremental)
  - PO2 – Manage Purchase Order: Direct Faxing (incremental)
  - PO3 – Receive and Inspect Goods and Services: Bar Code (incremental)
  - PO4 – Process P-Card Transactions: Decentralized Administration (incremental)

# What You Should Take Away

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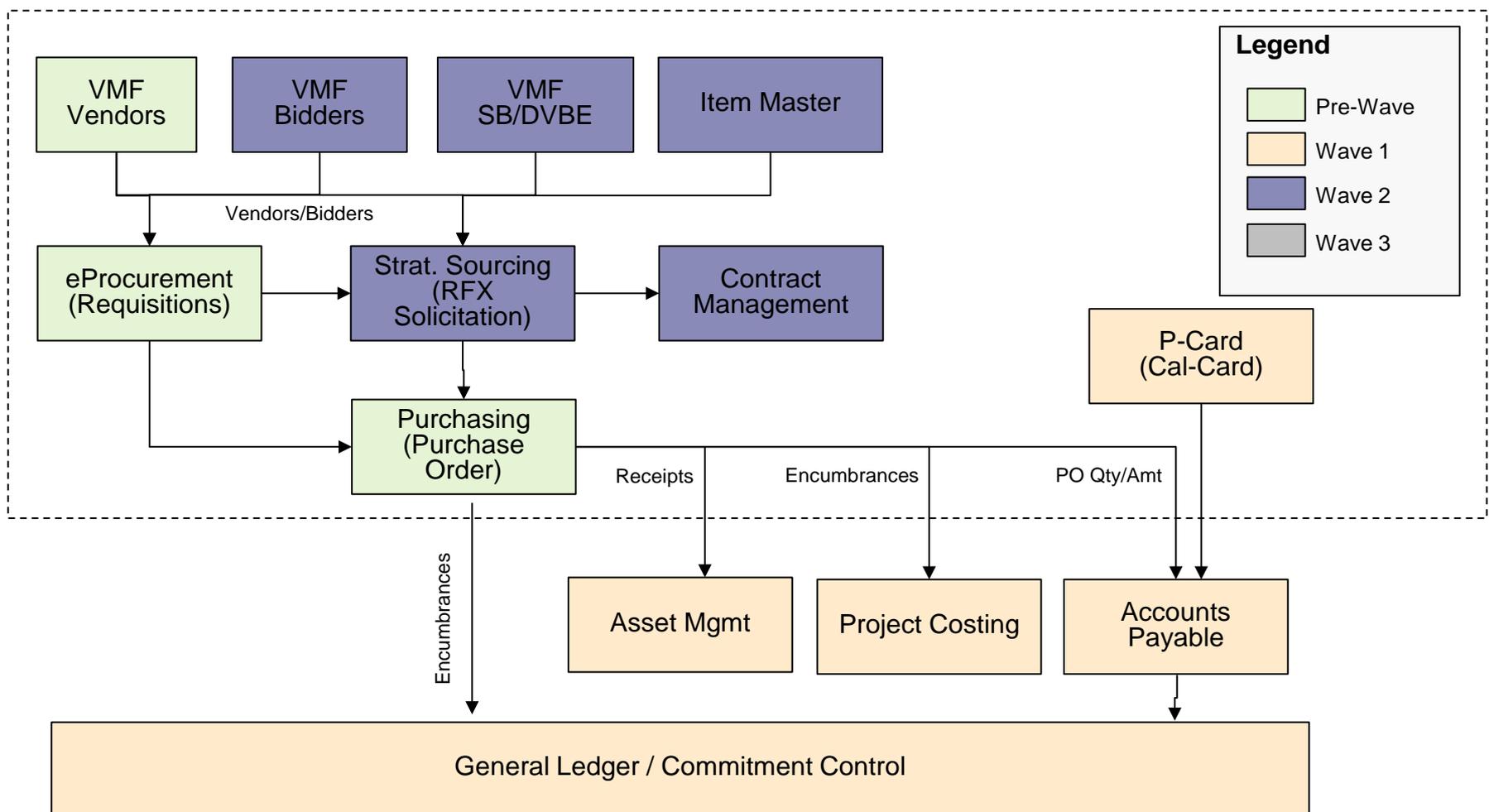
- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:(continuation)
  - PO1 – Maintain Items for Purchase
  - ePro 1 – Manage Sourcing
  - ePro 2 – Administer Vendor Contracts
  - SB/DVBE, CSCR, and the Enhanced Procurement Portal
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Working Session

# FI\$Cal Solution Overview

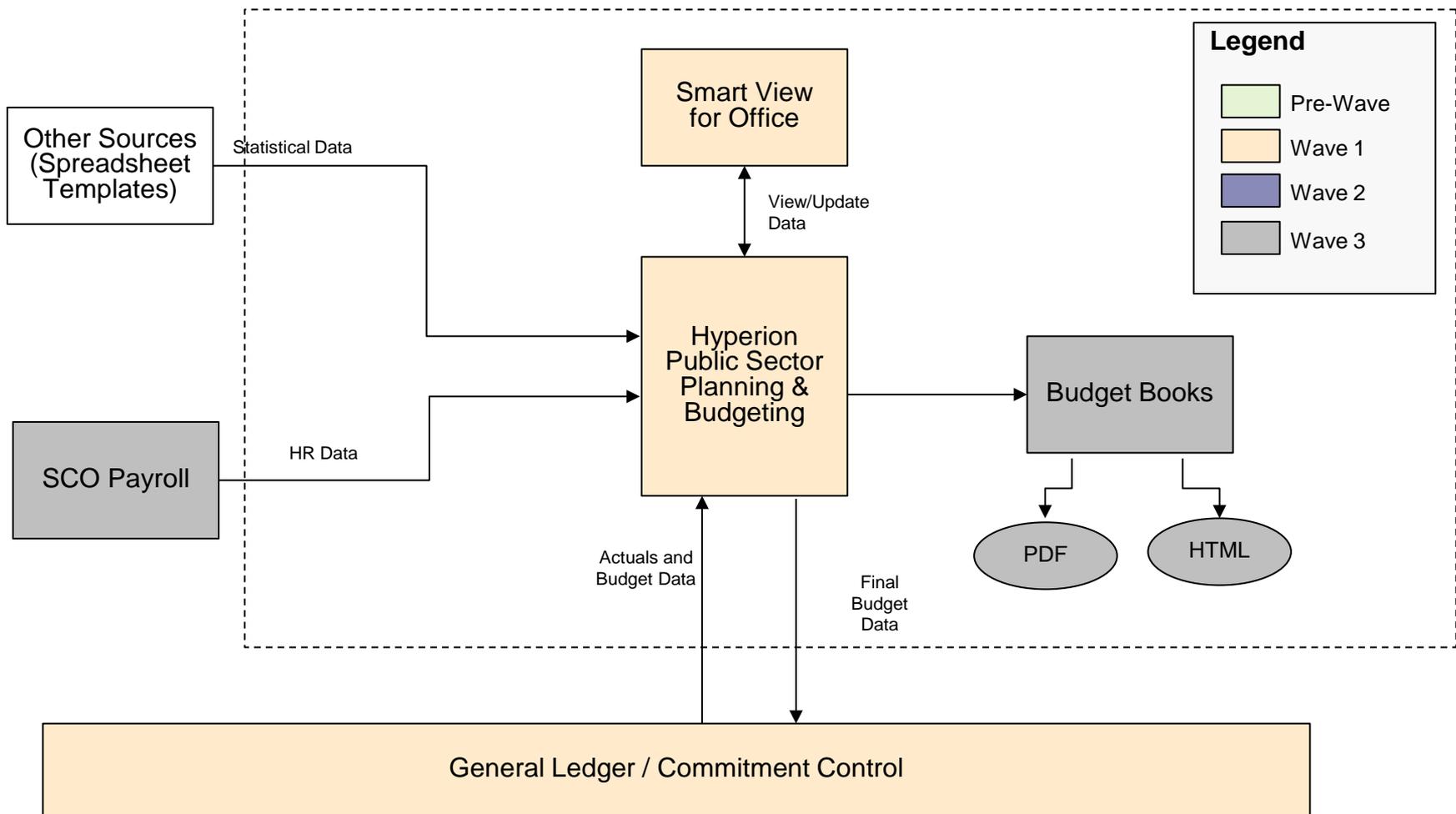




# FI\$Cal Procurement Solution



# FI\$Cal Budgeting Solution



# ePro3 - Create and Approve Requisitions: Purchasing Authority

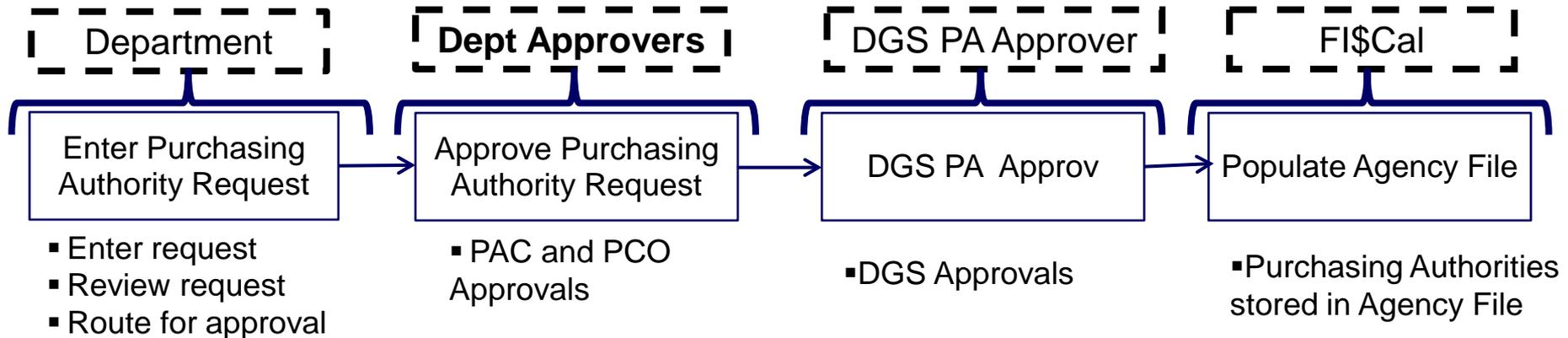
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- Purchasing Authority requests will be entered online, routed and approved at department and DGS levels in FI\$Cal
- A warning message will be presented to the final requisition approver if the requisition exceed the department's authority.
- Delegation authority is also enforced in the following areas:
  - Solicitations
  - Contracts
  - Purchase Order
- Exemption codes are available for time period, individual transactions, etc.

# Purchasing Authority Key Terms

Term	Definition
<b>Procurement Contracting Officer (PCO)</b>	Single point of contact for DGS/Procurement Division (PD) on procurement matters. Responsible for all procurement and contracting within the department. Responsible and directly accountable for the department's purchasing authority.
<b>Purchasing Authority Contact (PAC)</b>	Interfaces and communicates with the DGS/PD, the PCO, and subordinate staff. Oversees day-to-day procurement activities conducted under the purchasing authority. They may be IT or non-IT PACs.
<b>Ad Hoc Approver</b>	Approvers or reviewers that are added to the standard approval process. Inserted Ad Hoc approvers apply only to the current requisition or PO being approved.

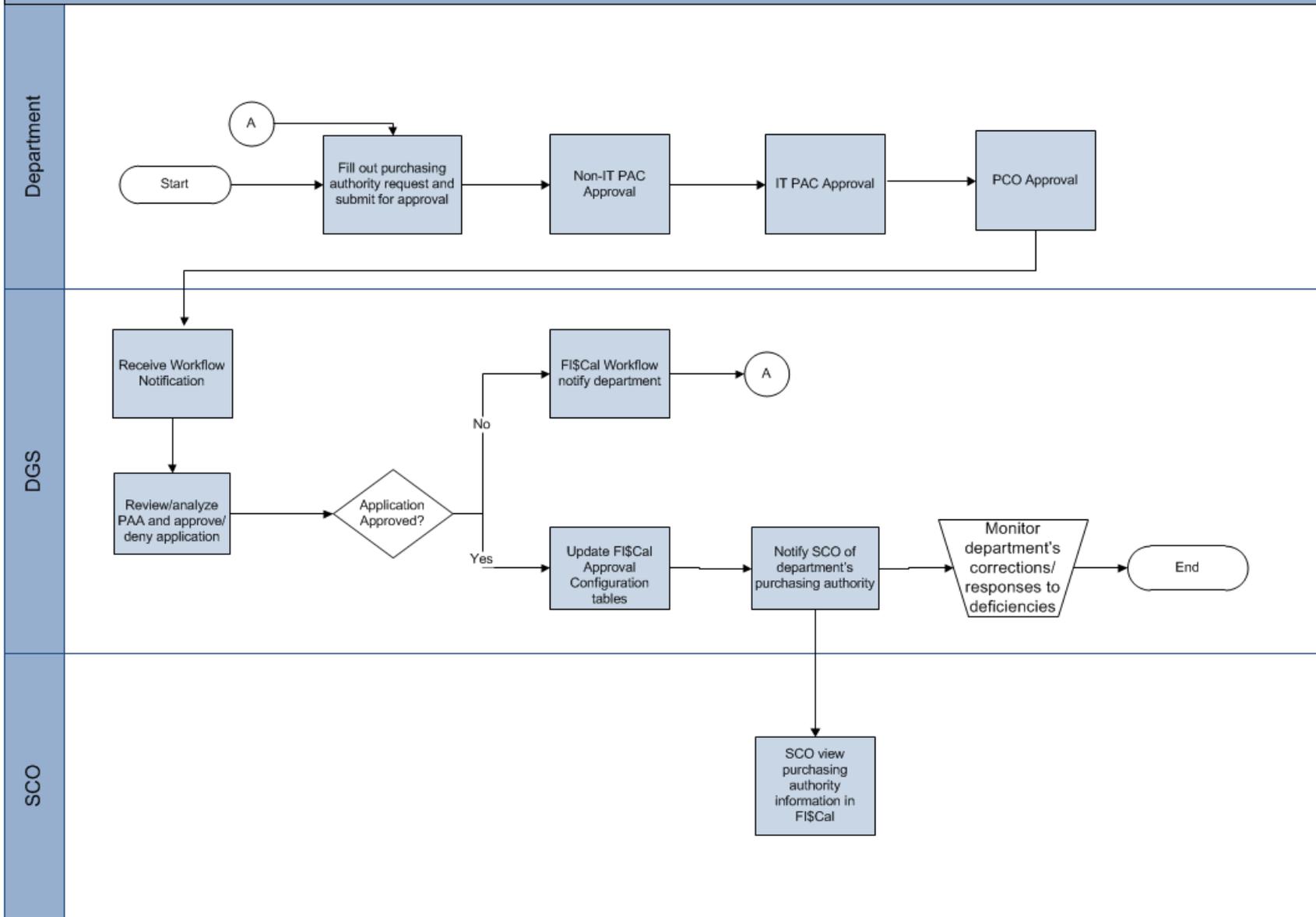
# Purchasing Authority Requests



## Key Impacts

- Purchase Authority Requests will be entered, submitted for approval, and routed in FI\$Cal
- Users with PAC/PCO roles will be approving requests
- DGS-PAU will receive, review and approve the requests
- Once approved, the dollar authorities will be stored in the agency authority files in FI\$Cal

# Apply, review and approve Purchasing Authority / Purchasing Authority Increase / renew



# Purchasing Authority Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
<b>Department Non-IT PAC Approver</b>	The department user that approves Non-IT Purchasing Authority requests
<b>Department IT PAC Approver</b>	The department user that approves IT Purchasing Authority requests
<b>Department PCO Approver</b>	The department user that approves Purchasing Authority Requests prior to routing to DGS
<b>DGS PA Approver</b>	DGS user that receives requests from the departments
<b>Ad Hoc PA Approver</b>	PA approver that is added on an ad hoc basis to the PA approval workflow

# PO2 – Manage Purchase Order: Direct Faxing Overview

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Direct Fax dispatching of purchase orders will be deployed in Wave 2

- Purchase Orders may be faxed directly to the vendor without any manual intervention when the PO Dispatch process is run
- Buyer will receive email notification for successful or failed fax transmission
- Vendors need to provide their fax number and be set up with dispatch method of fax
- Vendor will be responsible for maintaining their dispatch default method

# Direct Faxing Key Terms

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<b>Term</b>	<b>Definition</b>
<b>Fax Dispatch</b>	Dispatch method that sends fax message to vendor at PO dispatch

# Scenario 1: Dispatch by Fax

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- Dispatch PO by Fax
- Receive email notification of fax transmission status

# Scenario 1: Dispatch by Fax Illustrations

Maintain Purchase Order

## Purchase Order

Business Unit: 3980 PO ID: 000000639 PO Status: Approved Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

**Header**

\*PO Date: 04/17/2014 Vendor Search  
 \*Vendor: 01EMPTST-001 Vendor Details  
 \*Vendor ID: 0000000147 01EmpTst  
 \*Buyer: Z\_DEPT\_PO\_BUYER Department Buyer

PO Reference: Online Src From Req 0000000227

Header Details: Activity Summary, Document Status, Requisitions, PO Activities, SB/DVBE Contracting, Confidential

Doc Tol Status: Valid

\*Acquisition Type: [Dropdown] Acquisition Sub-Type: [Dropdown]  
 \*Acquisition Method: [Dropdown] Acquisition Sub-Method: [Dropdown]  
 DGS Billing Code: [Dropdown]

Receipt Status: Not Recvd  
 \*Dispatch Method: [Dropdown] **Dispatch**

**Amount Summary**

Merchandise: [Dropdown] **Calculate**

Freight/Tax/Misc.: 0.00  
 Total Amount: 1,210.00 USD  
 Encumbrance Balance:

Add Items From: Purchasing Kit, Catalog, Item Search

Select Lines To Display: Line: [Dropdown] To: [Dropdown] **Retrieve**

**Lines** Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Dropdown]	Test Item	11.0000	EA	10100000	110.00000	1,210.00	Approved

View Printable Version Close Short All Lines \*Go to: ... More ...

**Key Points:**

- PO Dispatch Method- Fax

# Scenario 1: Dispatch by Fax Illustrations

**FAX VBAA0000 Success**

[Redacted]

**i** You forwarded this message on 1/5/2012 9:40 AM.

Sent: Wed 1/4/2012 2:34 PM

To:  Lad, Vikas Ravindra

Retention Policy: Voice Mail Deletion (30 days) Expires: Never

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To : [Redacted]

Subject : Purchase Order NHQT000249

Subject : KOMINENI,MADHUSUDHANRAO (VDSL)

Fax Id : VBAA0000

Fax Number : 19086962163

Pages : 5

Server Used : [Redacted]

Status : \*\*\* Transmitted ok to 19086962163 on 01/04/12 at 17:34

## Key Points:

- Fax transmitted successfully.

# Scenario 1: Dispatch by Fax Illustrations

## FAX SBAA0000 Unsuccessful Transmission

[Redacted]

Sent: Wed 1/4/2012 12:50 PM

To:  Lad, Vikas Ravindra

Retention Policy: Voice Mail Deletion (30 days) Expires: Never

To: [Redacted]

Subject : Purchase Order NHQT000249

Subject : KOMINENI,MADHUSUDHANRAO (VDSL)

Fax Id : SBAA0000

Fax Number : 19086300346

Pages : 5

Server Used : [Redacted]

Status : \*\*\* Transmission Error \*\*\* Fax failed after 7 tries; last 5:  
RING,RING,RING,RING,RING. (FXERR 447)

### Key Points:

- Unsuccessful fax transmission.

# PO 4 – Process P-Card Transactions: Decentralized Administration Overview

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- Administration of P-Card accounts to be decentralized to the departments
- System will limit view and access of cardholder accounts by department
- Vouchers will be created by managing account

# What is included in Wave 1

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- Administration of P-Card accounts centralized at FI\$Cal Service Center (FSC)

# What is included in Wave 2

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- Decentralized set up and maintenance of employee card accounts by department
- Decentralized set up of card account transaction and amount restrictions, default accounting, and proxies by department

# Decentralized P-Card Administration

## Key Terms

Term	Definition
<b>P-Card</b>	A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.
<b>Card Issuer</b>	The bank that issues the card
<b>Card Number</b>	The procurement card number
<b>Proxy</b>	A procurement card user who has access rights to a cardholder account for specific transactions, e.g. proxy reconciler, approver, reviewer

# Scenario 1: Decentralized P-Card Administration

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- Customization to limit access of P-Card data by department

# Scenario 1: Decentralized P-Card Administration Illustrations

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Definitions](#) > [Cardholder Profile](#)

**ORACLE**

**Cardholder Profile**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Business Unit:** =

**Employee ID:**

**Name:**

**Last Name:**

Case Sensitive

[Basic Search](#)

## Key Points:

- New Search field Business Unit will be added to Decentralized P-Card Administration and Department Administrator will be able to search Employee by Department

# Decentralized P-Card Administration

## Department Roles

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<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department P-Card Administrator	Department users designated to administer P-Card accounts in FI\$Cal for their own department

# PO 3 – Receive and Inspect Goods and Services: Bar Code Overview

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Bar Code functionality will be deployed in Receiving for Wave 2

- Hand-held scanners will be used to read bar code data from packing slip during receiving
- Third party integrated bar code product is High Jump software
- The use of bar coding is optional - decision is with the departments

# Scenario 1: Receiving using Bar Code Functionality

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- Use hand-held scanner to read bar code in the packing slip
- Review staged data
- Run the process and view created receipt

# Scenario 1: Receiving using Bar Code Functionality

**Purchasing Receiving**

Business Unit:	US003	Transaction Code:	0103 <input type="text"/>	Receipt PO Lines w/Plan or BC	Trans Nbr:	
Device ID:		Device Date Time:			User ID:	VLad
Number:		SetID:	SHARE <input type="text"/>			
Ship To:	US003 <input type="text"/>	Vendor ID:	0000000044 <input type="text"/>		IN Unit:	<input type="text"/>
Carrier ID:	DHL <input type="text"/>	Lading:	<input type="text"/>			
PO Unit:	US003 <input type="text"/>	PO Number:	T850000000 <input type="text"/>		Item ID:	<input type="text"/>
Line Number:	1 <input type="text"/>				Quantity:	10 UOM: EA <input type="text"/>
Vendor Lot:	<input type="text"/>	Lot ID:	<input type="text"/>		Serial ID:	<input type="text"/>
Tag Number:	<input type="text"/>	Storage Location:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Receipt No:	<input type="text"/>					

**Key Points:**

- Scanned Receipt data

# PO1 – Maintain Items for Purchase

## Overview

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Item IDs will be utilized in conjunction with Leveraged Procurement Agreements (LPAs) and CALPIA items starting in Wave 2.

- Item ID is a unique identifier of a good or service
- The state will set up items for purchasing, to enhance procurement transaction efficiency and data reporting and analysis capability.
- Items provide the most detailed tracking / reporting of state spend.
- Item data is reusable. After an item is defined in FI\$Cal, the same standardized item data can be used by departments on a requisition, purchase order, solicitation, and control agency report for purchase of items.
- Reduce data entry when ordering by Item ID. Attributes such as description, unit of measure, and United Nations Standard Product and Service Codes (UNSPSC) are automatically populated on the transactions.

# What is included in Wave 2

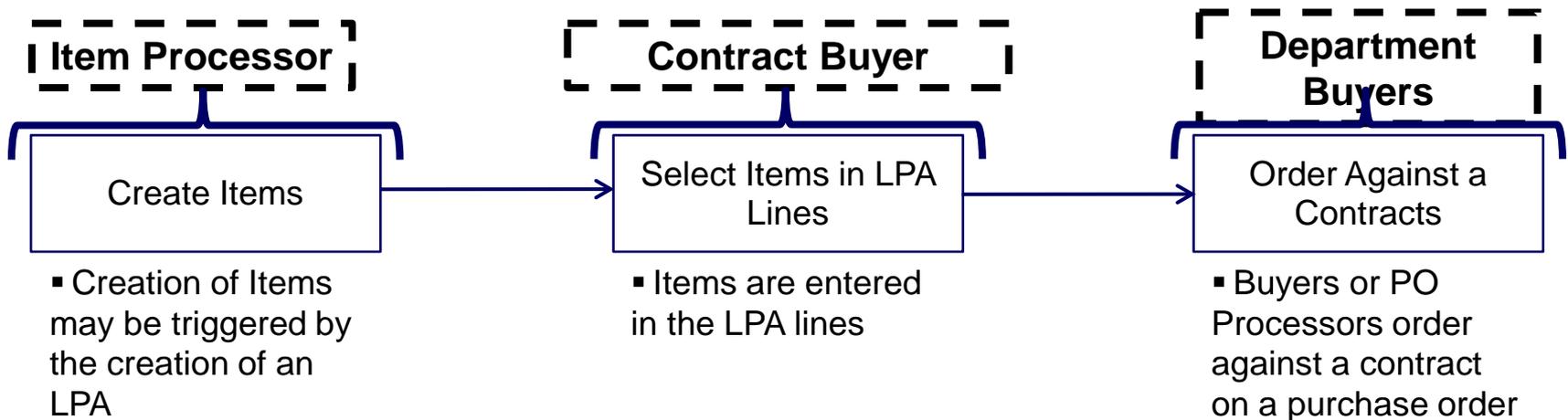
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- Item ID contains numerous attributes such as Description, Unit of Measure, Category (UNSPSC), Price, Vendor, Default Account, Hazard Code, Recycle information, Contract, etc.
- Includes administrative activities necessary to create items, review and approve item attributes, such as price, UNSPSC, or description.
- Need to establish a framework that encompasses best practices around responsibilities, processes, and controls to manage items
- Need to establish centralized group to manage items.
- Items will be established for select LPAs
- PIA (Prison Industries Authority) item catalog will be loaded in FI\$Cal as items

# Items Key Terms

Term	Definition
<b>Item</b>	An item represents a good and/or service for purchase by the State of California; multiple contracts can be associated with one item and items will typically be related to LPAs and CALPIA
<b>Item ID</b>	A unique system identifier for an item
<b>Item Category</b>	A means of classifying an item. Every line item must be assigned to an Item Category. The item category code used by the State of California is UNSPSC code
<b>Item Catalog</b>	An Item Catalog maintained internally by the state to facilitate the ordering and tracking of purchases

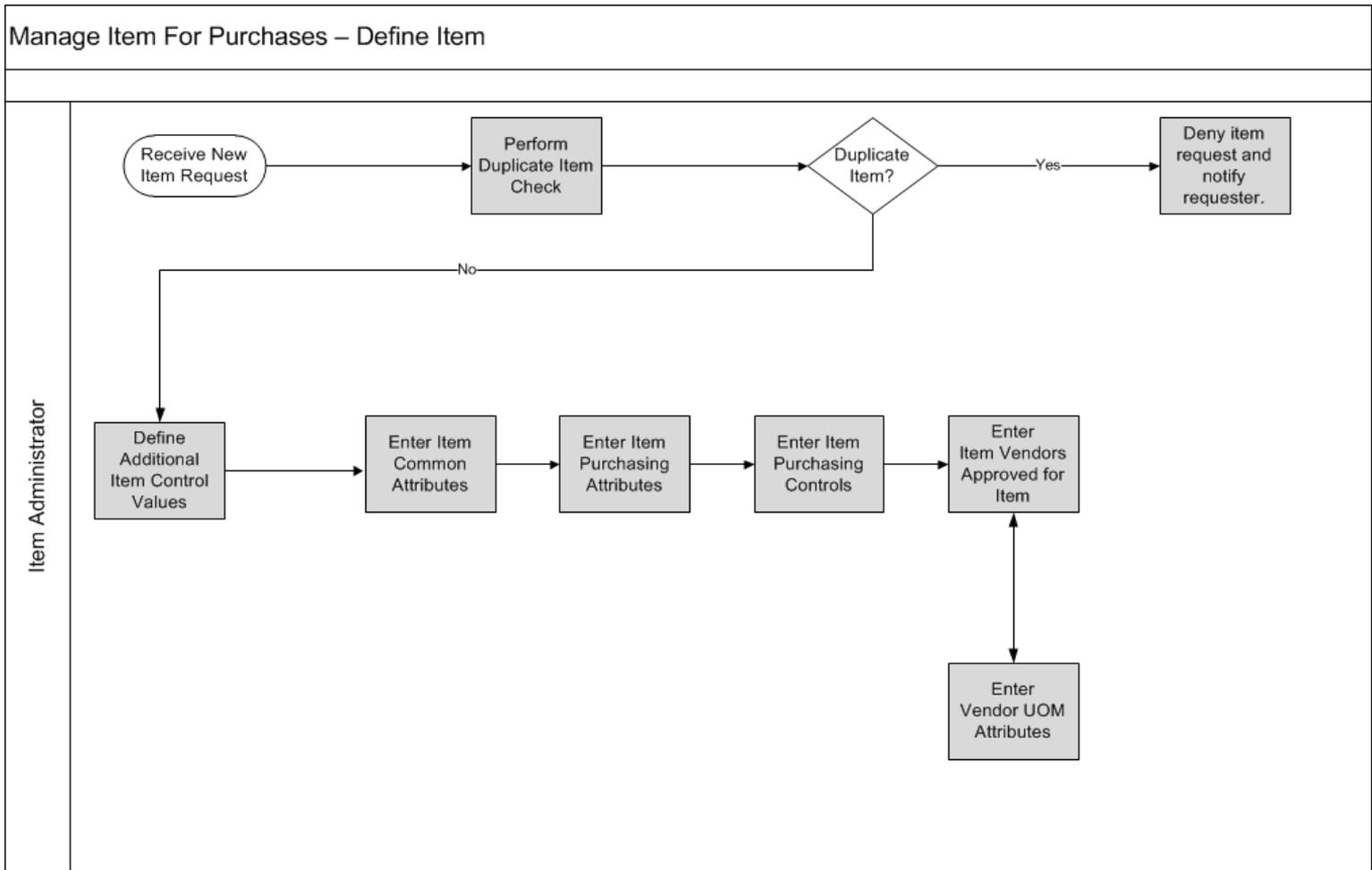
# Items Summary Flow



## Key Impacts

- Creation of items will be driven by LPA use and
- Contract releases are done by purchase orders. Specific Item IDs may be ordered on the PO.

# PO1 – Maintain Items for Purchase Detailed Process Flows



# Scenario 1: Create Item

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- Item ID created for Goods
- Specify General Attributes (Description, Unit of Measure, Categories, Price, Recycle information), Inventory Attributes (Serial Control), Purchasing Attributes (Standard Price, Asset Profile, Default Account, Vendor-Item ID, Vendor Item Price, Purchasing Kit, Manufacturing Item Id, etc.)
- Item is pre-approved
- Item has expiration date

# Scenario 1: Create Item

Favorites ▾ Main Menu ▾ > Items ▾ > Define Items and Attributes ▾ > Define Item

**ORACLE**

General | Inventory | Substitutes | Configuration | Custom | Audit

Common      Classifications      Dimensions      Usage

SetID: SHARE      Item ID: 10000

\*Description: Long Sleeve Biking Jersey, Men's

**Item Status**

Current Status Date: 04/15/2000      \*Current Status: Active ▾

Future Status Date:      Future Status: ▾ Copy Item Status

\*Standard UOM: EA Each      Default Category: CYCLING Categories

\*Physical Nature: Goods ▾

Item Group: APPAREL Apparel

Family: COMMON Common

Demand Priority:      Buy Items

Cost Profile Group: 1003

Promise Option: Perform ATP Reservations ▾

Item Image      Manufacturers      Purchasing Item Attributes      Units Of Measure

## Key Points:

- General Attributes for the Item

# Scenario 1: Create Item

[Favorites](#) > [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Define Item](#)

**ORACLE**

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: SHARE    Item ID: 10000    Standard Unit of Measure: EA  
 Description: Long Sleeve Biking Jersey, Men's

PO Available Date: 01/06/2003    \*Item Descr: Long Sleeve Biking Jersey, Men    Long Sleeve  
 Unavailable:    Category: CYCLING  
 Standard Price: 20.00000 EA    Model:    
 Last PO Price: 20.00000    Asset Profile ID:    
 \*Currency: USD  Dollar    Ultimate Use Code: RESALE   
 Lead Time Days: 10    Physical Nature: Goods  
 Primary Buyer: VP1  Kenneth Schumacher

\*Long Description: Long Sleeve Biking Jersey, Men's

Associated Picture

File Name:

File Extension:

Chartfields    Personalize | Find | View All |      First 1 of 1 Last

*Account	Alt Acct	Product
131000 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

[Item Specifications](#)    [Packing Details](#)  
[VAT Default](#)    [VAT Service Treatment Setup](#)

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

## Key Points:

- Purchasing Item Attributes

# Scenario 1: Create Item

[Favorites](#) > [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Define Item](#)

**ORACLE**

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: SHARE    Item ID: 10000    Standard Unit of Measure: EA  
 Description: Long Sleeve Biking Jersey, Men's

[Vendor Priorities](#)

**Item Vendor**    [Find](#) | [View All](#)    First 1 of 4 Last

\*Vendor SetID: SHARE    [Vendor Lookup](#)    \*Status: Active  
 \*Vendor ID: SCM0000001    BIKE SHOP    \*Priority: 1  
 Allocation %: 0     Include in Planning  
 Vendor's Catalog:   
 Vendor Item ID:   
 Item Extension:   
 Description:

[Associated Picture](#)

**Vendor Attributes**    [Find](#) | [View All](#)    First 1 of 2 Last

\*Price Loc: MAIN     Accept Any UOM  
 \*Price Date: PO     Accept Any Ship To  
 \*Price Qty: Line Quantity     Price Can Be Changed on Order  
 Origin Country:      Use Item Standard Lead Time  
 Region of Origin:     Lead Time Days:

Order Multiples  
 Check Order Multiples  
 Rounding Rule  
 Natural Round  
 Round Up

[Item Vendor UOM](#)    [Vendor Item MFG](#)  
[Return to Vendor Fees](#)    [Item Vendor Contracts](#)

## Key Points:

- Item-Vendor Attributes

# Scenario 1: Create Item

Favorites ▾ Main Menu ▾ > Items ▾ > Define Items and Attributes ▾ > Define Item

ORACLE

General | Inventory | Substitutes | Configuration | Custom | Audit

Common Classifications Dimensions Usage

SetID: SHARE Item ID: 10000 Standard Unit of Measure: EA  
Long Sleeve Biking Jersey, Men's

Item Details Find | View All First 1 of 1 Last

*Effective Date:	<input type="text" value="04/15/2000"/>		
Template ID:	<input type="text"/>		Grade: <input type="text"/>
Item Type:	<input type="text" value="INV"/>	Inventory	Potency Code: <input type="text"/>
UPC Code:	<input type="text" value="UPC_CODE_001"/>		Stock Type: <input type="text"/>
Commodity Code:	<input type="text" value="850.00"/>	Class: 805 Sport and Athletic	
EU Commodity Code:	<input type="text"/>		
Hazard Code:	<input type="text"/>		
Intl Hazard ID:	<input type="text"/>		

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

General | Inventory | Substitutes | Configuration | Custom | Audit

## Key Points:

- Item Classification

# Scenario 2: Use Internal Catalog

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- Internal Item Catalog to be used from FI\$Cal's eProcurement requisition, Catalog Tab
- Compare several items in the catalog
- Set up a kit / template consisting of several items that are used in combination

# Scenario 2: Use Internal Catalog

## Create Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web Special Request

Browse Catalog ?

\*Select a catalog:

Hardware
 

Hardware Catalog  
 All Purchase Items  
 Computer Equipment  
Hardware Catalog  
 Outdoor Supplies

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog ?

Search contains all of the following search fields entered:

Description:	<input style="width: 250px;" type="text" value="%"/>	<input type="button" value="Search"/> <a href="#">Search Settings</a>
Manufacturer:	<input style="width: 250px;" type="text"/>	
Manufacturer's Item ID:	<input style="width: 250px;" type="text"/>	
Vendor:	<input style="width: 250px;" type="text"/>	
Vendor Item ID:	<input style="width: 250px;" type="text"/>	
Item ID:	<input style="width: 250px;" type="text"/>	
UPN ID:	<input style="width: 250px;" type="text"/>	

Include Images

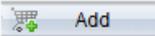
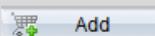
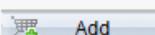
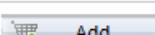
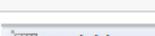
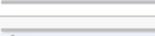
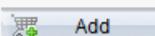
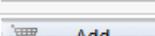
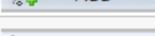
### Key Points:

- Select the Catalog
- Hit Search button to search for the Items

# Scenario 2: Use Internal Catalog

Item Detail Personalize | Find | View All |  

Details  

	Item Description	Vendor	Manufacturer	Price	UOM	Quantity	
<input checked="" type="checkbox"/>	2 Piece Freshwater Fly Rod	CAMPER'S WAREHOUSE		100.00000	USD Each	<input type="text" value="1.0000"/>	
<input checked="" type="checkbox"/>	3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE		120.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE		120.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Alkaline Battery, AA	CAMPER'S WAREHOUSE		1.50000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Back Packer Cook Set, Solo	CAMPER'S WAREHOUSE		50.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Back Packer Cook Set, Solo	CAMPER'S WAREHOUSE		50.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bass Leaders, 9 Feet	CAMPER'S WAREHOUSE		1.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bass Leaders, 9 Feet	TRAILBLAZERS		1.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bonefish Leaders, 12 Feet	TRAILBLAZERS		1.00000	USD Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bugaboo Piton	TRAILBLAZERS		5.00000	USD Each	<input type="text" value="1.0000"/>	

Select All / Deselect All

## Key Points:

- Select the Catalog
- Hit Search button to search for the Items

# Scenario 2: Use Internal Catalog

## Side by Side Comparison for 2 Items

	No image for this item	No image for this item
Item ID:	10087	10036
Description:	2 Piece Freshwater Fly Rod	3 Season Mummy Bag, Regular
Standard Price:	100.000	120.000
Standard UOM:	EA	EA
Vendor Name:	CAMPER'S WAREHOUSE	CAMPER'S WAREHOUSE
Unit of Measure:	EA	EA
Vendor Price:	100.000	120.000
Currency Code:	USD	USD
Qty to Add:	<input type="text" value="0"/> 	<input type="text" value="0"/> 

[Back To Top](#)

### Key Points:

- Hit Compare and system will compare the Items selected to compare

# Scenario 2: Use Internal Catalog

**Create Requisition**

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 3980 Office of Environmental Health    \*Currency: USD  
 \*Requester: ABROWN Aaron Brown    Priority: Medium  
 Requisition Name:

Requisition Lines

Item	Description	Quantity	Unit	Price	Total
<input checked="" type="checkbox"/>	2 Piece Freshwater Fly Rod	1.0000	Each	100.00000	100.00
<input checked="" type="checkbox"/>	3 Season Mummy Bag, Regular	1.0000	Each	120.00000	120.00

Total Amount: 220.00 USD

Add to Favorites   
  Add to Template(s)   
  Modify Line / Shipping / Accounting   
  Delete

Comments

Send to Vendor     Show at Receipt

- Key Points:**
- Select Items to be added to Template and Click Add to Template button
  - Enter Template Name and Description

**Add Selected Items to Template(s)**

You have no Personal Template(s).

**Add a new template**

Template Name:

Description:

# Scenario 2: Use Internal Catalog

**Create Requisition**

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates ?

Description	Quantity
Basic Camper's Kit	<input type="text"/> <input type="button" value="Add"/>
Complete Set of Software	<input type="text"/> <input type="button" value="Add"/>
Sport Kit	<input type="text"/> <input type="button" value="Add"/>
USA02-HARDWARE	<input type="text"/> <input type="button" value="Add"/>
Hardware	<input type="text"/> <input type="button" value="Add"/>

Template Items Personalize | Find | View All | First 1-2 of 2 Last

Description	Vendor Name	Status	Price	Quantity	UOM
1 2 Piece Freshwater Fly Rod	CAMPER'S WAREHOUSE	Active	100.00000 USD	1.0000	Each
2 3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE	Active	120.00000 USD	1.0000	Each

[Review and Submit](#)

**Key Points:**

- New Template is created.

# Item Roles

FI\$Cal End-User Role	Responsibilities
Department Item Upload Processor	User that uploads Item IDs files, e.g. PIA
DGS Item Processor	DGS users that create and update Item IDs

# ePro 1 – Manage Sourcing Process

## Overview

---

- Manage Sourcing process starts when the department identifies need to purchase goods and/or services or to create a new contract
- Buyer creates solicitation or addenda to an existing solicitation
- Solicitation can be created by direct entry or by copying from a requisition
- Bidder / vendor submits bid response
- Buyer analyzes bid responses
- Where applicable, create Notice of Intent to Award
  - If there is no protest, award purchase order or contract
  - If there is a protest, follow protest resolution process
- Solicitation is awarded to a contract or a PO

# What is included in Wave 2

---

- Public solicitation event, bid by invitation, or combination
- Multiple bids may be allowed
- Addenda/changes to solicitation tracked as solicitation event versions
- Solicitation formats may be RFx, RFI, Auction
- Two Envelope Solicitation process supported
- Bid Responses are configured by default as “sealed”

# Manage Sourcing Key Terms

Term	Definition
<b>Event</b>	Terminology in FI\$Cal for a solicitation
<b>Buy Event</b>	A solicitation where event creator wants to buy goods or services. There are three types of buy events in PeopleSoft: Auction, RFx, Sealed RFI
<b>Auction</b>	Also known as reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid
<b>RFx</b>	Solicitation type that applies to <b>R</b> equest <b>F</b> or Quote or Proposal or Invitation for Bid. Bidders submit a bid response by the specified end date, and bidders do not see other bids
<b>Sealed Bid</b>	Configuration setting in events where bid responses are not viewable until the bid closing date

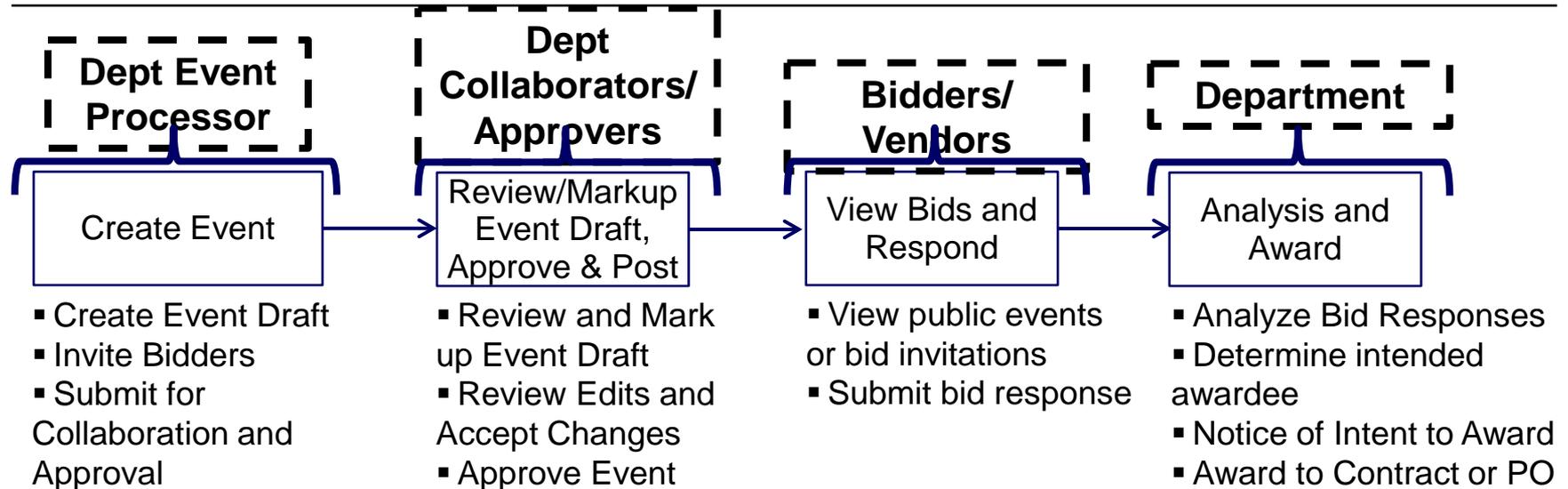
# Manage Sourcing Key Terms

Term	Definition
<b>Event Buyer</b>	The originator of the event
<b>Start Date</b>	The date and time that an event is open for bidding
<b>End Date</b>	The date and time that bids are no longer accepted
<b>Preview Date</b>	The date that prospective bidders may view the event and enter bid data, but not post/submit the bid
<b>Bid Response</b>	Submission of an offer on an event
<b>Bid Factor</b>	Evaluation factors for weighting responses to an event; may or may not be cost related
<b>Bidder</b>	Anyone registered in FI\$Cal and eligible to place a bid on an event
<b>Vendor</b>	Suppliers/payees actively doing business with the state (issued POs/Contracts, payments)

# Manage Sourcing Key Terms

Term	Definition
<b>Sell Event</b>	Event creator offers a good or service for sale. Sell events may be an auction (all bids visible to all bidders or RFx)
<b>Weighting</b>	Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids

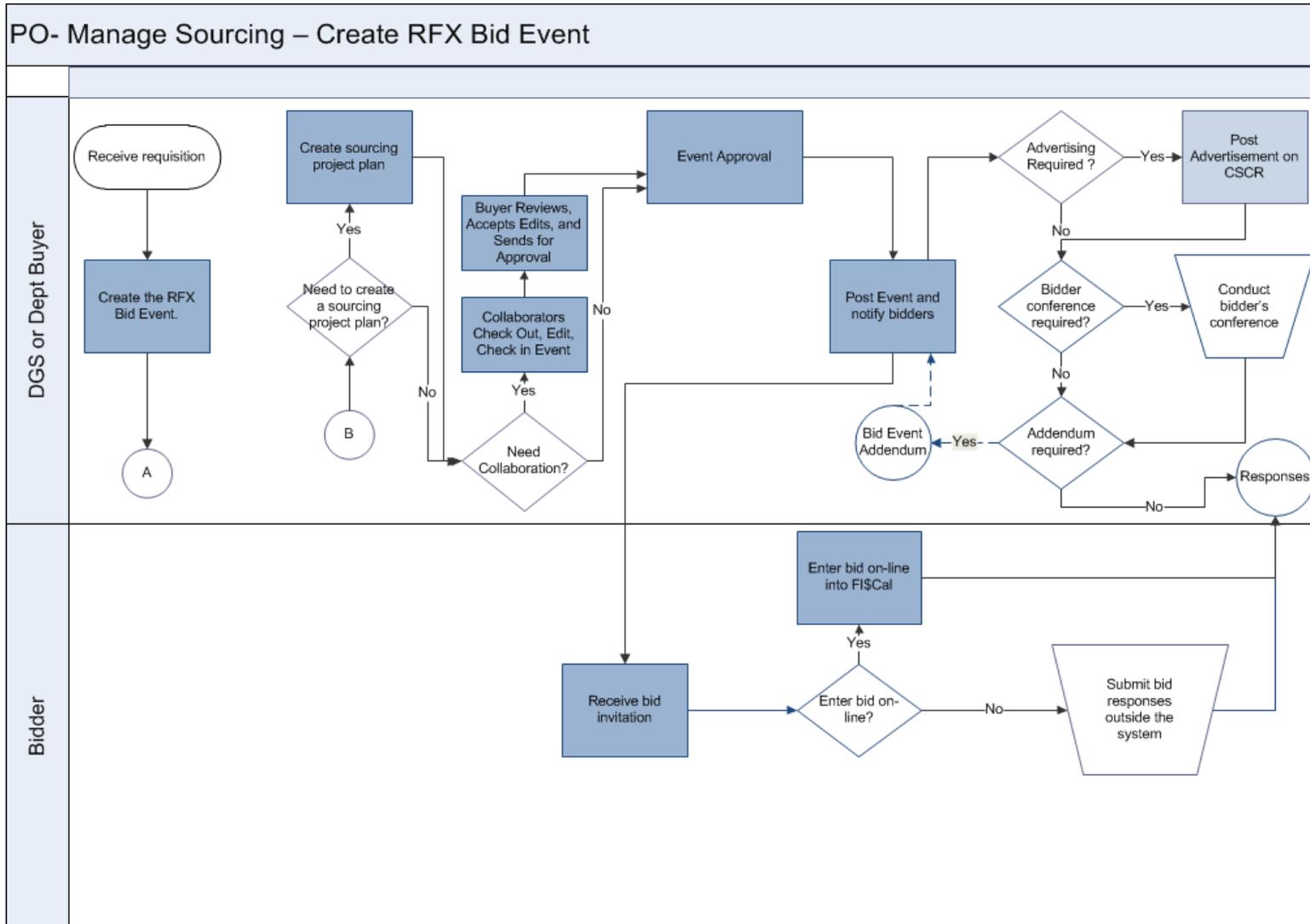
# Manage Sourcing Summary Flow



## Key Impacts

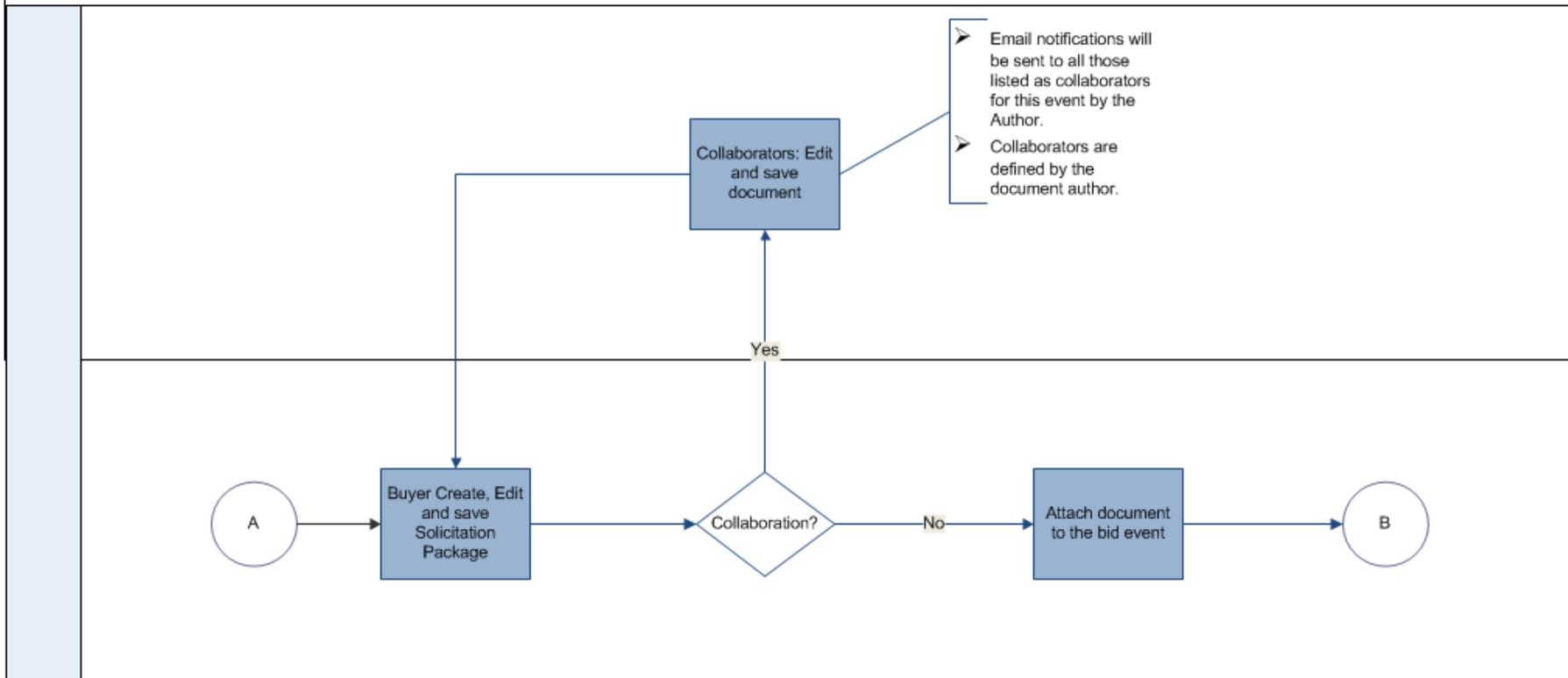
- Solicitation Events may be entered directly or may originate from a requisition
- Collaborators are selected by the event processor to provide edits; collaboration routing uses approver worklists; Event Processor/Buyer decides which edits to accept
- The event is posted in the portal and email invitations sent after event approval
- Online tabulation may be exported to excel for further analysis & processing

# Manage Sourcing Detailed Process Flows

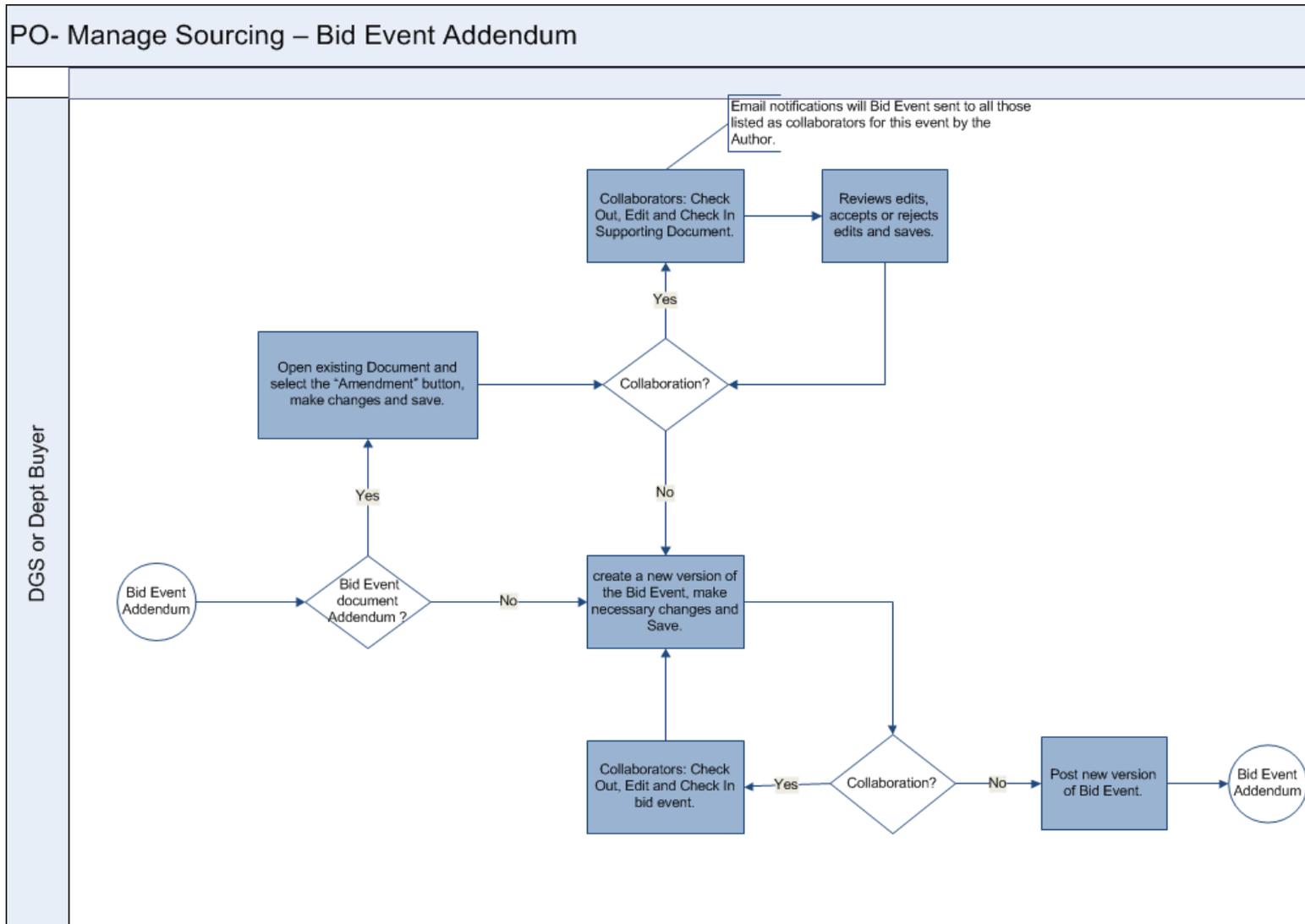


# Manage Sourcing Illustrations

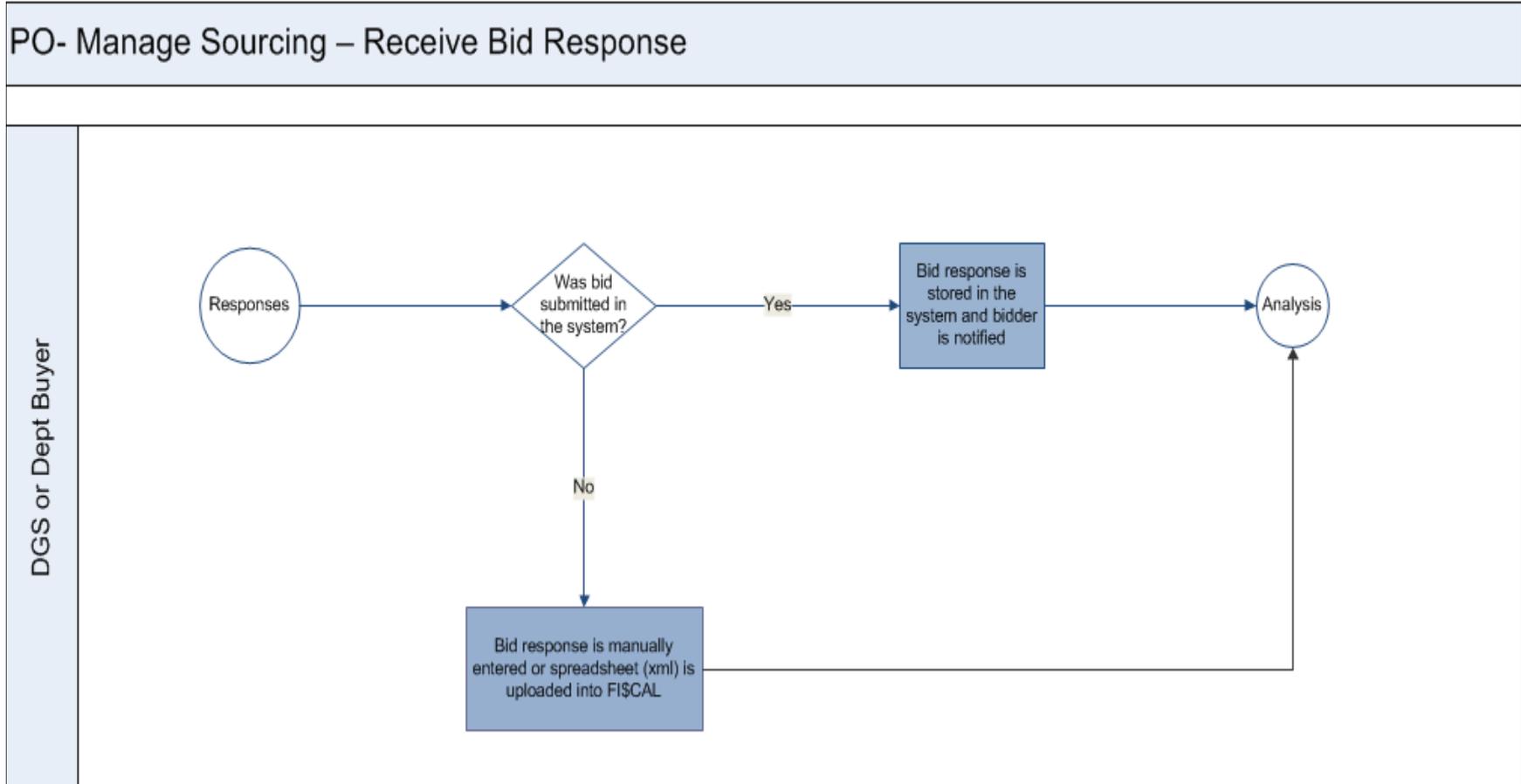
## PO- Manage Sourcing – Create RFX Document Package



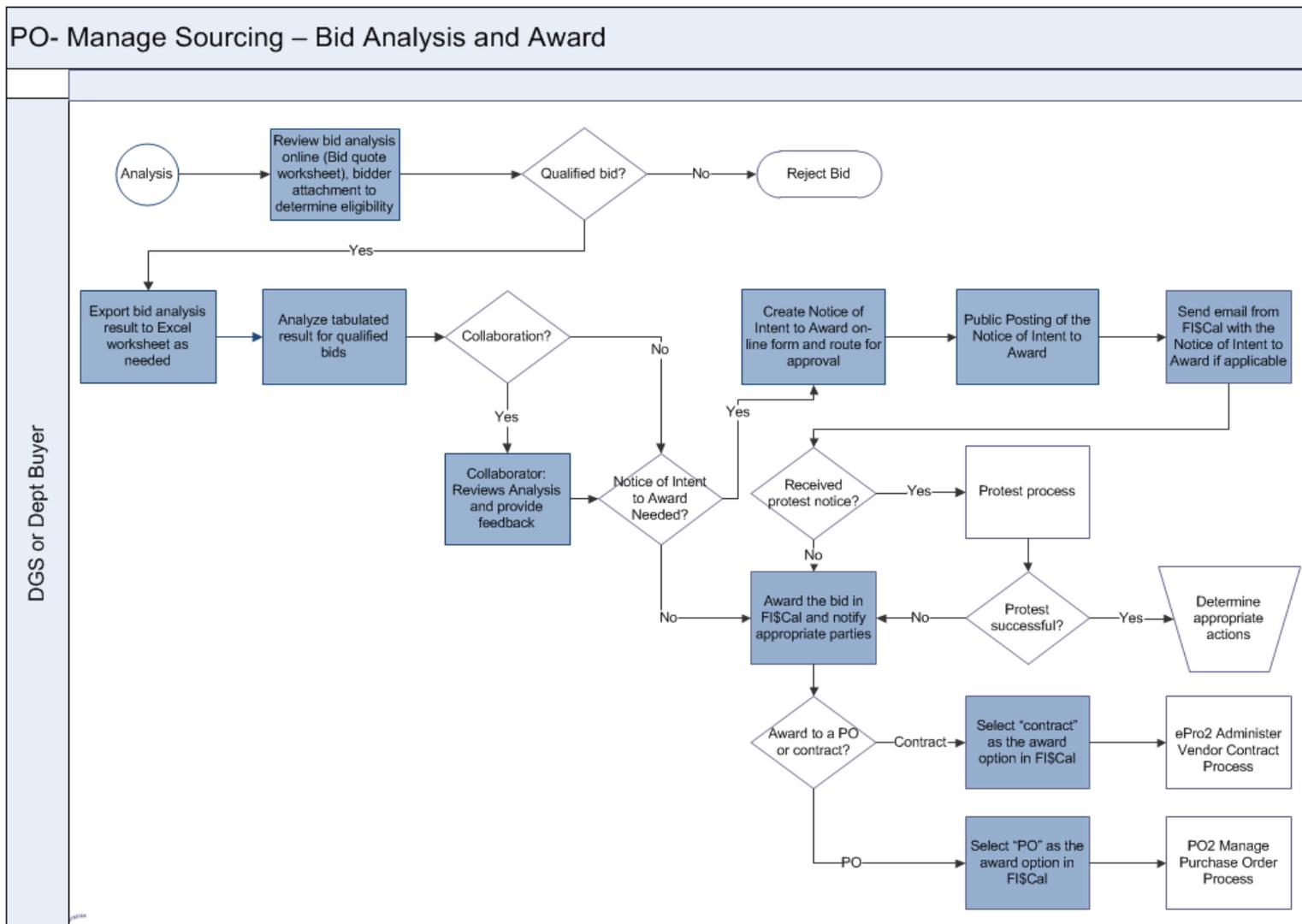
# Manage Sourcing Illustrations



# Manage Sourcing Illustrations



# Manage Sourcing Illustrations



# Scenario 1: Create Sourcing Event – IFB

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- Transaction originates from a requisition
- Workflow Approval
- Bidder List Specified
- Bid Evaluation Factor – Cost
- Addendum/Versions



# Scenario 1: Create Sourcing Event – IFB

Requisition Lines to Copy

Select All  Deselect All

Select Lines Personalize | Find | View All | | First 1-2 of 2 Last

Sel	Item SetID	Item	Description	Quantity	UOM	Price	Currency	Due Date	Business Unit	Req ID	Vendor	Buyer	Ship To
<input type="checkbox"/>	SHARE		Sump Pump	2.0000	EA	3000.00000	USD		3980	0000000003		VP1	US001
<input type="checkbox"/>	SHARE		Solenoid Valves	10.0000	EA	200.00000	USD		3980	0000000003		VP1	US001

Create Line Group

**Key Points:**

- Select requisition/ requisition line(s) to copy

# Scenario 1: Create Sourcing Event – IFB

Create an Event

**Line Items**

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:   Filtered View:

**Line Items** Personalize | Find | View All |  First 1-2 of 2 Last

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1		Sump Pump	FACILITIES	EA	2.0000	3000.0000	\$6,000.00	0.00000
2		Solenoid Valves	FACILITIES	EA	10.0000	200.0000	\$2,000.00	0.00000

Event Total: 8000.0000 USD Line Weighting Total: 0% Remaining Weight: 100%

Add Selected Lines to Group:

< Return to Event Overview GoTo:

## Key Points:

- Solicitation line with line items copied from requisition

# Scenario 1: Create Sourcing Event – IFB

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFx

Public Event

Bidder Invitation List Personalize | Find | View All | First 1 of 1 Last

Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method
1 <input type="checkbox"/>					Email

[Search for Bidders](#) [Dispatch Lines](#) [Save Bidders as Group](#)

[Save Event Changes](#) GoTo:  [Go](#)

[< Return to Event Overview](#)

[Refresh](#) [Add](#) [Update/Display](#)

**Key Points:**

- Bid Invitations

# Scenario 1: Create Sourcing Event – IFB

**Bidder Search**

Search Criteria

Bidder Type:

Company:

ID:

Contact:

Group ID:

Group Name:

State:

City:

Country:

Postal:

SIC Type:

SIC Code:

Optional Organization Criteria

Results Option:

Type:

Maximum Rows retrieved:

## Key Points:

- Separate search for bidder

# Scenario 1: Create Sourcing Event – IFB

**Bidder Search**

Search Criteria

Bidder Type: Bidder

Company:

ID:

Contact:

Group ID:

Group Name:

State:

City:

Country:

Postal:

SIC Type:

SIC Code:

Optional Organization Criteria

Results Option: Display Bidder/Company Id Only

Type:

Search  Recommend Bidders

Maximum Rows retrieved:

Select All  Deselect All

Search Results Personalize | Find | View All |  |  | First 1-3 of 3 Last

Bidder ID	Bidder Company	Invite
1 0000000006	DavisScott	<input type="checkbox"/>
2 0000000012	Accenture	<input type="checkbox"/>
3 0000000013	ABC Corporation	<input checked="" type="checkbox"/>

OK  Cancel  Refresh

## Key Points:

- Bidder search retrieves three bidders that meet the criteria

# Scenario 1: Create Sourcing Event – IFB

**Bidder Search**

Search Criteria

Bidder Type: Vendor

Name:

ID:

Contact:

Group ID: CAMPING

Group Name:

State:

City:

Country:

Postal:

Type:

SIC Type:

SIC Code:

Item ID:

Optional Organization Criteria

Results Option: Display Bidder/Company Id Only

Type:

Search  Recommend Bidders

Maximum Rows retrieved: 50

Select All  Deselect All

Search Results

Personalize | Find | View All |  |  | First 1-2 of 2 Last

Bidder ID	Location	Bidder Company	Invite
1 SCM0000002	MAIN	CAMPER'S WAREHOUSE	<input type="checkbox"/>
2 SCM0000003	MAIN	TRAILBLAZERS	<input type="checkbox"/>

OK  Cancel  Refresh

## Key Points:

- Search for bidders using a bidder group

# Scenario 1: Create Sourcing Event – IFB

Create an Event

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | [Print] [Calendar] First 1-5 of 5 Last

	Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
1	<input type="checkbox"/>	AUS0000003	Vendor	MAIN	Romulus High Tech Suppliers	Email	[Print]	[Minus]
2	<input type="checkbox"/>	0000000013	Bidder	1	ABC Corporation	Email	[Print]	[Minus]
3	<input type="checkbox"/>	SCM0000002	Vendor	MAIN	CAMPER'S WAREHOUSE	Email	[Print]	[Minus]
4	<input type="checkbox"/>	SCM0000003	Vendor	MAIN	TRAILBLAZERS	Email	[Print]	[Minus]
5	<input type="checkbox"/>	PUBLIC_AUC	Public	1	This is a Public Event	Email	[Print]	[Minus]

Search for Bidders Dispatch Lines Save Bidders as Group

Save Event Changes GoTo: [Dropdown] Go

< Return to Event Overview

Refresh Add Update/Display

## Key Points:

- Full bid list including vendors, bidders, bidder group and an added ad hoc bidder

# Scenario 1: Create Sourcing Event – IFB

Create an Event

### Event Summary

Business Unit: 3980 Event ID: 0000000076 Round: 1 Version: 1 Event Format: Buy

Event Type:	RFx	Time Zone:	PDT
Event Status:	Posted	Preview Date:	04/21/2014 12:02AM
Event Name:	Generator Repair	Start Date:	04/21/2014 12:02AM
Description:	Repair of Generator	End Date:	04/21/2014 12:25AM
		Copy From:	<input type="text"/> Go

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

- \* Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

**Step 2: Configure Line Items**  
Create line listings for this event.

- \* Line Items
- Item Line Defaults

**Step 3: Select Bidders to Invite**  
Send out targeted invitations to this event, designate it as a public event, or both.

- \* Bidder Invitations

**Step 4: Invite Collaborators**  
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

**Step 5: Post Event**  
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

**Related Links:**

- Document Status Inquiry
- Plan Task Associations
- View All Attachments for Event

Last Updated By: Jon Tugade 04/21/2014 12:17 AM PDT

## Key Points:

- Event Main Page; Event has been approved and an event id has been issued
- Posting will send email invitations to the bid list and post the solicitation to the portal

# Scenario 2: Create Sourcing Event – RFP

---

- Create RFP by Direct Entry
- Workflow Approval
- Bid Evaluation Factor – Cost and Non cost
- Collaboration
- Multi step

# Scenario 2: Create Sourcing Event – RFP

Create an Event

### Event Summary

Business Unit: 3980    Event ID: NEXT    Round: 1    Version: 1    Event Format: Buy

Event Type:	RFX	<a href="#">Change to Auction</a>
Event Status:	Open	
*Event Name:	<input type="text" value="RFP for FI\$Cal Maintenance Support"/>	Time Zone: PDT
Description:	<input type="text" value="FI\$Cal Maintenance Support Staffing Supplement"/>	Preview Date: <input type="text" value="04/21/2014"/> <input type="text" value="12:47AM"/>
		Start Date: <input type="text" value="04/21/2014"/> <input type="text" value="12:47AM"/>
		End Date: <input type="text" value="04/21/2014"/> <input type="text" value="12:47AM"/>
		Copy From: <input type="text"/> <input type="button" value="Go"/>

Required fields reside on pages marked with an asterisk (\*) – you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

- \* Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

**Step 2: Configure Line Items**  
Create line listings for this event.

- \* Line Items
- Item Line Defaults

**Step 3: Select Bidders to Invite**  
Send out targeted invitations to this event, designate it as a public event, or both.

- \* Bidder Invitations

**Step 4: Invite Collaborators**  
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

**Key Points:**

- Direct Entry creation of an RFP solicitation

# Scenario 2: Create Sourcing Event – RFP

Create an Event

### Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 0.00000  
 Event Name: RFP for FI\$Cal Maintenance Support Remaining Bid Factor Weight: 100.00000

**Bid Factors**

Seq Nbr	*Bid Factor	*Type	Weighting
1	<input type="text"/>	<input type="text"/>	0.00000

Question:

Best:  Worst:  UOM:

Select for deletion

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

GoTo:

[< Return to Event Overview](#)

**Key Points:**

- Enter bid factors, select a pre defined bid factor group

# Scenario 2: Create Sourcing Event – RFP

**Search Bid Factor Groups**

Search Criteria

Bid Factor Group Code:  

Business Unit:  

Department:  

Search Results Personalize | Find |  | First  1 of 1  Last

Bid Factor Group Code	Description	Select
1 CONSULTANT	Consultant Bid Factor Group	<input checked="" type="checkbox"/>

**Key Points:**

- Select pre defined bid factor = Consultant

# Scenario 2: Create Sourcing Event – RFP

Create an Event

### Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 100.00000  
 Event Name: RFP for FI\$Cal Maintenance Support Remaining Bid Factor Weight: 0.00000

**Bid Factors**

Seq Nbr: 1 \*Bid Factor: EXPERIENCE \*Type: Text Weighting: 30.00000

Question: How many relevant years of experience does the candidate possess?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required  
 Include on Contract

Ideal: \_\_\_\_\_

▸ Cost Contribution

Add Clauses To Bid Factor

Select for deletion

---

Seq Nbr: 2 \*Bid Factor: TRAVEL \*Type: Yes/No Weighting: 20.00000

Question: Is the candidate willing to travel?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required  
 Include on Contract

Yes/No  
 Yes  No

▸ Cost Contribution

Add Clauses To Bid Factor

Select for deletion

javascript:submitAction\_win0(document.win0,'AUC\_HDR\_WRK\_BID\_FCTR\_GRP\_PB');

**Key Points:**

- Consultant bid factor group brings in 4 individual bid factors

# Scenario 2: Create Sourcing Event – RFP

Select for deletion

Add Clauses To Bid Factor

Seq Nbr: 3 \*Bid Factor: WARRANTY \*Type: Numeric Weighting: 30.00000

Question: What is the length of the product warranty offered on this product?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required  
 Include on Contract

Best: 5.000000 Worst: 1.000000 UOM: YRS

---

Select for deletion

View Bid Factor Clauses

Seq Nbr: 4 \*Bid Factor: RESPONSETIME \*Type: Numeric Weighting: 20.00000

Question: What was the response time in days?

Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required  
 Include on Contract

Best: 0.000000 Worst: 0.000000 UOM:

---

Select for deletion

Add Clauses To Bid Factor

Bid Factor Weighting Total: 100.00000 Remaining Bid Factor Weight: 0.00000

- Key Points:**
- Consultant bid factor group brings in 4 individual bid factors

# Scenario 2: Create Sourcing Event – RFP

Create an Event

### Line Items

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From:   Filtered View: All Lines and Groups

Line Items Personalize | Find | View All |  |  1 of 1

Basic Definition | Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1	<input type="text"/>	PeopleSoft Development Support	SERVICES	MHR	5000.000	160		0.00000

Event Total: 0.0000 USD Line Weighting Total: 0 % Remaining Weight: 100 %

Add Selected Lines to Group:

< Return to Event Overview GoTo:

**Key Points:**

- Enter Line item information

# Scenario 2: Create Sourcing Event – RFP

Create an Event

---

**Invite Bidders**

Business Unit: 3980    Event ID: NEXT    Round: 1    Version: 1    Event Format: Buy    Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | First 1-4 of 4 Last

	Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
1	<input type="checkbox"/>	0000000044	Vendor	STANDARD	Mel's Diner	Email		
2	<input type="checkbox"/>	0000000045	Vendor	1	Robert Half	Email		
3	<input type="checkbox"/>	0000000046	Vendor	1	Onsight Inc	Email		
4	<input type="checkbox"/>	PUBLIC_AUC	Public	1	This is a Public Event	Email		

Search for Bidders      Dispatch Lines      Save Bidders as Group

     GoTo:

[< Return to Event Overview](#)

**Key Points:**

- Invite bidders

# Scenario 2: Create Sourcing Event – RFP

Create an Event

### Event Collaboration Details

Collaboration Due Date:  Time:  [Save As Group](#)

**Invited Collaborators** [Personalize](#) | [Find](#) | [Grid](#) | [First](#) | 1-2 of 2 | [Last](#)

Collaborator Opid	Name	Routing Sequence		
<input type="text" value="EDecker"/>	Decker, Eric	<input type="text" value="1"/>	<a href="#">+</a>	<a href="#">-</a>
<input type="text" value="PManning"/>		<input type="text" value="2"/>	<a href="#">+</a>	<a href="#">-</a>

[Find Collaborators](#)

[OK](#) [Cancel](#) [Refresh](#)

**Key Points:**

- Invite collaborators

### Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

### Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

[Save Event](#) [Route](#) [Save As Template](#) [Preview PDF](#)

### Related Links:

[Document Status Inquiry](#) [Plan Task Associations](#)  
[View All Attachments for Event](#)

[Last Updated By: Jon Tugade 04/21/2014 01:00 AM PDT](#)

[Refresh](#) [Add](#) [Update/Display](#)

# Scenario 2: Create Sourcing Event – RFP

Worklist

Worklist for EDecker: Decker, Eric

Worklist Filters:  Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	
Jon Tugade	04/21/2014	Checkout Event Collaboration	Strategic Sourcing Collaboration		<a href="#">3980_0000000078_1.1.1</a>	<input type="button" value="Mark Worked"/> <input type="button" value="Reassign"/>

## Key Points:

- Collaborator opens his worklist and finds an entry
- Collaborator clicks on the worklist link and accesses the event workbench
- Collaborator checks out the event

Event Workbench

Search Criteria

Event ID:  From Start Date:  To Start Date:  Sort With:

Created By:  From End Date:  To End Date:  Sort Order:

Event Format:  Category:

Event Type:  Item ID:

Event Status:  Description:

Associated With Plan:  Plan Name:

Default Search Preferences

Legend

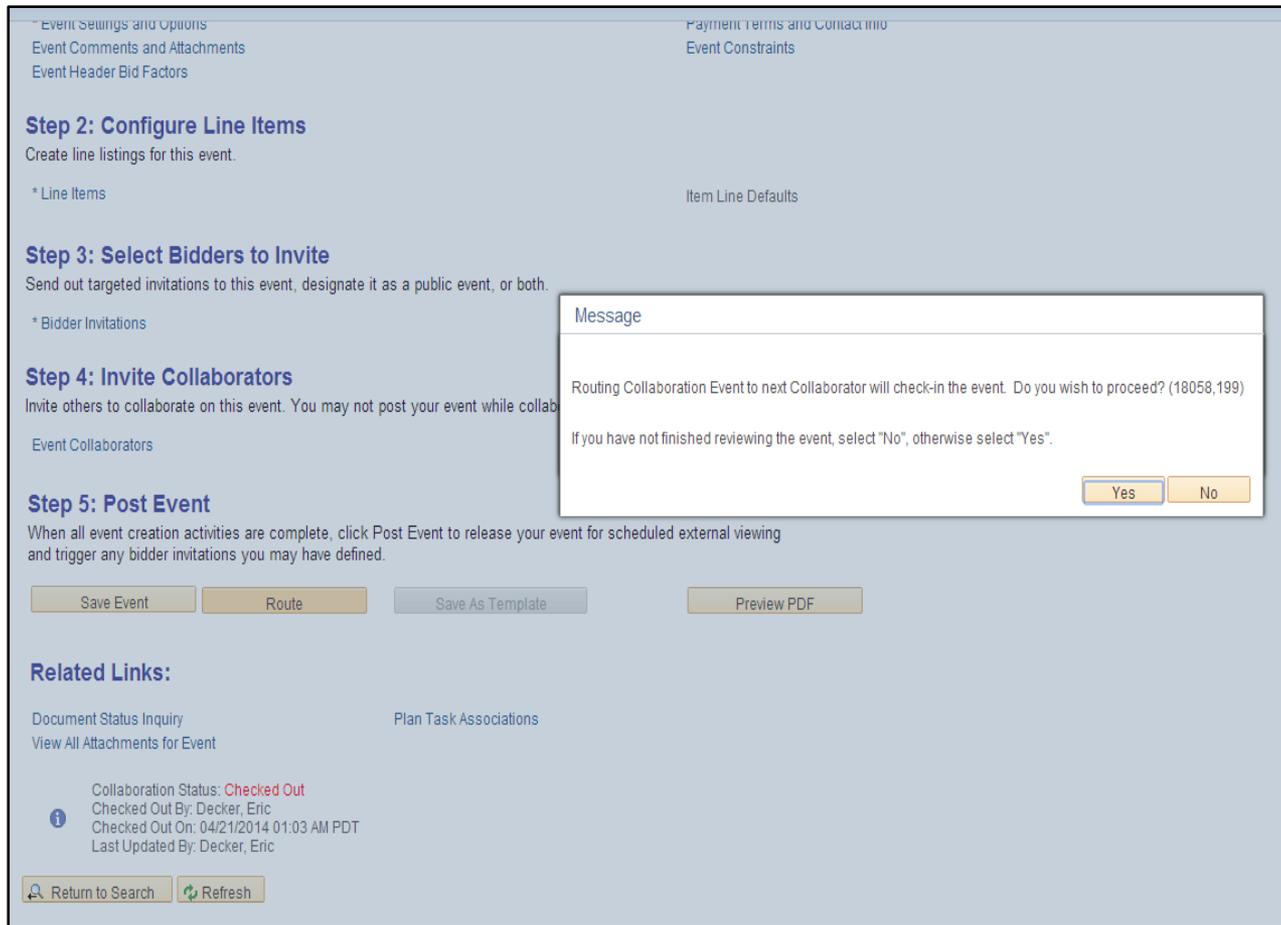
**Collaboration Help**

- In order to collaborate on this Event you must check out the Event first. To check out the Event click the *Collaboration Available* button.
- If the Event is already checked out by another collaborator or the collaboration due date has passed you will see the *Collaboration Checked Out* icon.
- If you want to view the collaboration before checking it out click the *View Collaboration* button.

Search Results

Event ID	Name	Format	Type	Unit	Status	
0000000078	FI\$Cal Application...	Buy	RFX	3980	Collaborating Event	<input type="button" value="View"/> <input type="button" value="Collaborate"/>

# Scenario 2: Create Sourcing Event – RFP



Event Settings and Options  
 Event Comments and Attachments  
 Event Header Bid Factors

**Step 2: Configure Line Items**  
 Create line listings for this event.

\* Line Items  
 Item Line Defaults

**Step 3: Select Bidders to Invite**  
 Send out targeted invitations to this event, designate it as a public event, or both.

\* Bidder Invitations

**Step 4: Invite Collaborators**  
 Invite others to collaborate on this event. You may not post your event while collaborating.

Event Collaborators

**Step 5: Post Event**  
 When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event    Route    Save As Template    Preview PDF

**Related Links:**  
 Document Status Inquiry    Plan Task Associations  
 View All Attachments for Event

Collaboration Status: **Checked Out**  
 Checked Out By: Decker, Eric  
 Checked Out On: 04/21/2014 01:03 AM PDT  
 Last Updated By: Decker, Eric

Return to Search    Refresh

- Key Points:**
- After making changes to the event, Collaborator routes the document to the next step
  - Routing checks the event back in for the next collaborator

# Scenario 2: Create Sourcing Event – RFP

## Worklist

Worklist for JTugade: Jon Tugade

[Detail View](#)

Worklist Filters:

 Feed

### Worklist Items

Personalize | Find | View All |   First 1-2 of 2 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Manning, Peyton	04/18/2014	Review Collaboration	Strategic Sourcing Collaboration	<input type="text"/>	<a href="#">3980.000000075.1.1.3</a>	Mark Worked	Reassign
Manning, Peyton	04/21/2014	Review Collaboration	Strategic Sourcing Collaboration	<input type="text"/>	<a href="#">3980.000000078.1.1.3</a>	Mark Worked	Reassign

### Key Points:

- The final stop of the collaboration is back to the Buyer

# Scenario 2: Create Sourcing Event – RFP

**Review Event Collaboration**

Business Unit: 3980    Event ID: 0000000078    Round: 1    Version: 1  
 Event Name: FI\$Cal Application Support    Format: Buy    Type: RFx

Event Header    Event Lines    Bid Factors    Comments and Attachments    Invited Bidders

Filter By:

Event Parameters    Personalize | Find |    First 1-3 of 3 Last

Collaboration Input    Comments

Field	Name	Date/Time	Action	Value		Update	*Update Action
Description	Original	04/21/2014 1:05:45AM	Update	Staff Augmentation for FI\$Cal Implementation Support		<input type="checkbox"/>	Accept
Description	Decker, Eric	04/21/2014 1:05:45AM	Update	Staff Augmentation for FI\$Cal Implementation Support --- EDecker Changes		<input type="checkbox"/>	Reject ▼
Description	Manning, Peyton	04/21/2014 1:11:07AM	Update	Staff Augmentation for FI\$Cal Implementation Support --- EDecker Changes --- PManning Change		<input type="checkbox"/>	Reject ▼

**Key Points:**

- Buyer had the option to accept or reject collaboration changes

and trigger any other simulations you may have defined.

Save Event    Post    Save As Template    Preview PDF

**Related Links:**

Document Status Inquiry    Plan Task Associations  
 View All Attachments for Event

**Collaboration Update process has completed**  
 The event has been updated according to the chosen collaboration input. Please review event to ensure updates are acceptable.

View Worklist    Previous in Worklist    Next in Worklist    Refresh    Add    Update/Display

# Scenario 3: Enter Bid Response

---

- Bidder Self Service Response Online
- Bidder Self-Service Response Using Excel
- Paper Response Entered by Buyer on Behalf of Bidder
- Two Envelope Process

# Scenario 3: Enter Bid Response

Create Bidder Response

Use Saved Search:

**Search Criteria**

\*Business Unit:   Bidder Type:

Event ID:  Bidder Setid:

Event Format:  Bidder ID:

Event Type:  Name:

Event Name:   Contact Name:

**Search Results** Personalize | Find |  | First 1-4 of 4 Last

Event ID	Event Name	Round	Version	Name	Bidder Type	Setid	Bidder ID	Location
3980-0000000076	Generator Repair	1	1	CAMPER'S WAREHOUSE	Bidder	SHARE	SCM0000002	MAIN
3980-0000000076	Generator Repair	1	1	TRAILBLAZERS	Vendor	SHARE	SCM0000003	MAIN
3980-0000000076	Generator Repair	1	1	ABC Corporation	Vendor	SHARE	0000000013	1
3980-0000000076	Generator Repair	1	1	Romulus High Tech Suppliers	Vendor	SHARE	AUS0000003	MAIN

## Key Points:

- Bidder submitted a paper bid response
- Buyer will enter bid response on behalf of bidder

# Scenario 3: Enter Bid Response

## Enter Bid on Behalf of CAMPER'S WAREHOUSE

Bidder Setid: SHARE Bidder ID: SCM0000002 Bidder Location: MAIN

Event Details Personalize |  First  1-2 of 2  Last

Business Unit	Event ID	Event Round	Event Version	Line Number	Item Description
3980	0000000076	1	1	1	Sump Pump
3980	0000000076	1	1	2	Solenoid Valves

[Enter a New Bid](#)

[Upload Bid](#)

[Download XML Bid Packet](#)

[Accept Invitation](#)

Click Accept Invitation if you intend to respond to this RFx at a later time.

[Decline Invitation](#)

Click Decline Invitation if you do not intend to respond to this RFx

[Return to Create Bidder Response](#)

### Key Points:

- Buyer enters bid on behalf of a bidder

# Scenario 3: Enter Bid Response

## Event Details

Welcome, Jon Tugade  
User: Jon Tugade

---

Event Name:	Generator Repair		<a href="#">Bidding Instructions</a>
Event ID:	3980-0000000076	Bid ID:	New
Event Format/Type:	Sell Event      RFX	Bid Date:	
Event Round:	1	Bid Currency:	<input type="text" value="USD"/> US Dollar
Event Version:	1		
Event Start Date:	04/21/2014 12:02AM PDT		
Event End Date:	Event Completed		

[View/Add General Comments and Attachments](#)

---

[Hide Additional Event Info](#)

---

**Description:**

Repair of Generator

---

Contact:	Jon Tugade	Payment Terms:	
Phone:		Billing Location:	USA - New York
Email:	<a href="mailto:jon.tugade@fiscal.ca.gov">jon.tugade@fiscal.ca.gov</a>	Event Currency:	Dollar
Online Discussion:	<a href="#">Discuss Event in Forum</a>	Conversion Rate:	1.00000000
		Edits to Submitted Bids:	Not Allowed
		Multiple Bids:	Allowed

**Step 1: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 0

### Key Points:

- Bid response header page

# Scenario 3: Enter Bid Response

Description:  
Repair of Generator

Contact: Jon Tugade  
 Phone: jon.tugade@fiscal.ca.gov  
 Email: Discuss Event in Forum  
 Online Discussion: USA - New York  
 Payment Terms: Dollar  
 Billing Location: 1.00000000  
 Event Currency: Not Allowed  
 Conversion Rate: Allowed  
 Edits to Submitted Bids: Multiple Bids:

**Step 1: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 2  
 Lines Responded To: 0  
 Your Total Line Pricing: 10,500.0000 USD

[Hide Line Detail](#)  
 ★ Bid Required [Line Comments/Files](#)

Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	No Bid	Your Total Bid Price		
1	Sump Pump	EA	2.0000	2.0000	4000.000000	<input type="checkbox"/>	8,000.0000 USD	Bid	<a href="#">Comment</a>
2	Solenoid Valves	EA	10.0000	10.0000	250.000000	<input type="checkbox"/>	2,500.0000 USD	Bid	<a href="#">Comment</a>

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Create Bidder Response](#)  
 javascript:submitAction\_win0(document.win0,'GRIDLN\_COMMT\$0');

## Key Points:

- Bid response line information to enter quantity and bid price

# Scenario 3: Enter Bid Response

## Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	04/21/2014 12:33:47AM PDT		
Event ID:	0000000076	Generator Repair			
Event Format:	Sell Event	Round:	1	Version:	1
Start Date:	04/21/2014 12:02AM PDT	End Date:	Event Completed		
Your Total Price:	10,500.00 USD				

### Key Points:

- Confirmation of bid submission

# Scenario 3: Enter Bid Response

## Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	04/21/2014 12:33:47AM PDT		
Event ID:	0000000076	Generator Repair			
Event Format:	Sell Event	Round:	1	Version:	1
Start Date:	04/21/2014 12:02AM PDT	End Date:	Event Completed		
Your Total Price:	10,500.00 USD				

### Key Points:

- Confirmation of bid submission

# Scenario 4: Bid Evaluation and Award

---

- Bid Tabulation / Preferences
- Award to PO
- Award to Contract
- Notifications – Notice of Intent to Award, Winning Bid, Losing Bid, etc.
- Collaboration

# Scenario 4: Bid Evaluation and Award

**Analyze Total**  
 Analyze Total [Analyze Line](#)

Business Unit: 3980    Event ID: 0000000074    Round: 1    Version: 1    Event Name: First Event from Req

Event Format: Buy    Event Type: RFX    Currency: USD    End Date: 04/18/2014 4:20PM PDT    Status: Awarded    Go To:

▸ Bid Analysis and Display Options

**Analysis**

Bidder Name	Robert Half	Mel's Diner
Event Version Responded To:	1	1
Bid Number:	1	1 
Total Bid Amount:	190.0000	300.0000
Total Bid Cost	190.00	300.00
Total Event Score:	100.0000	0.0000
Total Header Cost	0.00	0.00
Total Header Score:	0.0000	0.0000

---

Bid Action:    

Reject Reason:  

Award by Percent:

Hide Bid:    

[Analyze Total](#) | [Analyze Line](#)

**Key Points:**

- Bid Analysis – Header Level

# Scenario 4: Bid Evaluation and Award

**Analyze Total**

Analyze Total      Analyze Line

Business Unit: 3980      Event ID: 0000000074      Round: 1      Version: 1      Event Name: First Event from Req

Event Format: Buy      Event Type: RFx      Currency: USD      End Date: 04/18/2014 4:20PM PDT      Status: Awarded

Go To: ...Analyze Export

▸ Bid Analysis and Display Options

**Analysis**

	Robert Half	Me'l's Diner
Event Version Responded To:	1	1
Bid Number:	1	1
Total Bid Amount:	190.0000	300.0000
Total Bid Cost:	190.00	300.00
Total Event Score:	100.0000	0.0000
Total Header Cost:	0.00	0.00
Total Header Score:	0.0000	0.0000

Bid Action: Award      Award

Reject Reason:

Award by Percent:  100.000

Hide Bid:

Recalculate      Add / Edit Factors      Unhide Bids      <<      <      >      >>

Save      Return to Search      Previous in List      Next in List

Analyze Total | Analyze Line

**Key Points:**

- Bid Analysis – Export to Excel

# Scenario 4: Bid Evaluation and Award

### Bid Analysis Export

**Business Unit:** 3980   
 **Event ID:** 0000000074   
 **Round:** 1   
 **Version:** 1   
 **Event Name:** First Event from Req

**Event Format:** Buy   
 **Event Type:** RFx   
 **Currency:** USD   
 **Finish:** 04/18/14 4:20PM PDT   
 **Status:** Awarded

---

**Analysis Export File Recipients**    Personalize |     First  1 of 1  Last 

	*Name	*Email Address	Notify		
1	Vikas Lad 	jon.tugade@fiscal.ca.gov	<input checked="" type="checkbox"/>		

---

**Filter Bids**

Select the bids you want to include in your Analysis Export file.

Award   
  Counter   
  Disallow   
  Reject   
  <No Action>

Display Disqualified Bids   
  Display Withdrawn Bids

---

**Filter Bid Responses**

Display Delta Responses

  
 [Return to Analyze Event](#)

To create a bid analysis export:
 

1. Enter the email addresses of those you would like to receive the export.
2. Click on the Create Analysis Export button. At this point the Analyze Events pages will be saved, and a process will be kicked off to create the Bid Analysis Export file and email the recipients listed above.
3. Once the email is received, open the XML attachment in Microsoft Excel.

## Key Points:

- Bid Analysis – Export to Excel

# Scenario 4: Bid Evaluation and Award

**Award Details**

[Award Summary](#) | [Review Constraints](#)

Business Unit: 3980 | Event ID: 0000000074 | Round: 1 | Version: 1 | Event Name: First Event from Req

Event Format: Buy | Event Type: RFX | Currency: USD | End Date: 04/18/2014 4:20PM PDT | Status: Awarded | Go To:

Show Award Details to Bidders

Display bids |  Display all bids |  Display bid scores |  Display bid's total bid price |  Display factors

**Award Details** | First 1 of 1 Last

Bidder Name: Mel's Diner | Bidder Type: Vendor | Buyer: BBELL

Award Type:  | Award Currency:  USD | Terms:

PO ID: [Award PO List](#)

Award Number: 1 | Total Award: 300.0000

**Award Lines** | Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price	
1		<input checked="" type="checkbox"/>	first requisiton		EA	3.0000	100.0000	300.0000	

Send Notification On

[Award Details](#) | [Award Summary](#) | [Review Constraints](#)

**Key Points:**

- Award to PO

# Scenario 4: Bid Evaluation and Award

## Create Events

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit:  

Event ID:  

Event Round: 1

Event Version: 1

Event Format:  ▼

Event Type:  ▼

Proxy Bidding (Auctions Only):  ▼

Add

[Find an Existing Value](#) | [Add a New Value](#)

### Key Points:

- Event Creation
- Event Format - RFI



# Scenario 5: Create Solicitation - RFI

---

- RFI is public; no bidders specifically invited
- Request for technical information

# Scenario 5: Create Solicitation - RFI

Create an Event

### Event Bid Factors

Event ID: NEXT Bid Factor Weighting Total: 0.00000  
 Event Name: RFI for System Enhancements Remaining Bid Factor Weight: 100.00000

**Bid Factors**

Seq Nbr: 1 \*Bid Factor:  Type: Numeric Weighting:  + -

Question:   Display Bid Factor?  
 Bid Factor Response Required  
 Ideal Response Required

Best:  Worst:  UOM:

Comments and Attachments [Add Clauses To Bid Factor](#)

Select for deletion

Add Bid Factors by Group [Select Bid Factors](#)

Bid Factor Weighting Total: 0.00000 Remaining Bid Factor Weight: 100.00000

GoTo:

[< Return to Event Overview](#)

**Key Points:**

- Enter Bid Factors

# Scenario 5: Create Solicitation - RFI

Create an Event

---

Invite Bidders

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: RFI Event Type: RFX

Public Event

Bidder Invitation List Personalize | Find | View All | First 1-4 of 4 Last

	Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
1	<input type="checkbox"/>	0000000044	Vendor	STANDARD	Mel's Diner	Email		
2	<input type="checkbox"/>	0000000045	Vendor	1	Robert Half	Email		
3	<input type="checkbox"/>	0000000046	Vendor	1	Onsight Inc	Email		
4	<input type="checkbox"/>	PUBLIC_AUC	Public	1	This is a Public Event	Email		

Search for Bidders Save Bidders as Group

GoTo:

[< Return to Event Overview](#)

**Key Points:**

- Invite Bidders

# Scenario 5: Create Solicitation - RFI

Create an Event

---

## Event Header Comments and Attachments

Event ID: NEXT

Enter Comments View All First 1 of 1 Last

Comments: + -

Please see attached white paper and legislative minutes that describe the new directions provided by the legislature. ?

Send To Bidder     Include On Award    Standard Comments

[Add Attachment](#)

Attachments <span style="float: right;">Personalize ?</span>					First 1 of 1 Last
Attached File	Attachment Description	Display to Bidder	Include On Award	Include in Notifications	
UAT.PO2.02_-_Create_Direct_Purchase_Order.xls	Header Attachment during RFI creation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> -

[OK](#)   [Cancel](#)   [Refresh](#)

### Key Points:

- Event Header Comments and Attachments

# Manage Sourcing Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
<b>Department Event Buyer</b>	Department user that create/modifies solicitation events
<b>Department Event Collaborator</b>	Department user that reviews and provides edits to the solicitation
<b>Department Event Approver</b>	Department user that approves solicitation events
<b>Event Ad Hoc Approver</b>	Department user that added to approve a solicitation approval as needed

# ePro 2 – Administer Vendor Contracts

## Overview

---

- Contract process starts upon notification of award to vendor (the last step of PO 3 Manage Solicitations Process)
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates)
- Process ends when contract is available to departments for procurement of goods and/or services, evaluated for rebid, extension or closeout

# What is included in Wave 2

---

- Contracts will be created for Leveraged Procurement Agreements (LPAs) and departmental contracts
- FI\$Cal contracts will enforce spending against maximum amount and contract term (start and end) dates
- Contracts may be set up for multiple years
- Ordering/release against contracts is via purchase orders
- FI\$Cal contracts will keep track of all the individual PO releases and remaining balance of the contract
- Contract documents may be authored using the Supplier Contracts Management document authoring tool
- A document library will be maintained to contain reusable clauses, configurators, question groups, questions and other document authoring components.

# Contracts Key Terms

Term	Definition
<b>Contract (General)</b>	An agreement between the State and another entity to procure goods or services
<b>Procurement Contract</b>	Also referred to as Vendor Contract. An agreement with an individual or entity (e.g. vendor, grantee, finance/leasing company) that the state will pay. This includes the transactional contract and the contract document.
<b>Transactional Contract</b>	A term used for the contract transaction. A user can perform transactions such as create and maintain contract items, amounts, dates, and prices.
<b>Contract Number</b>	Unique identifier for a contract
<b>Contract Status</b>	Provides Current Status of Contract (Open, Approved, Closed, Canceled, On hold)

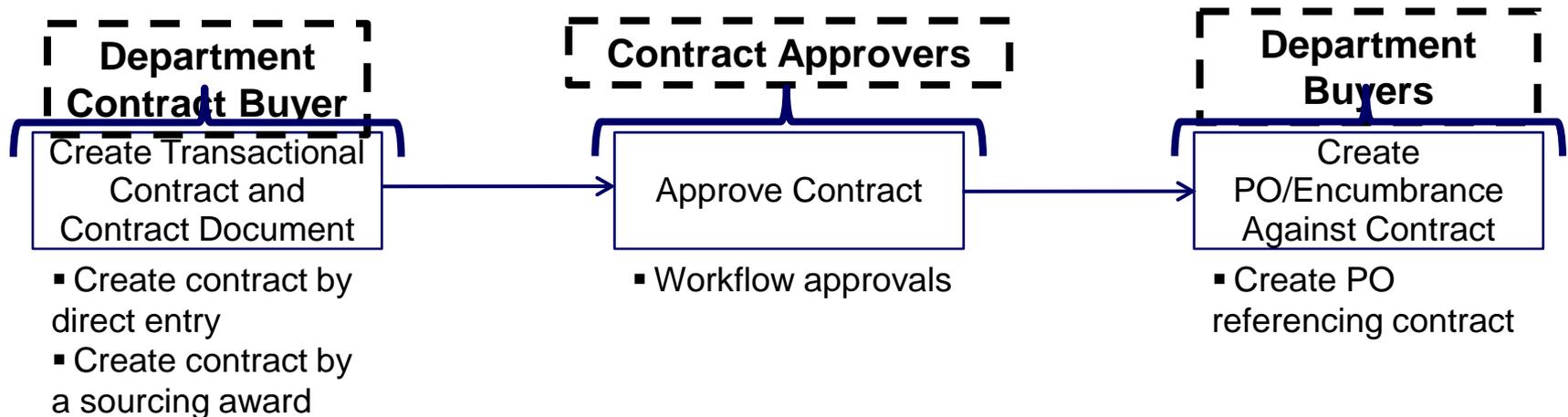
# Contracts Key Terms

<b>Term</b>	<b>Definition</b>
<b>Expiration Date</b>	Date contract becomes unavailable to procure goods and/or services
<b>Maximum Amount</b>	The maximum amount that the contract cannot exceed.
<b>Line Item Contract</b>	Contract line specified by item id/item description
<b>Category Contract Line</b>	Contract line specified by a group of items based on an item category (UNSPSC codes)
<b>Open Item Contract</b>	A contract that allows ordering of goods or services as specified by the contract, e.g. vendor catalog
<b>Spend Threshold</b>	A monetary amount or date criteria for a contract used for triggering contract alert notifications, e.g. against max amount, end date, or renewal date

# Contracts Key Terms

Term	Definition
<b>Contract Document</b>	Document with clauses, terms, and conditions produced using the Supplier Contract Management document authoring feature.
<b>Contract Version</b>	The revision level of a transactional contract. Version control is also used for contract document.
<b>Library</b>	Repository of documents and the building block components – sections, clauses, and document configurators
<b>Clauses</b>	Basic building block of a document; contains wordings that are stored, modified and reused in a document
<b>Sections</b>	Used to group clauses or other sub sections
<b>Document Configurator</b>	Template used for building documents; Made up of clauses, sections and rules

# Contracts Summary Flow

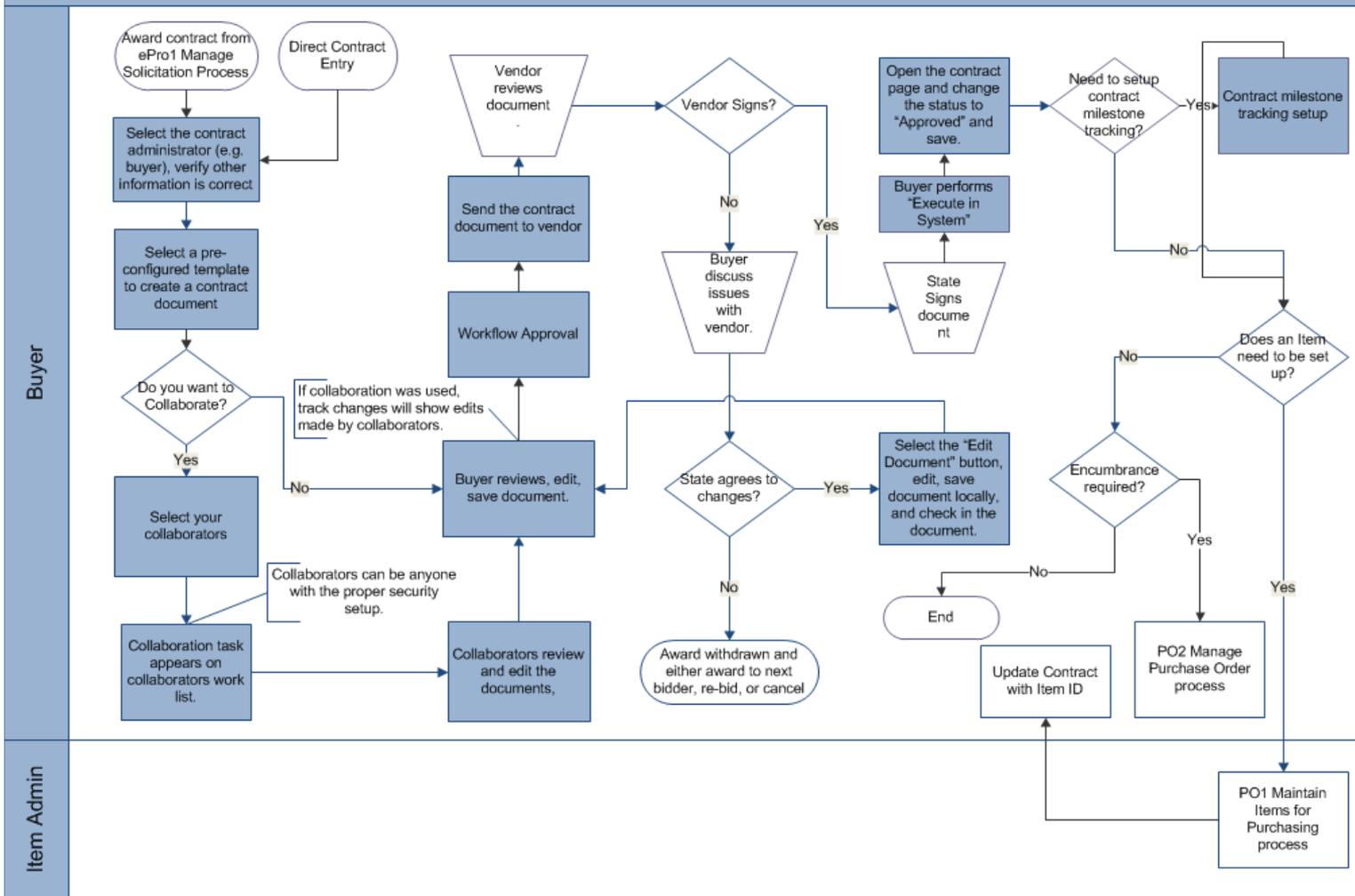


## Key Impacts

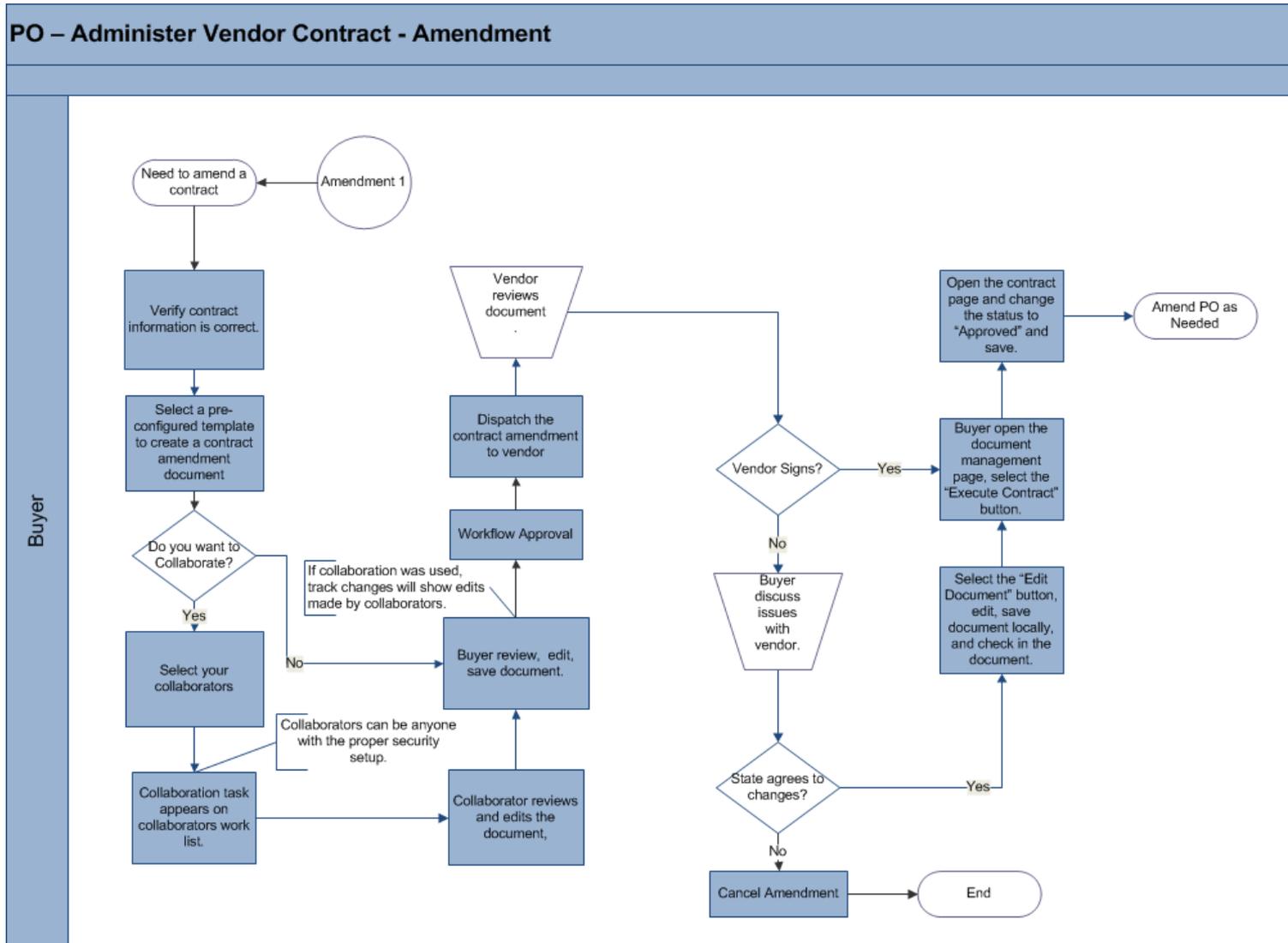
- Contracts may be created by award from Solicitation, direct entry, or copying from an existing contract
- Contract will be either an LPA or a departmental contract
- Contract library is available to create contract documents
- Wet signatures on contracts still needed from vendors
- Purchase Orders are the release mechanism for ordering against a contract

# Administer Vendor Contracts - Detailed Flows

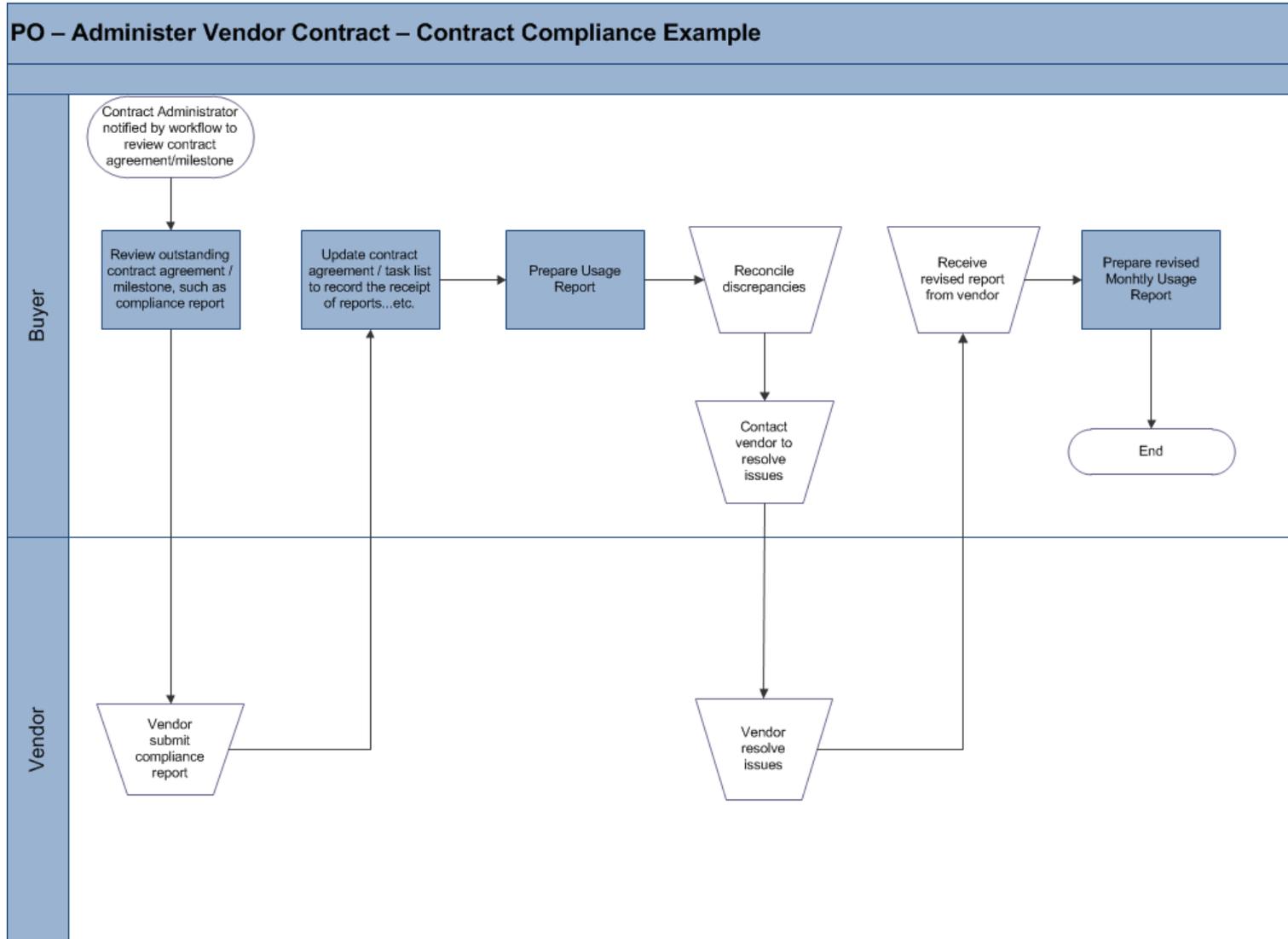
## PO – Administer Vendor Contract – Create Contract



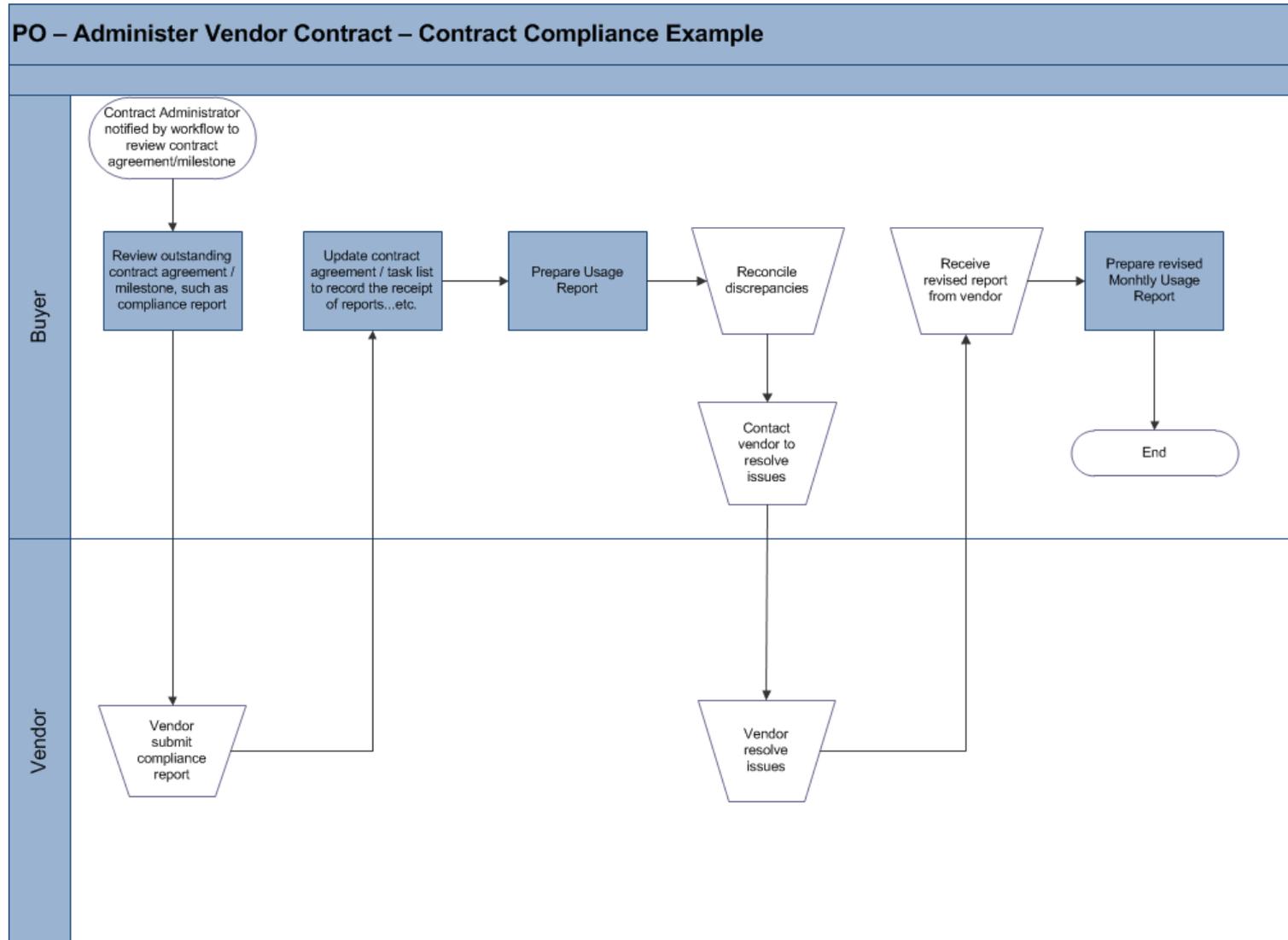
# Administer Vendor Contracts – Detailed Flows



# Administer Vendor Contracts – Detailed Flows

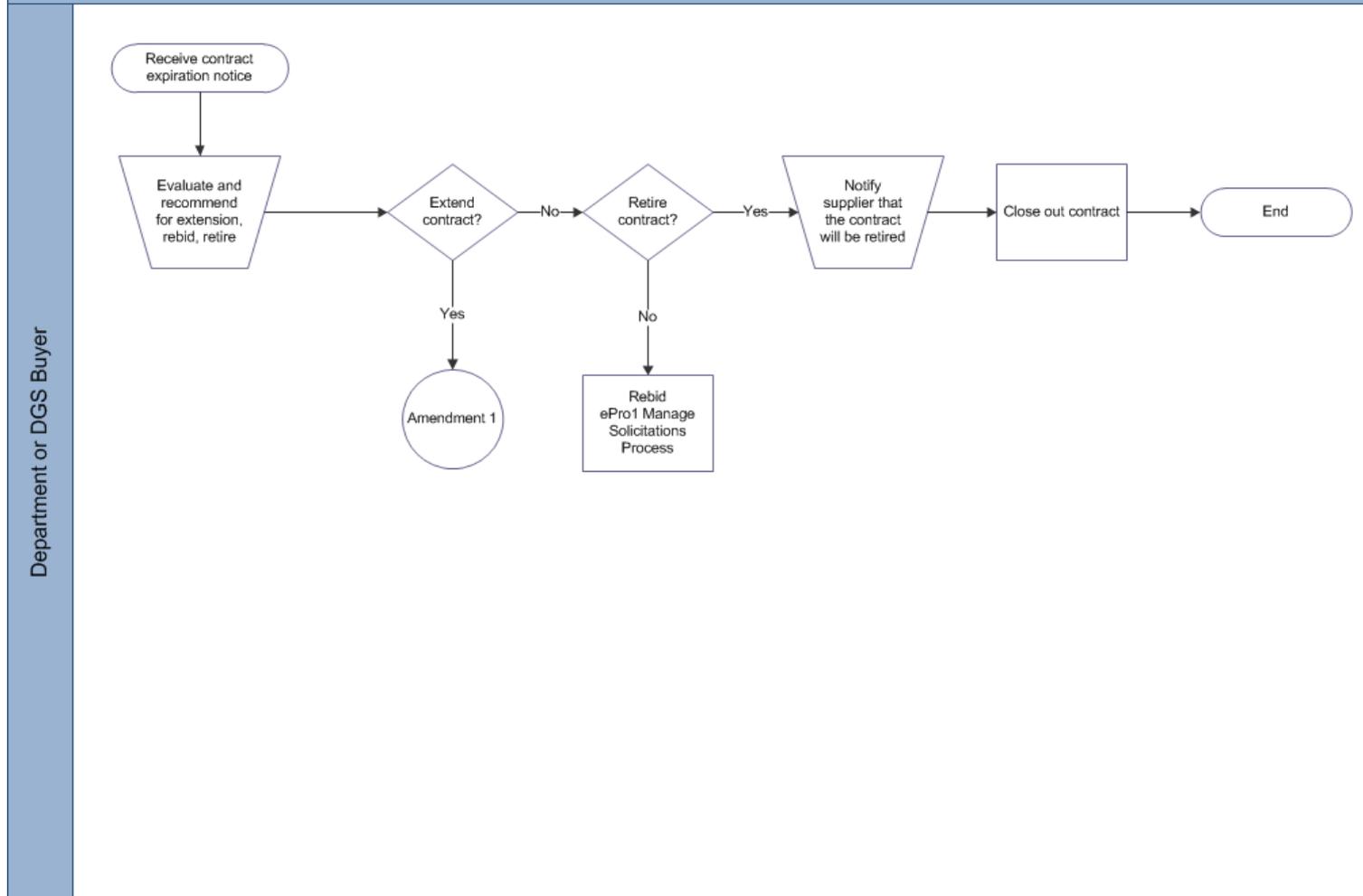


# Administer Vendor Contracts – Detailed Flows



# Administer Vendor Contracts – Detailed Flows

## PO – Administer Vendor Contract – Contract Extension, Rebid, Retire



# Scenario 1: Create System Contract from Solicitation Award

---

- System contract Information flows from the solicitation process
- Review key contract data elements
- Set up date expiration and spend thresholds contract notification alerts
- Establish scheduled contract PO releases
- Referencing Contract in a Purchase Order
- Establish scheduled direct voucher (invoice) payment releases

# Scenario 1: Create Contract from Solicitation Award

**Award Details**

[Award Details](#) | [Award Summary](#) | [Review Constraints](#)

**Business Unit:** 3980 | **Event ID:** 0000000086 | **Round:** 1 | **Version:** 1 | **Event Name:** Facilities Cleanup of Water Treatment Plan

**Event Format:** Buy | **Event Type:** RFx | **Currency:** USD | **End Date:** 04/29/2014 3:57PM PDT | **Status:** Pending Award | **Go To:**

Show Award Details to Bidders

Display bids |  Display all bids |  Display bid scores |  Display bid's total bid price |  Display factors

**Award Details** | First 1 of 1 Last

**Bidder Name:** Onsight Inc | **Bidder Type:** Vendor | **Buyer:** BBELL

**Award Type:** PO Contract | **Award Currency:** Event USD | **Terms:** 45

**PO Business Unit:** 3980

**Award Number:** 1 | **Total Award:** 1,000.0000

**Award Lines** | Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Vndr/Item Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1		<input checked="" type="checkbox"/>	Cleaning and sanitizing services		EA	1.0000	1,000.0000	1,000.0000

Send Notification On

[Award Details](#) | [Award Summary](#) | [Review Constraints](#)

## Key Points:

- Solicitation Step ready to award to a contract
- This page is accessible to the buyer of the solicitation
- Award Type is contract
- Specify Buyer, Terms, and PO Business Unit



# Scenario 1: Create Contract from Solicitation Award

Primary Contact:

Vendor Contract Ref:

Description:

Master Contract ID:

Tax Exempt

Line Item Released Amount: 0.00  
 Category Released Amount: 0.00  
 Open Item Released Amount: 0.00  
 Total Released Amount: 0.00  
 Remaining Amount: 1,000.00  
 Remaining Percent: 100.00

Order Contract Options

Allow Multicurrency PO  Allow Open Item Reference  Must Use Contract Rate Date Rate Date: 04/29/2014  
 Corporate Contract  Adjust Vendor Pricing First  Auto Default  
 Lock Chartfields  Price Can Be Changed on Order  
 PO Defaults Add Open Item Price Adjustments Price Adjustment Template

Contract Items

Catalog Search Item Search Search for Contract Lines

Lines Personalize | Find | View All | First 1 of 1 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold

Line	Item	Description	UOM	Category	Include for Release	Status
1	<input type="text"/>	Cleaning and <input type="text"/>	EA	SERVICES	<input checked="" type="checkbox"/>	Active

View Category Hierarchy Category Search

Contract Categories

Lines Personalize | Find | View All | First 1 of 1 Last

Details Pricing Options Release Amounts Spend Threshold

Line	Category	Description	Status
1	<input type="text"/>	<input type="text"/>	Active

## Key Points:

- Contract Main Page for Cntrct ID 51
- Retake this screenshot to include top of Buyer and Max Amt

# Scenario 1: Create Contract from Solicitation Award

Contract Entry

---

Header Comments

SetID: SHARE Contract ID: 0000000000000000000000051 Version: 1

Retrieve Active Comments Only Retrieve

\*Sort Method: Comment Time Stamp \*Sort Sequence: Ascending Sort

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active Inactivate +

Header Attachment at entered at evt creation

Send to Vendor  Show at Receipt  Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: PAA\_Discussion.docx Attach View Delete  Email

From -> SSE 3980-0000000086

OK Cancel Refresh

## Key Points:

- Contract Header comments available to add free form text, std comments, and attachments
- Multiple comments may be inserted

# Scenario 1: Create Contract from Solicitation Award

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

Contract Entry

Activity Log

Entered

By User: VLad  
Date: 04/29/2014

Modified

By User: VLad  
Date/Time: 04/29/2014 5:34:17PM

Approved

By User:  
Date:

[Return](#)

## Key Points:

- Activity Log – tracks who and when contract was entered, last modified, and approved
- Contract Activities – online log

Contract Entry

Contract Activities

SetID: SHARE Contract ID: 00000000000000000000051 Version: 1

Activities Personalize | Find | View All | First 1 of 1 Last

Version	*Due Date	Done	*Comments
1	1		<input type="text"/>

[OK](#) [Cancel](#) [Refresh](#)

# Scenario 1: Create Contract from Solicitation Award

## Document Status

SetID: SHARE Contract: 000000000000000000000005  
 Document Date: 04/29/2014 Status: Open  
 Currency: USD Document Type: Contract  
 Buyer: Vikas Lad Released Amount:  
 Short Vendor Name: ONSIGHT-001

Associated Document Personalize | Find | View All | First 1 of 1 Last

Documents						
Business Unit	Document Type	DOC ID	Status	Document Date	Location	
3980	Strategic Sourcing Event	0000000086	Awarded	04/29/2014		

[Return to Search](#)

**Key Points:**

- Document status inquiry pulls all associated FI\$Cal document to the contract, e.g., Requisition, solicitation, PO, etc.

# Scenario 1: Create Contract from Solicitation Award

Contract Entry New Window | Help | Personalize Page | 

PO Distributions for Line 1

Contract: 000000000000000000000000051 Version: 1 Line: 1 [Cleaning and sanitizing serv](#)1000.000

Distribution By Business Unit

Business Unit:   SpeedChart:

Distribution

Dist	Percent	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affili
1	100.0000	US001	<input type="text"/>															

**Key Points:**

- Default Funding Information on Contract will be populated in the PO releases; the defaults can be modified on the PO by Buyers

# Scenario 1: Create Contract from Solicitation Award

**Key Points:**

- Contract Options and Contract Lines page

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

Master Contract ID:   Total Released Amount: 0.00

Tax Exempt  Remaining Amount: 1,000.00

Remaining Percent: 100.00

▼ Order Contract Options

Allow Multicurrency PO  Allow Open Item Reference  Must Use Contract Rate Date Rate Date: 04/29/2014

Corporate Contract  Adjust Vendor Pricing First  Auto Default

Lock Chartfields  Price Can Be Changed on Order

PO Defaults Add Open Item Price Adjustments Price Adjustment Template

▼ Contract Items

Catalog Search Item Search Search for Contract Lines

Lines Personalize | Find | View All |  First 1 of 1 Last

Details Order By Amount Item Information Default Schedule Release Amounts Release Quantities Line Groupings Spend Threshold

Line	Item	Description	Amt Only	Merchandise Amount	Release as Milestone		
1	<input type="text"/> <input type="button" value="Q"/>	Cleaning and <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	1,000.00	<input type="checkbox"/>	<input type="button" value="Print"/>	<input type="button" value="+"/> <input type="button" value="-"/>

View Category Hierarchy Category Search

▼ Contract Categories

Lines Personalize | Find | View All |  First 1 of 1 Last

Details Pricing Options Release Amounts Spend Threshold

Line	Category	Description		Status		
1	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="Print"/> <input type="button" value="Refresh"/>	Active	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Correct History

# Scenario 1: Create Contract from Solicitation Award

## Key Points:

- Contract Alert Notifications for Dates, Maximum Amount, and Spend Thresholds
- Contract buyer can add recipients of the notifications

Contract Entry

---

### Thresholds & Notifications

Send Date/Amount Notification       Send Threshold Notification

[Expand All](#)      [Collapse All](#)

▼ **Date Notification**

Notify User when contract is within specified days of Expire Date.

Expire Date:        Notify Days Before Expires:

Expiration Notification Date: 03/30/2015

Notify User when contract is within specified days of Renewal Date.

Renewal Date:        Notify Days Before Renewal:

Renewal Notification Date: 11/17/2014

Notify User when New Contract or Draft is within specified days of Approval Due Date.

Approval Due Date:        Notify Days Before Approval:

Approval Notification Date:

▼ **Maximum Amount Notification**

Notify User when the total contract released amount is either within the specified amount, or within the specified percentage, of the maximum contract amount.

Amount Less than Maximum:  USD

Percent Less than Maximum:

Notification Amount: 900.00

▼ **Spend Threshold Notification**

Notify User when the released amount exceeds the threshold.

Threshold Notification Amount:  USD



# Scenario 1: Create Contract from Solicitation Award

**Frequency**

\*Interval: Monthly

\*On The: 3 3rd Day of

\*Every: 1 Every Month

**Duration**

Until 04/29/2015

For

Times

defined in steps 1 and 2.

Stage

Review Staged Releases

Populate

Next Date	PO Unit	Currency	Rate Type	Vendor Loc
05/03/2014	3980	USD	CRRNT	1
06/03/2014	3980	USD	CRRNT	1
07/03/2014	3980	USD	CRRNT	1
08/03/2014	3980	USD	CRRNT	1
09/03/2014	3980	USD	CRRNT	1
10/03/2014	3980	USD	CRRNT	1
11/03/2014	3980	USD	CRRNT	1
12/03/2014	3980	USD	CRRNT	1
01/03/2015	3980	USD	CRRNT	1
02/03/2015	3980	USD	CRRNT	1
03/03/2015	3980	USD	CRRNT	1
04/03/2015	3980	USD	CRRNT	1

Save Return to Search Notify Refresh

Create Releases | Review Releases

**Key Points:**

- Contract Release Schedule

# Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

## Purchase Order

Business Unit: 3980 PO Status: Approved

PO ID: NEXT Budget Status: Not Chk'd

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 04/29/2014  Vendor Search

\*Vendor: ONSIGHT-001  Vendor Details

\*Vendor ID: 0000000046  Onsignt Inc

\*Buyer: BBELL  Brad Bell

PO Reference: Facilities Cleanup of Water Tr

Header Details: Activity Summary

PO Defaults: Add Comments

PO Activities: Add ShipTo Comments

Receipt Status: Not Recvd

\*Dispatch Method: Print

**Amount Summary**

Merchandise: 1,000.00

Freight/Tax/Misc.: 0.00

Total Amount: 1,000.00 USD

**Add Items From**

Purchasing Kit Catalog Item Search

**Lines**

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Line
1	<input type="button" value="Q"/>	Cleaning and <input type="button" value="Q"/>	SHARE	00000000000000000000000000051 <input type="button" value="Q"/>		1 <input type="button" value="Q"/>	1 <input type="button" value="Q"/>		

View Printable Version  \*Go to:

**Key Points:**

- Referencing a Contract ID on the PO

# Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

## Purchase Order

Business Unit: 3980 PO Status: Approved  
 PO ID: 000000005 Budget Status: Not Chk'd

Copy From:   Hold From Further Processing

**Header**

\*PO Date: 04/29/2014 Vendor Search  
 \*Vendor: ONSIGHT-001 Vendor Details  
 \*Vendor ID: 000000046 Onsign Inc  
 \*Buyer: BBELL Brad Bell

PO Reference: Facilities Cleanup of Water Tr

Header Details: Activity Summary  
 PO Defaults  
 PO Activities: Add Comments, Add ShipTo Comments

Receipt Status: Not Recvd  
 \*Dispatch Method: Print Dispatch

**Amount Summary**

Merchandise: 1,000.00  
 Freight/Tax/Misc.: 0.00 Calculate  
 Total Amount: 1,000.00 USD

**Add Items From**

Purchasing Kit Catalog Item Search

**Lines** Personalize Find View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Cleaning and	1.0000	EA	SERVICES	1000.00000	1,000.00	Approved

View Printable Version Close Short All Lines \*Go to: ... More ...

Save Notify Refresh Add Update/Display

### Key Points:

- Contract auto populates PO line – Description, UOM, Category, Price.



# Scenario 1: Create Contract from Solicitation Award

Maintain Purchase Order

**Purchase Order**

Business Unit: 3980 PO Status: Approved  
 PO ID: 0000000005 Budget Status: Not Chkd

Copy From: [Dropdown]  Hold From Further Processing

▼ Header

\*PO Date: 04/29/2016 Vendor Search  
 \*Vendor: ONSIGHT-001 Vendor Details  
 \*Vendor ID: 0000000046 Onsignt Inc Receipt Status: Not Rec'd  
 \*Buyer: BBELL Brad Bell  
 PO Reference: Facilities Cleanup of Water Tr  
 Header Details: Activity Summary  
 PO Defaults: Add Comments  
 PO Activities: Add ShipTo Comments

Dispatch Calculate

00 USD

Message  
 PO Date is greater than Contract expire date of 04/29/2015 on line 1. (10400,289)  
 OK

Add Items From  
 Purchasing Kit Catalog Item Search

Lines Personalize Find View All First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Cleaning and	1.0000	EA	SERVICES	1000.00000	1,000.00	Approved

View Printable Version Close Short All Lines \*Go to: ... More ...

Save Notify Refresh Add Update/Display

**Key Points:**

- Error when user tries to create an order outside of the term dates



# Scenario 1: Create Contract from Solicitation Award

## Contract Entry

Find an Existing Value
Add a New Value

SetID:

Contract ID:

Contract Process Option: Purchase Order ▼

General Contract

Prepaid Voucher

Prepaid Voucher w/ Advance PO

Purchase Order

Recurring PO Voucher

Recurring Voucher

Release to Single PO Only

Add

Find an Existing Value | Add a New Value

### Key Points:

- Contract Process Options
- Recurring Voucher – allows creation of voucher payments directly without a PO

# Scenario 2: Create Contract by Direct Entry

---

- Contract entered online
- Copy features available
- Use category line and open item contract
- Create new version (Amendment) of existing contract
- Contract Agreement
- Contract Activity

# Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

Contract Entry  
Contract

SetID: SHARE [Copy From Contract](#)  
 Contract ID: NEXT  
 Status: **Open** (highlighted in red)  
 Administrator/Buyer: VLad [Vikas Lad](#) [Add a Document](#)

**Contract Version**  
 Version: 1 Status: Current  
 Approval Due Date:

[Header](#)  
 Process Option: Purchase Order  
 Vendor: MELS-001 [Vendor Search](#)  
 \*Vendor ID: 0000000044 [Mel's Diner](#)  
 \*Begin Date: 04/29/2014  
 Expire Date: 05/31/2014  
 Renewal Date: 05/15/2014  
 Currency: USD [CRRNT](#)  
 Primary Contact:   
 Vendor Contract Ref:   
 Description:   
 Master Contract ID:   
 Tax Exempt

[Add Comments](#)  
[Contract Activities](#)  
[Primary Contact Info](#)  
[Contract Header Agreement](#)  
[Contract Releases](#)

[Activity Log](#)  
[Document Status](#)  
[Thresholds & Notifications](#)

**Amount Summary**  
 Maximum Amount: 0.00 USD  
 Line Item Released Amount: 0.00  
 Category Released Amount: 0.00  
 Open Item Released Amount: 0.00  
 Total Released Amount: 0.00

## Key Points:

- Status of Contract is Open when new Contract is created
- Approval Due date is date by which Contract should be approved

# Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

Master Contract ID:

Tax Exempt

Open Item Released Amount: 0.00  
 Total Released Amount: 0.00

**Order Contract Options**

Allow Multicurrency PO     Allow Open Item Reference     Must Use Contract Rate Date    Rate Date: 04/29/2014  
 Corporate Contract     Adjust Vendor Pricing First     Auto Default  
 Lock Chartfields     Price Can Be Changed on Order

[PO Defaults](#)    [Add Open Item Price Adjustments](#)    [Price Adjustment Template](#)

**Contract Items**

[Catalog Search](#)    [Item Search](#)    [Search for Contract Lines](#)

**Lines**    Personalize | Find | View All |  |     First 1-2 of 2 Last

[Details](#) | [Order By Amount](#) | [Item Information](#) | [Default Schedule](#) | [Release Amounts](#) | [Release Quantities](#) | [Line Groupings](#) | [Spend Threshold](#)

Line	Item	Description	UOM	Category	Include for Release	Status
1	<input type="text"/>	Desktop	EA	81111507	<input checked="" type="checkbox"/>	Active
2	<input type="text"/>	Laptop	EA	81111507	<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#)    [Category Search](#)

**Contract Categories**

**Lines**    Personalize | Find | View All |  |     First 1 of 1 Last

[Details](#) | [Pricing Options](#) | [Release Amounts](#) | [Spend Threshold](#)

Line	Category	Description	Status
1	ACCESSORIES	Accessories	Active

## Key Points:

- Lines section captures the information of the Items on the Contract
- Contract Categories captures the information of the UNPSC

# Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

Contract Entry

### Contract Item Line Agreement Assignments

SetID: SHARE      Contract Status: Open      Version: 1  
 Contract ID: NEXT      Begin Date: 04/29/2014  
 Vendor: MELS-001      Expire Date: 05/31/2014  
 Contract Line: 1      Line Status: Active  
 Item ID: Desktop

**Agreements** Find | View All    First 1 of 1 Last

\*Sequence: 10       include in Contract Document  
 \*Agreement Code: AG\_PRICE      Compliance Status: Not Set  
 \*Description: No Price Increase  
 \*Result Type: Date  
 Negotiated Result: 04/29/2014  
 Target Date: 07/28/2014  
 Notification Comments: No Price Increase  
 Financial Implication: None

[Clause Assignments](#)      [Notification Assignments](#)

**Verification Steps** Personalize | Find | View All    First 1 of 1 Last

*Step	Description	*Step Owner	*Verification Method	*Due/Start Notify Date	Activity Status
10	Invoice Price Verificaton	Dixon,Margaret	On Line Verification with Y/N	07/28/2014	Not Started

## Key Points:

- Contract Item Line Agreement Assignments defines the line Agreements for the Contract line

# Scenario 2: Create Contract by Direct Entry

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

Contract Entry

Header Comments

SetID: SHARE Contract ID: NEXT Version: 1

\*Sort Method: **Comment Time Stamp** \*Sort Sequence: Ascending **Sort**

Comments Find | View All First 1 of 1 Last

Use Standard Comments Comment Status: Active **Inactivate** **Undo** +

Send to Vendor  Show at Receipt  Copy to Purchase Order

Show at Voucher

Associated Document

Attachment: **Attach** View Delete  Email

From -> CNT SHARE-NEXT

**OK** **Cancel** **Refresh**

## Key Points:

- Header Comments to capture the header comments for the contract

# Scenario 2: Create Contract by Direct Entry

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

Contract Entry

Contract Activities

SetID: SHARE Contract ID: NEXT Version: 1

Activities Personalize | Find | View All | First 1-2 of 2 Last

Version	*Due Date	Done	*Comments
1	1 04/29/2014	<input type="checkbox"/>	Contract Created
2	1 04/30/2014	<input type="checkbox"/>	Contract Review

OK Cancel Refresh

## Key Points:

- Contract Activities pages is used to capture the contract related activities

# Scenario 2: Create Contract by Direct Entry

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

Contract Entry

**Contract Header Agreement Assignments**

SetID: SHARE Contract Status: Open Version: 1  
 Contract ID: NEXT Begin Date: 04/29/2014  
 Vendor: MELS-001 Expire Date: 05/31/2014

**Agreements** Find | View All | First 1 of 1 | Last

\*Sequence: 10  Include In Contract Document  
 \*Agreement Code: AG\_WARRANTY Compliance Status: Not Set  
 \*Description: Copy of warranty received  
 \*Result Type: Yes/No  
 Negotiated Result:   
 Target Date: 05/29/2014  
 Notification Comments: Supplier agrees to provide a copy of agreed upon warranty within the specified number of days from the contract start date.  
 Financial Implication:

[Clause Assignments](#)      [Notification Assignments](#)

**Verification Steps** Personalize | Find | View All | First 1-2 of 2 | Last

*Step	Description	*Step Owner	*Verification Method	*Due/Start Notify Date	Activity Status
10	Provide copy of warranty		Attaching Supporting Docume	05/29/2014	Not Started
20	Verify receipt of warranty	Calvin Roth	On Line Verification with Y/N	05/29/2014	Not Started

## Key Points:

- Header Comments to capture the header comments for the contract

# Scenario 2: Create Contract by Direct Entry

Favorites ▾ | Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

Contract Entry

---

Activity Log

Entered

By User:  
Date : 04/29/2014

Modified

By User:  
Date/Time :

Approved

By User:  
Date :

Return

## Key Points:

- Activity log show the details about who entered, modified, approved the contract

# Scenario 2: Create Contract by Direct Entry

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

Contract Entry

### Thresholds & Notifications

Send Date/Amount Notification       Send Threshold Notification

Expand All      Collapse All

▼ Date Notification

Notify User when contract is within specified days of Expire Date.

Expire Date:        Notify Days Before Expires:

Expiration Notification Date:

Notify User when contract is within specified days of Renewal Date.

Renewal Date:        Notify Days Before Renewal:

Renewal Notification Date:

Notify User when New Contract or Draft is within specified days of Approval Due Date.

Approval Due Date:        Notify Days Before Approval:

Approval Notification Date:

▷ Maximum Amount Notification

▷ Spend Threshold Notification

▼ Notification Assignments Personalize | Find | View All |  |       First ◀ 1-2 of 2 ▶ Last

	Notification Type	User ID	User Description	Email Address		
1	Expiration	<input type="text" value="VLad"/> <input type="button" value="Q"/>	Vikas Lad	vikas.lad@fiscal.ca.gov	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Draft Approval	<input type="text" value="VLad"/> <input type="button" value="Q"/>	Vikas Lad	vikas.lad@fiscal.ca.gov	<input type="button" value="+"/>	<input type="button" value="-"/>

## Key Points:

- Thresholds & Notifications page is used to define the

# Scenario 3: Adding a Contract Document to the Transactional Contract

---

- Add contract document to a transactional contract
- Amend contract document

# Scenario 3: Adding a Contract Document to the Transactional Contract

Favorites ▾ | Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

---

Contract Entry

Contract

SetID: SHARE Contract Version  
 Contract ID: 0000000000000000000000000053 Version: 1 Status: Current  
 \*Status:  Approval Due Date:   
 Administrator/Buyer:  **Add a Document**

Header

## Key Points:

- Add a document will allow user to add Contract document to Contract

# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

## Create Document

Source: Purchasing Contracts [Return to Document Search](#)  
 SetID: SHARE Contract ID: 00000000000000000000000000000053  
 Vendor: Mel's Diner

\*Document Type:

Configurator ID:   Standard document for procurement of services

\*Description:

\*Administrator:    
 Sponsor:    
 Department:

Cycle Start Date: 04/30/2014 Cycle Due Date: 05/06/2014

Use Wizard Responses from Document: (<Select Document>)

[Internal Contacts/Signers](#)  
 [External Contacts/Signers](#)  
[Document View Access](#)

**Key Points:**

- Select a Configurator ID

# Scenario 3: Adding a Contract Document to the Transactional Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

ORACLE

### Configurator Selection Wizard

SetID: SHARE  
 Wizard ID: PURCHASING\_SELECTOR\_WIZARD Description: Selector Wizard for Purchasing Contracts

Question Groups First 1 of 1

Question Group: PURCHASING\_SELECTOR Previous Finish

Questions

^^Select the type of purchasing contract: Services ▾

Previous Finish

\* Required Question Configurator ID found: SERVICES\_STD, press Finish to complete selection.  
 ^Navigational Question

Cancel

**Key Points:**

# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

## Create Document

Source: Purchasing Contracts [Return to Document Search](#)  
 SetID: SHARE Contract ID: 000000000000000000000000053  
 Vendor: Mel's Diner  
 \*Document Type:   
 Configurator ID:  [Standard document for procurement of services](#)  
  
 \*Description:   


---

 \*Administrator:  [Vikas Lad](#)  
 Sponsor:   
 Department:   
 Cycle Start Date: 04/30/2014 Cycle Due Date: 05/06/2014  


---

 Use Wizard Responses from Document: (<Select Document>)

[Internal Contacts/Signers](#)  
 [External Contacts/Signers](#)  
[Document View Access](#)

### Key Points:

Click Create Document button to start creating the document for the contract

# Scenario 3: Adding a Contract Document to the Transactional Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

### Wizard Execute - Document Creation

Wizard ID: PURCHASES\_STD\_01      Description: Standard Wizard for purchased goods  
 Wizard Instructions: This wizard to be used on the majority of procurement related contracts.

**Question Groups** First 1 of 2

Question Group: CONTRACT\_SPECIALIST\_PART1     

Group Instructions: Used for new contracts. Selected values will be copied from requester responses from the request for contract request wizard.

**Questions**

\*Provide a summary of the purpose for this contract:

Additional information/instructions for the contract specialist (Requestor / Optional)

\*\*What are you intending to procure with this contract?

Contract Warranty level?

\* Required Question  
 \* Navigational Question

## Key Points:

Enter the response for the Questions which are part of Document Creation Wizard

# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

## Wizard Execute - Document Creation

**Wizard ID:** PURCHASES\_STD\_01      **Description:** Standard Wizard for purchased goods  
**Wizard Instructions:** This wizard to be used on the majority of procurement related contracts.

**Question Groups** First 2 of 2

**Question Group:** CONTRACT\_SPECIALIST\_PART2      [Previous](#)      [Finish](#)  
**Group Instructions:** Used for new contracts. Selected values will be copied from requester responses from the request for contract request wizard.

**Questions**

^\*Will this contract provide an automatic extension at expiration?     

[Previous](#)      [Finish](#)

\* Required Question      [Save for Later](#)  
 ^Navigational Question

[Cancel](#)

**Key Points:**

Click Finish to create a document

# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

### Document Management [Return to Document Search](#)

**SetID:** SHARE      **Contract ID:** 0000000000000000000000053  
**Vendor:** Mel's Diner  
**Document Type:** Standard Contract Document  
**Description:** Service Document  
**Administrator:** Vikas Lad  
**Sponsor:**      **Department:**

---

**Version:** 0.00      **Created On:** 04/30/14 2:16AM      [Document Details](#)  
**Status:** Draft      **Last Modified On:** 04/30/14 2:12AM

---

<b>View and Edit Options:</b> <input type="button" value="View Document"/> <input type="button" value="Edit Document"/> <a href="#">Add Attachments/Related Documents</a> <a href="#">Document Modification Summary</a> <a href="#">Document Version History</a>	<b>Review and Approval:</b> <input type="button" value="Route Internally"/> <input type="button" value="Route Externally"/> <input type="button" value="Preview Approval"/> <input type="button" value="Submit for Approval"/> <a href="#">Internal Contacts/Signers</a> <a href="#">External Contacts/Signers</a> <a href="#">Document View Access</a>	<b>Other Document Actions:</b> <input type="button" value="Send to Contacts"/> <input type="button" value="Refresh Document"/> <input type="button" value="Recreate Document"/> <input type="button" value="Create Executive Summary"/> <input type="button" value="Deactivate Document"/> <a href="#">Generation Log</a>
---	--	---

## Key Points:

Document Management page will allow to View / Edit document, route document for approval

# Scenario 3: Adding a Contract Document to the Transactional Contract

## Key Points:

Sample Contract document

AGREEMENT FOR PROCURMENT OF SERVICES  
 BETWEEN  
 THE REGENTS OF THE UNIVERSITY OF PLEASANTON  
 AND  
 Mel's Diner  
 (CONTRACT NUMBER: 0000000000000000000000053)

This AGREEMENT FOR PROCURMENT OF SERVICES is made between THE REGENTS OF THE UNIVERSITY OF PLEASANTON (University) a Pleasanton Constitutional Corporation, Pleasanton, and Mel's Diner (Supplier).

### 1. Description of Service(s)

Supplier hereby agrees to provide all Services defined in Exhibit A and to comply with all deliverables as described within this agreement. The company shall use reasonable efforts to direct applicable requests of such Services to Supplier under this Agreement. Unless otherwise expressly stated herein, this Agreement does not confer on Supplier the right to be the exclusive provider of any specific Services to the company.

### 2. Term of Agreement

The initial term of this Agreement will begin on April 30, 2014 and end on May 30, 2014. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is mutually beneficial relationship, the Agreement may be extended in writing for up to 2 additional years. Time is of the essence in this Agreement.

### 3. Performance Standard

Supplier agrees to perform and provide any necessary support for the Products and/or Services described in this Agreement to the satisfaction of the University and with the standard of care and skill of an expert regularly rendering services of the type required by this Agreement and in conformance with state and federal law.



# Scenario 3: Adding a Contract Document to the Transactional Contract

Favorites ▾ Main Menu ▾ > Procurement Contracts ▾ > Add/Update Contracts

**ORACLE**

## Check In Document

Select the desired versioning option and enter a brief description describing the changes. Click the OK button to proceed and you will then be prompted to enter the filename for where the file you are checking in resides.

SetID: SHARE Contract ID: 00000000000000000000000000000053

Vendor: Mel's Diner

Version:

Same Version (0)

Minor Version (0.01)

Major Version (1.00)

\*Comments:

OK Cancel

**Key Points:**

Click Check In Document and select the Version and enter comments

Click OK to upload the updated document

### Check In Document

Help

Browse...

Upload Cancel

# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

### Document Approval Status

SetID: SHARE      Contract ID: 0000000000000000000000053  
 Vendor: Mel's Diner

[Review/Edit Approvers](#)

#### Owner Review

[:Initiated](#) [+ Start New Path](#)

Final Review by Owner

**Not Routed**


Vikas Lad  
Contract Owner

[+ →](#)      [← +](#)

[Preview Approval](#)      [Submit for Approval](#)

[Return to Document Management](#)

**Key Points:**

Preview Document approval



# Scenario 3: Adding a Contract Document to the Transactional Contract

[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

**ORACLE**

**Document History**

SetID: SHARE Contract ID: 0000000000000000000000053  
 Vendor: Mel's Diner

Document Action:  [View Source Version History](#) [Return to Document Management](#)

Document History [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) | First 1-10 of 10 Last

Action/Version	Comments	Document Details				
DateTime	Document Action	Last User to Take Action	Version	View Executive Summary	View Attachments	Details
04/30/14 5:18PM	Canceled Executive Check Out	Vikas Lad	0.01			
04/30/14 5:18PM	Checked Out Executive Summary	Vikas Lad	0.01			
04/30/14 5:17PM	Create Executive Summary	Vikas Lad	0.01			
04/30/14 5:17PM	Approved	Vikas Lad	0.01			
04/30/14 5:14PM	Submitted for Approval	Vikas Lad	0.01			
04/30/14 5:13PM	Checked In	Vikas Lad	0.01			
04/30/14 5:08PM	Checked Out	Vikas Lad	0.00			
04/30/14 2:20AM	Stop External Collaboration	Vikas Lad	0.00			
04/30/14 2:20AM	Routed for External Review	Vikas Lad	0.00			
04/30/14 2:16AM	Initial Version Created	Vikas Lad	0.00			

**Key Points:**

Document History displays the detail about the Document version

# Contracts Department Roles

FI\$Cal End-User Role	Responsibilities
Department Contract Buyer	Department user that creates/modifies transactional contracts
Department Contract Collaborator	Department user that reviews and provides suggested markups to contracts prior to approval and posting
Department Contract Approver	Department user that approves transactional contracts
Contract Ad Hoc Approver	Department user that approves transactional contracts when added ad hoc to the approval

# Contracts Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department Contract Document Author	Department user that creates/modifies contract documents
Department Contract Document Approver	Department user that approves contract documents
Contract Document Ad Hoc Approver	Department user that approves contract documents when added as an ad hoc approver
DGS Contract Document Approver	Control Department user from DGS that approves contract or ad hoc documents
OLS Document Approver	Control Department user from DGS-OLS that approves contract or ad hoc documents

# Contracts Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department Doc Library Administrator	Department user that manages (add, remove, or change components) the document library
DGS Doc Library Administrator	DGS user that manages (add, remove, or change components) the document library

# FI\$Cal SCPRS Overview

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- FI\$Cal departments do not have to report their orders and contracts to SCPRS; these information are already captured in FI\$Cal and ready to be extracted for reporting
- Future Wave, Exempt, and Deferred departments will be reporting their orders and contract in FI\$Cal using online entry or spreadsheet upload

# FI\$Cal CSCR Overview

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- FI\$Cal CSCR will be available in Wave 2 for the following functions:
  - Posting Solicitation advertisements
  - Vendors can post contractor ads to seek sub-contractors, or sub contractors may post ads looking for prime contractors
  - Progress Payments are being posted in FI\$Cal's Enhanced Procurement Portal

# Public Searches Overview

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- Searches will be made available to the public, bidder/vendor community and state staff from FI\$Cal's Enhanced Procurement Portal
- Searches available include:
  - Search for contracts and purchase orders
  - Search for bid opportunities
  - Search for bidders, vendors, and certified firms

# Enhanced Procurement Portal Overview

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- A portal for external facing applications will be provided by FI\$Cal
- The portal will include the following:
  - Bidder and Vendor self service registration
  - Bidder and Vendor log in to perform inquiries and tasks in FI\$Cal
  - Public Searches FI\$Cal SB/DVBE Certification
  - FI\$Cal CSCR
  - FI\$Cal SCPRS

# Technology Considerations – Conversions

Conversion	Definition
1	Proposed Open PO Conversion program to support split schedules and split funding
2	P-Card cardholder profile conversion
3	Open Advertised Solicitations
4	Active LPAs
5	Active Departmental Contracts
6	Vendors

# Technology Considerations – Interfaces

Interface	Definition
1	P-Card monthly statement interface - inbound
2	US Bank to FI\$Cal Synchronization of cardholder data - inbound
3	Punchout Integration with vendors catalogs – inbound
4	Punchout Integration at PO Dispatch – outbound

# Next Steps

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- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015

# Role Mapping Working Session

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- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI\$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:

**FI\$Cal Project site**  
**2000 Evergreen Street**  
**Jade Auditorium**  
**Thursday, November 6, 2014**  
**9:00 a.m. – 11:00 a.m.**

\*Remote Dial-In will be available to those geographically dispersed

# Purchasing W2 Change Impact Activity

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- Description:
  - FI\$Cal walk through one example change impact
  - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool
- Roles:
  - **Facilitator** – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Time:
  - You will have 30 minutes for this activity.

# Question and Answer

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FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

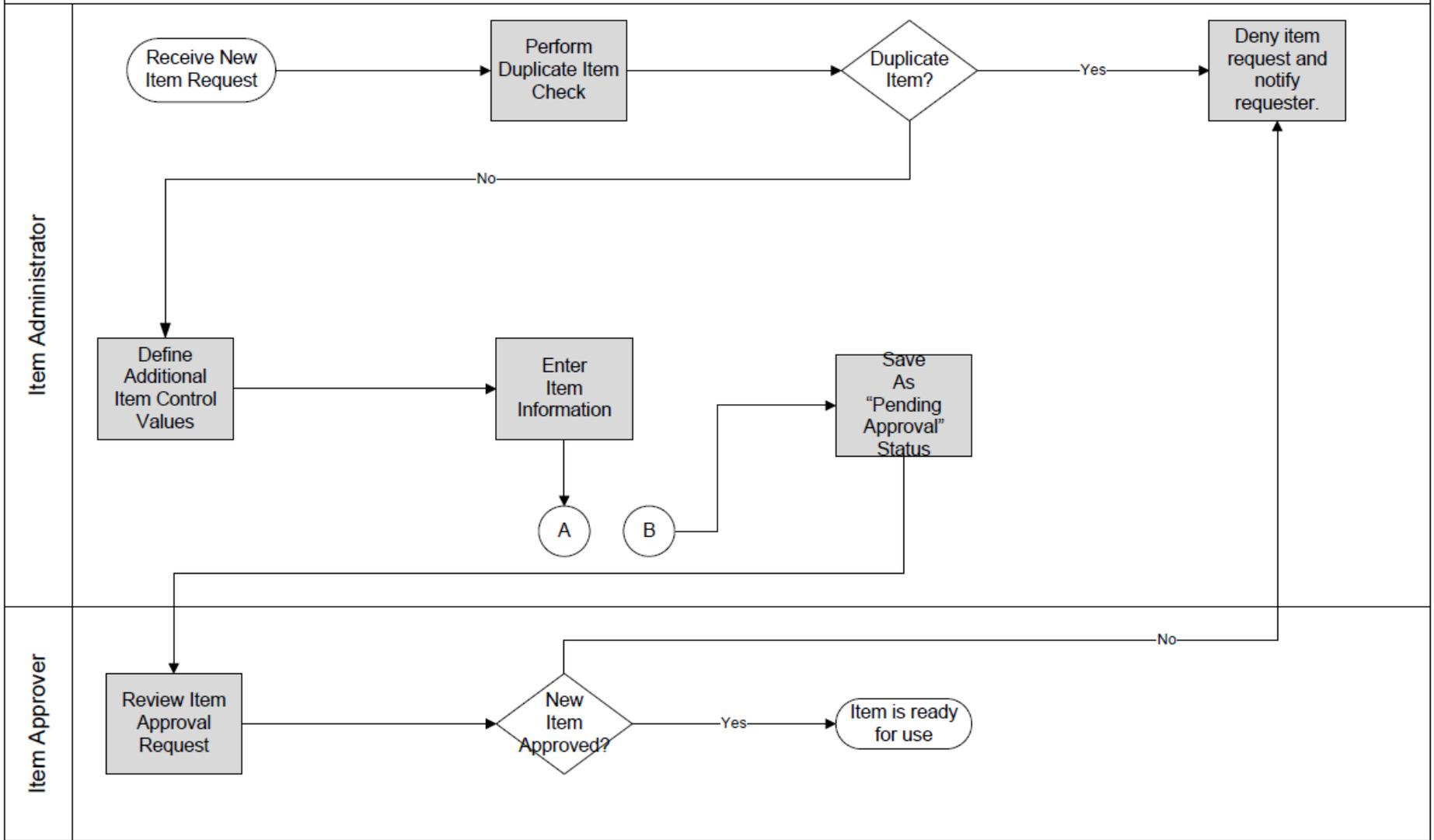
or e-mail the FI\$Cal Project Team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

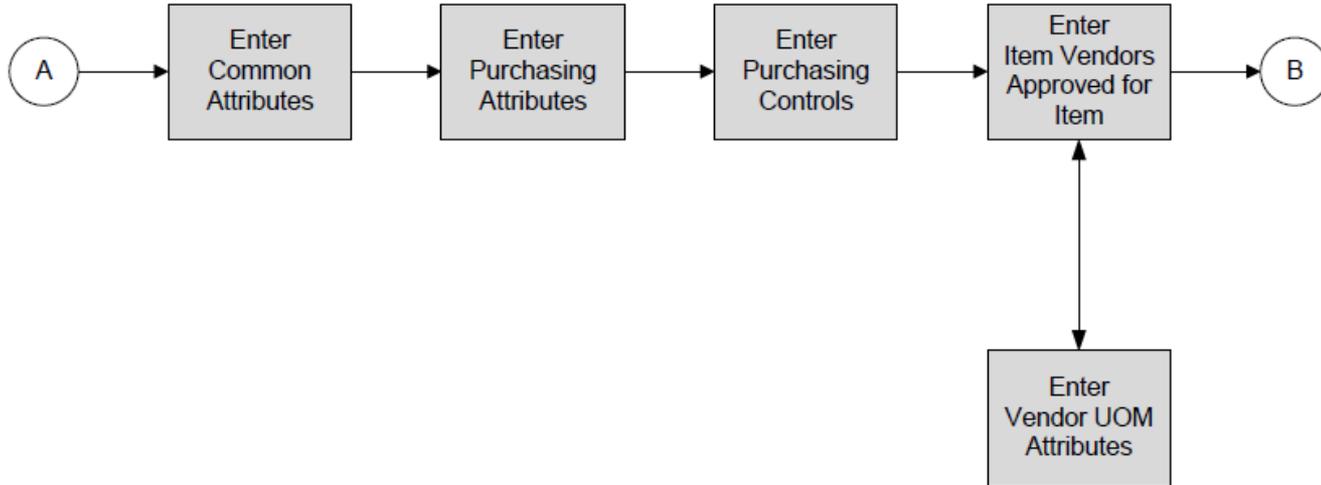
# Appendix

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# Manage Item For Purchases – Define Item

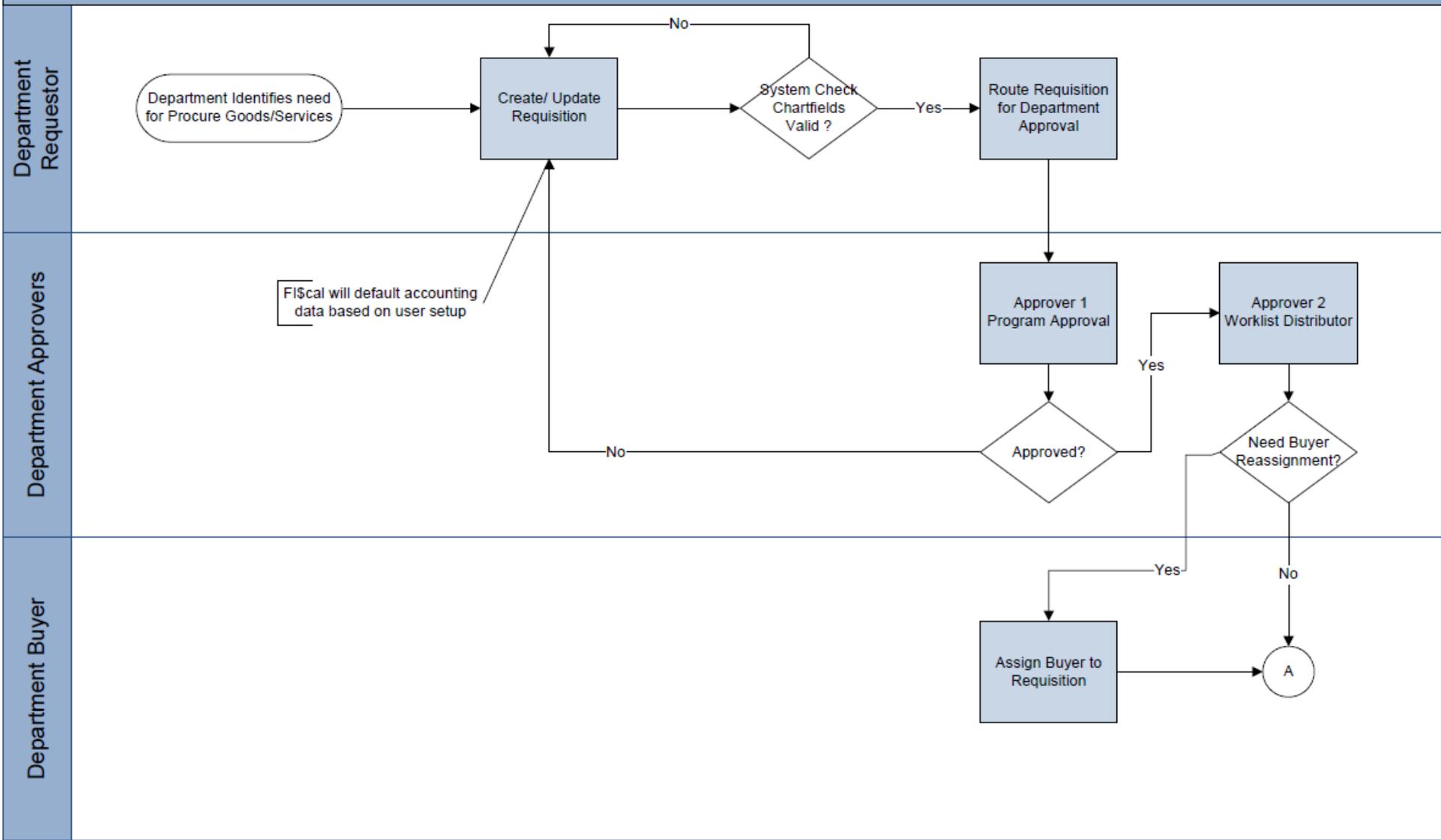


# Manage Item For Purchases – Define Item – Enter Item Information

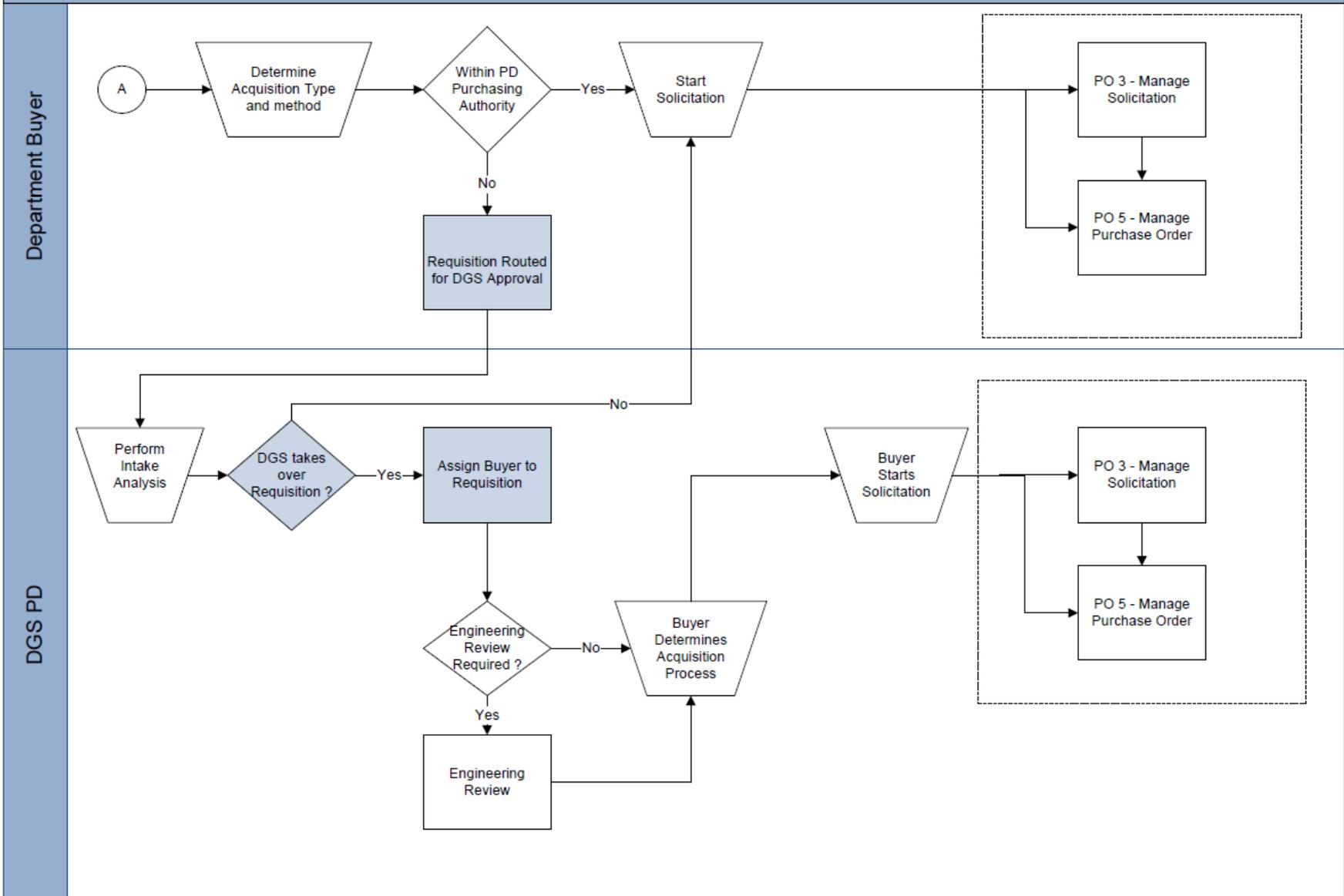


Item Master Generalist

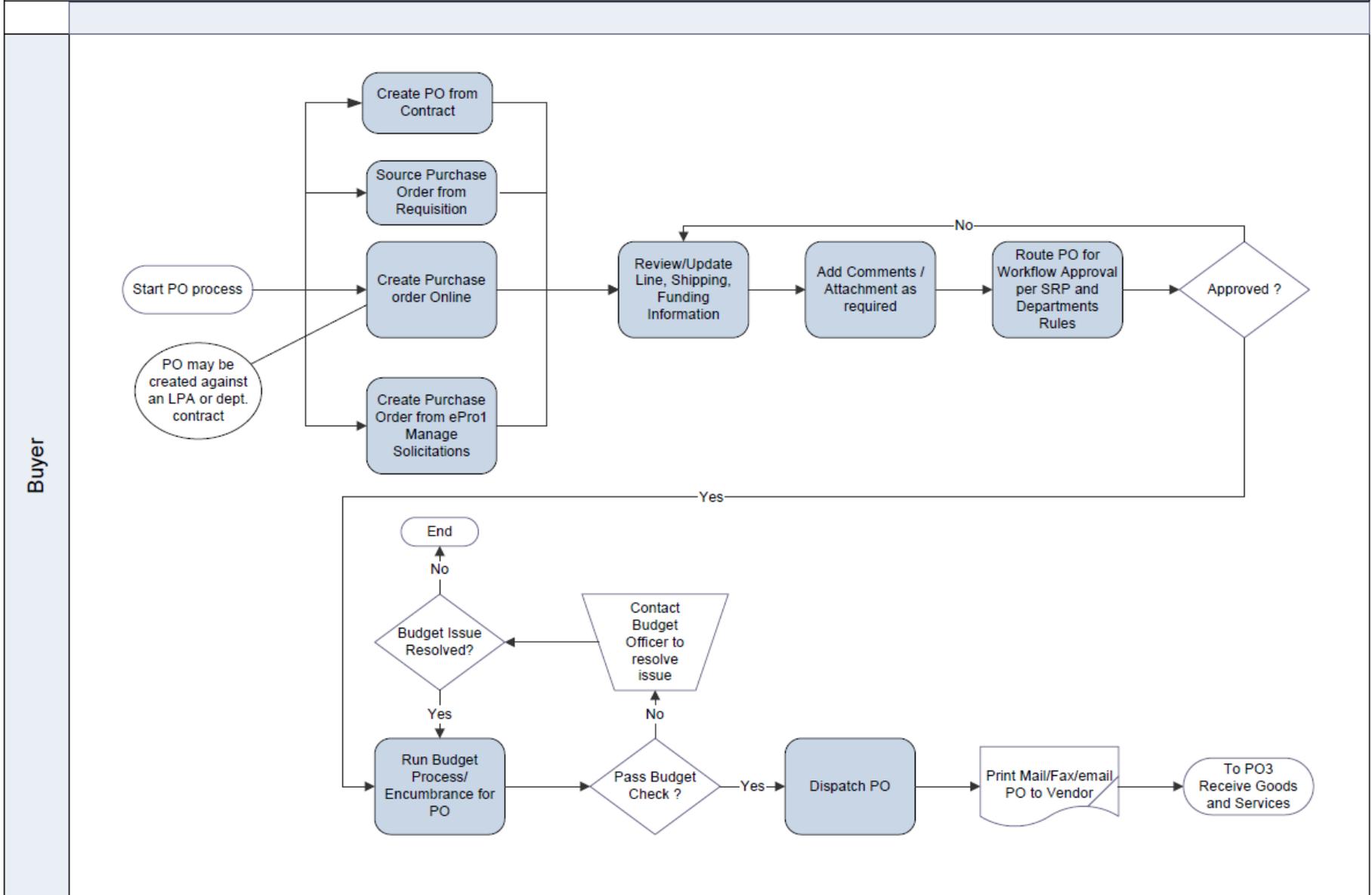
# Create and Approve Requisition To-Be Process (Page 1)



# Create and Approve Requisition To-Be Process (Page 2)



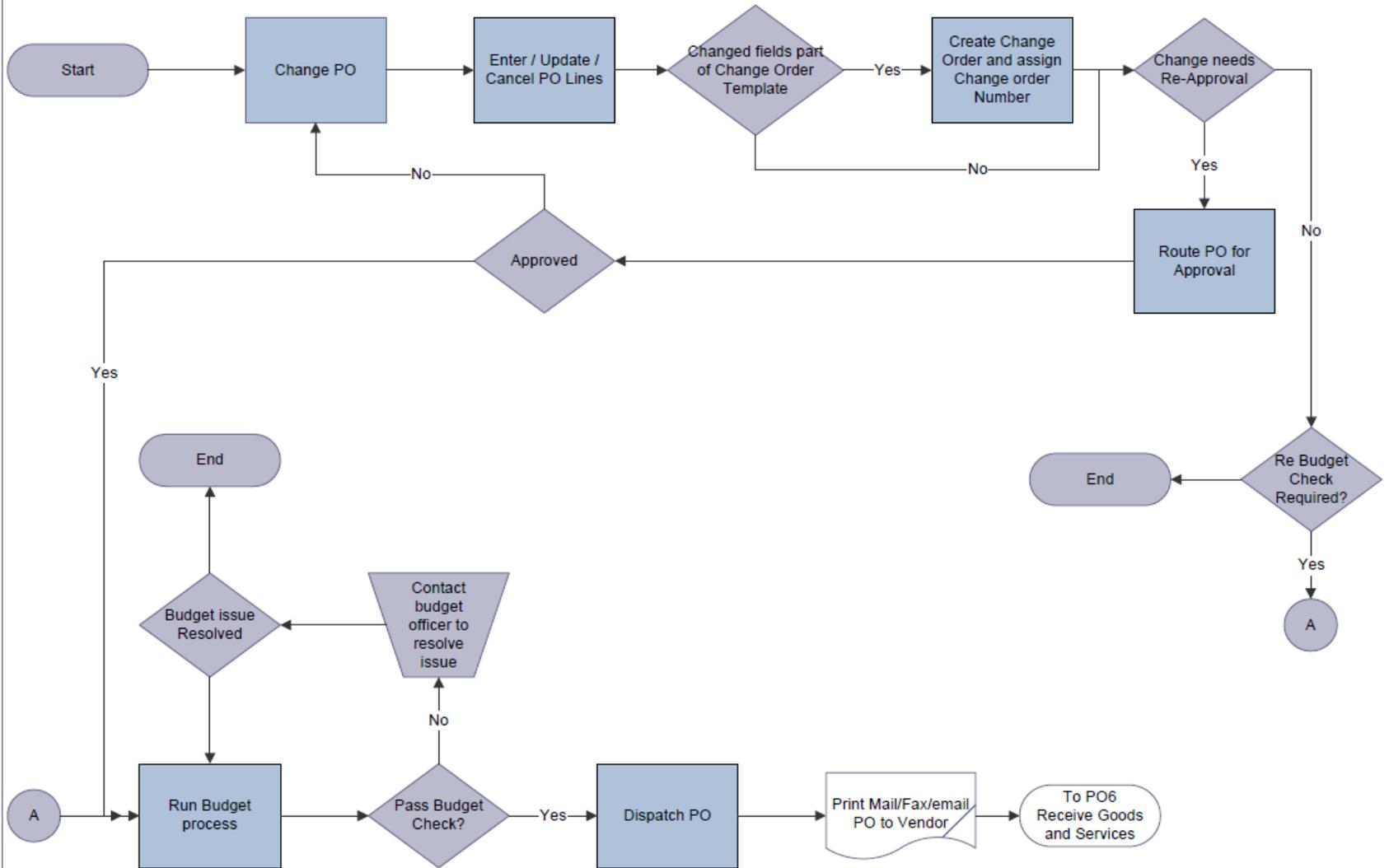
# Manage Purchase Order



Buyer

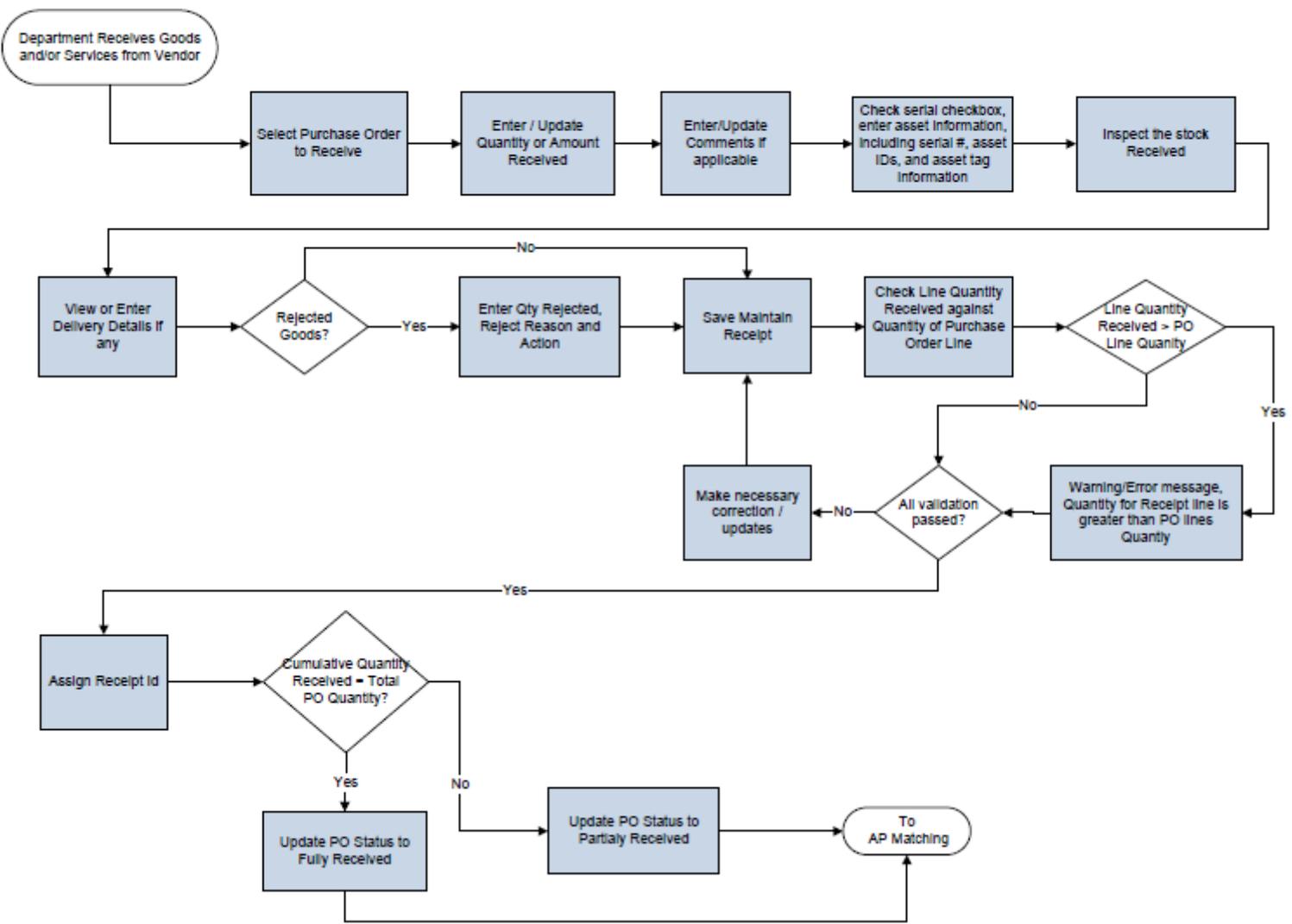
# Manage PO Change Order

Buyer



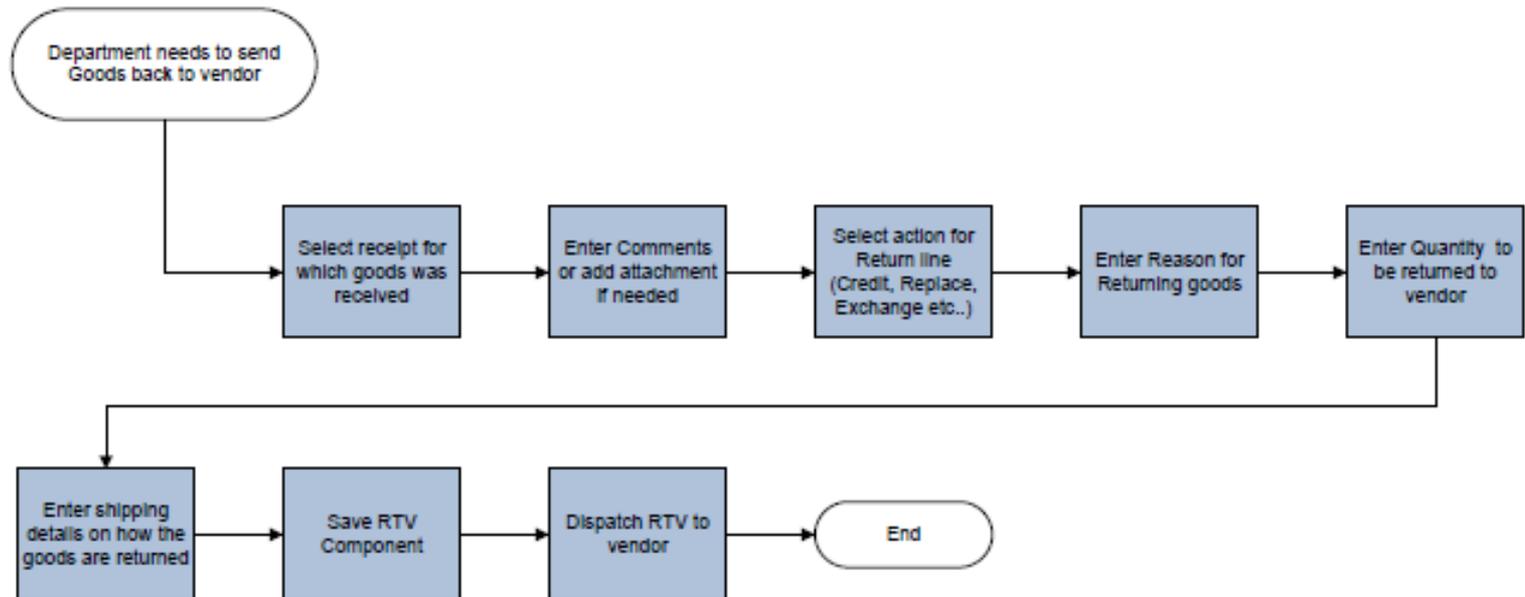
# Create and Manage Receipt

Department Receiving Processor

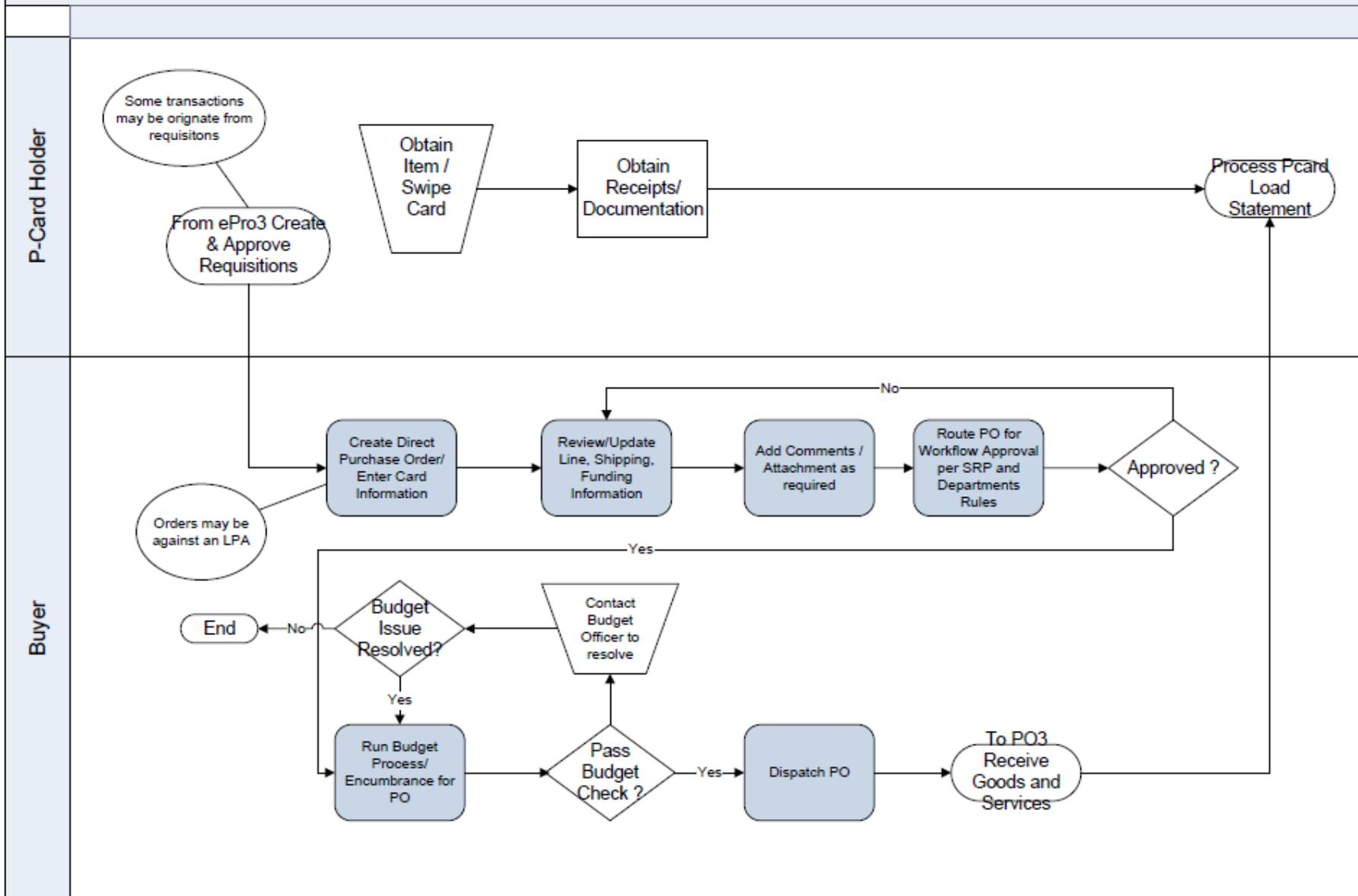


## Create and Dispatch RTV

Department RTV Processor

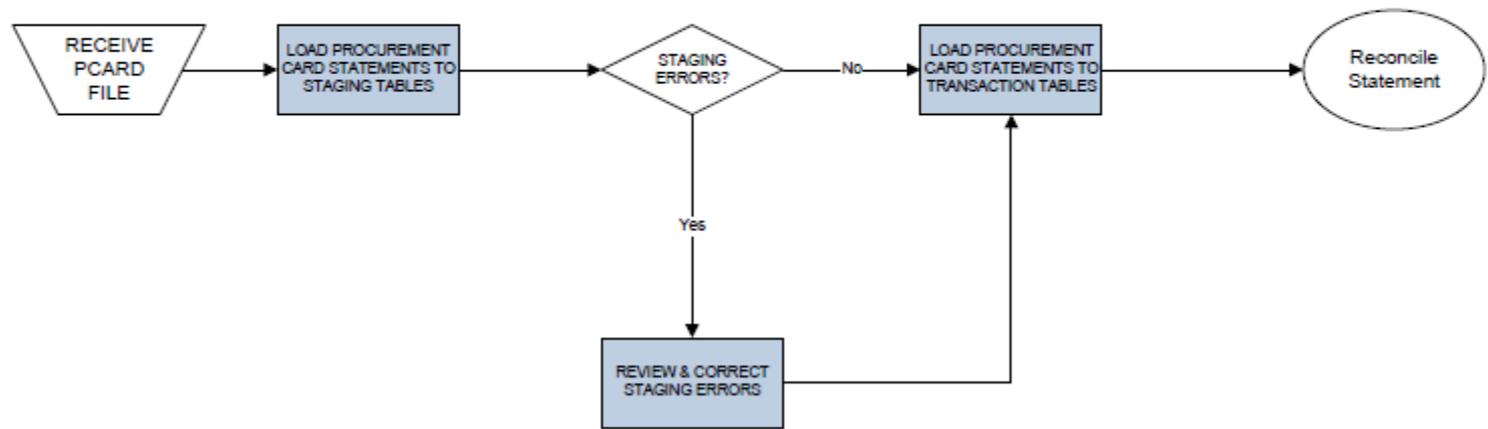


# Process P-Card Transactions – Use P-Card

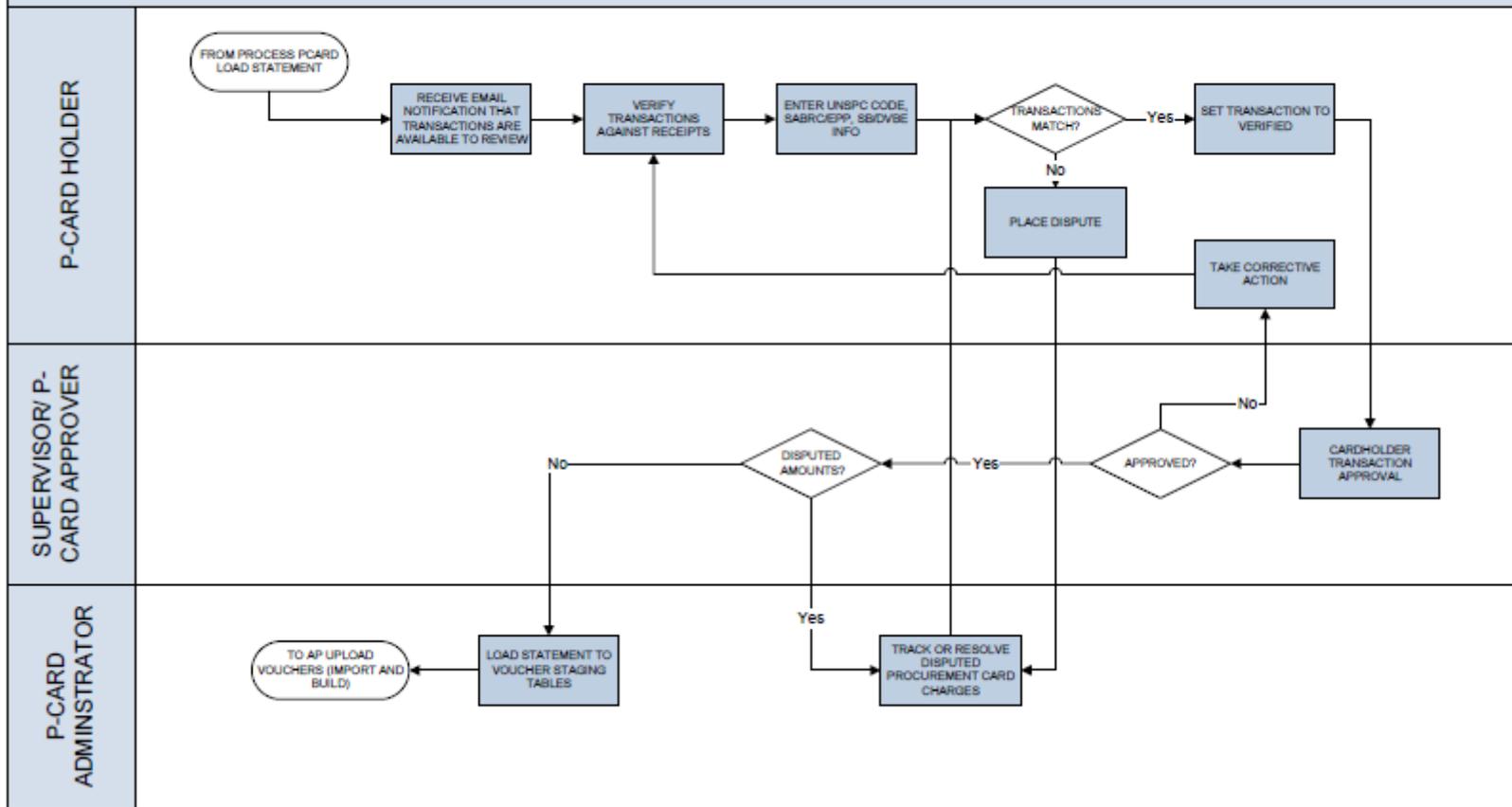


# Process Procurement Card – Load Statement

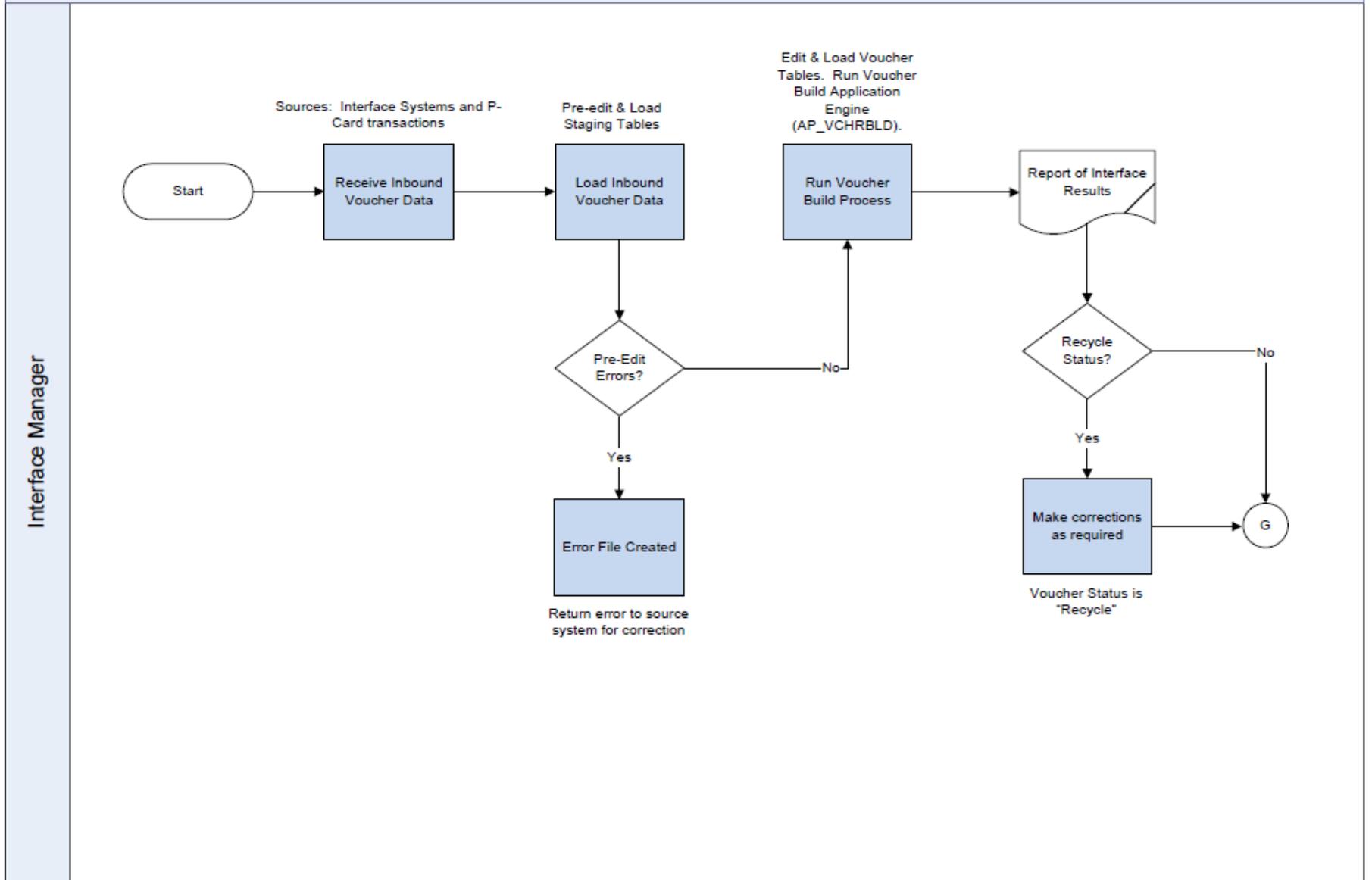
FI\$Cal Pcard Administrator



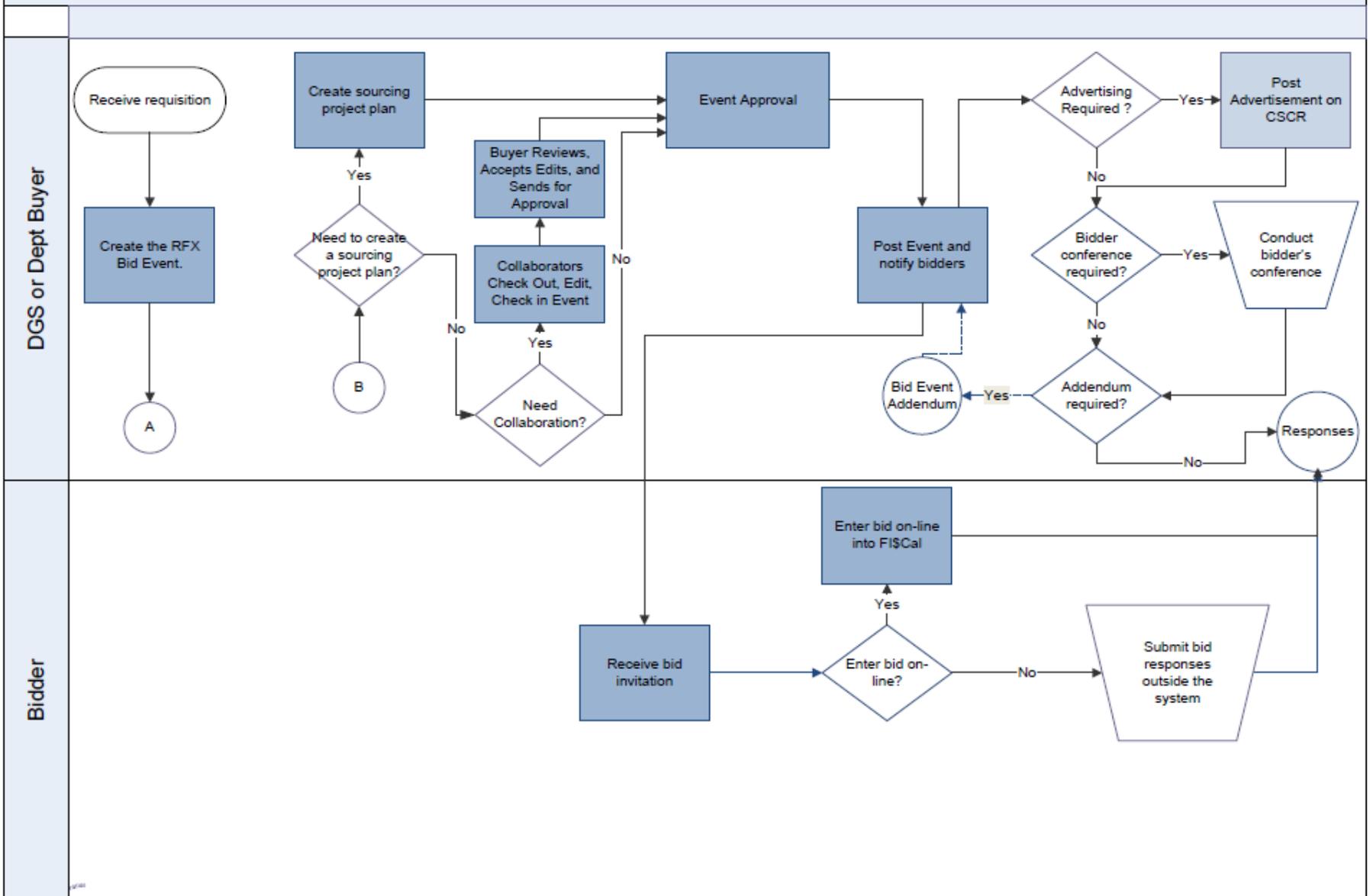
# Procurement Card Reconcile Transactions



# AP Enter and Process Voucher - Upload Vouchers(Import and Build)



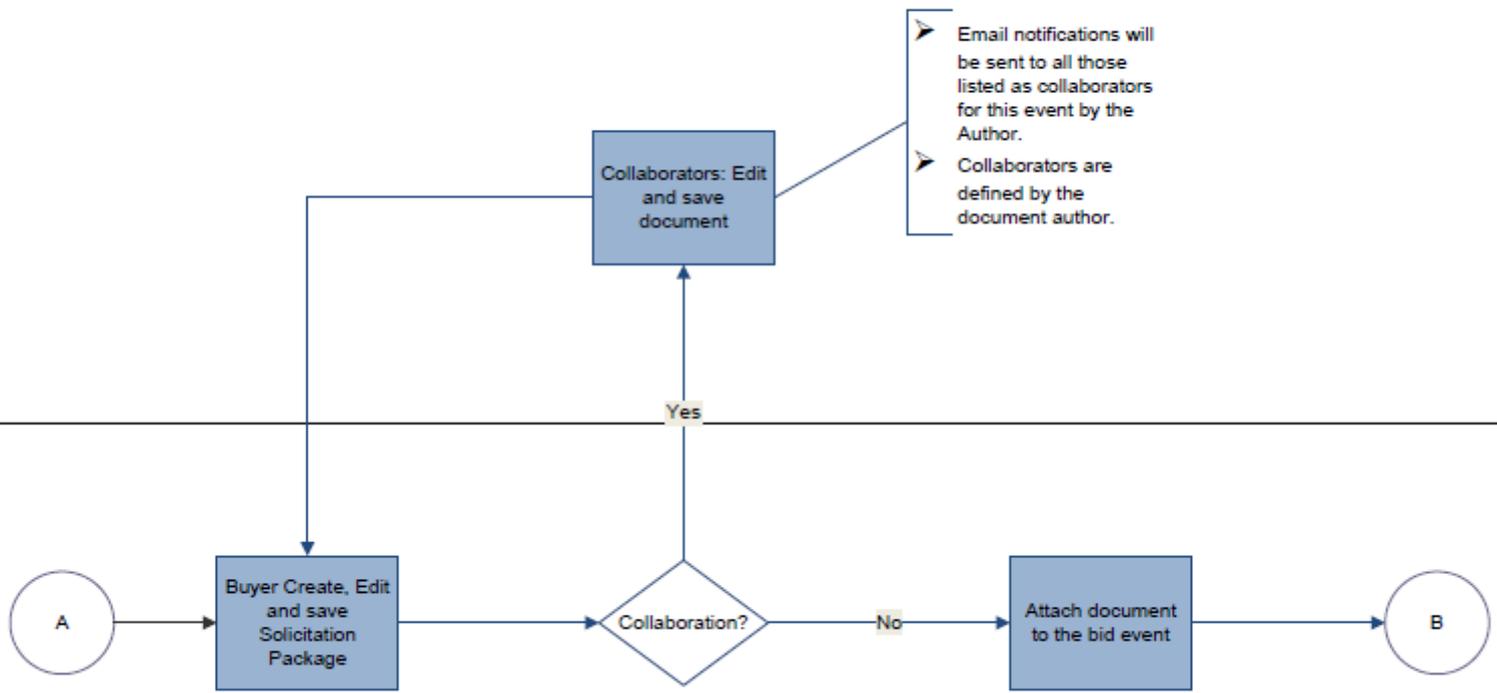
# PO- Manage Sourcing – Create RFX Bid Event



# PO- Manage Sourcing – Create RFX Document Package

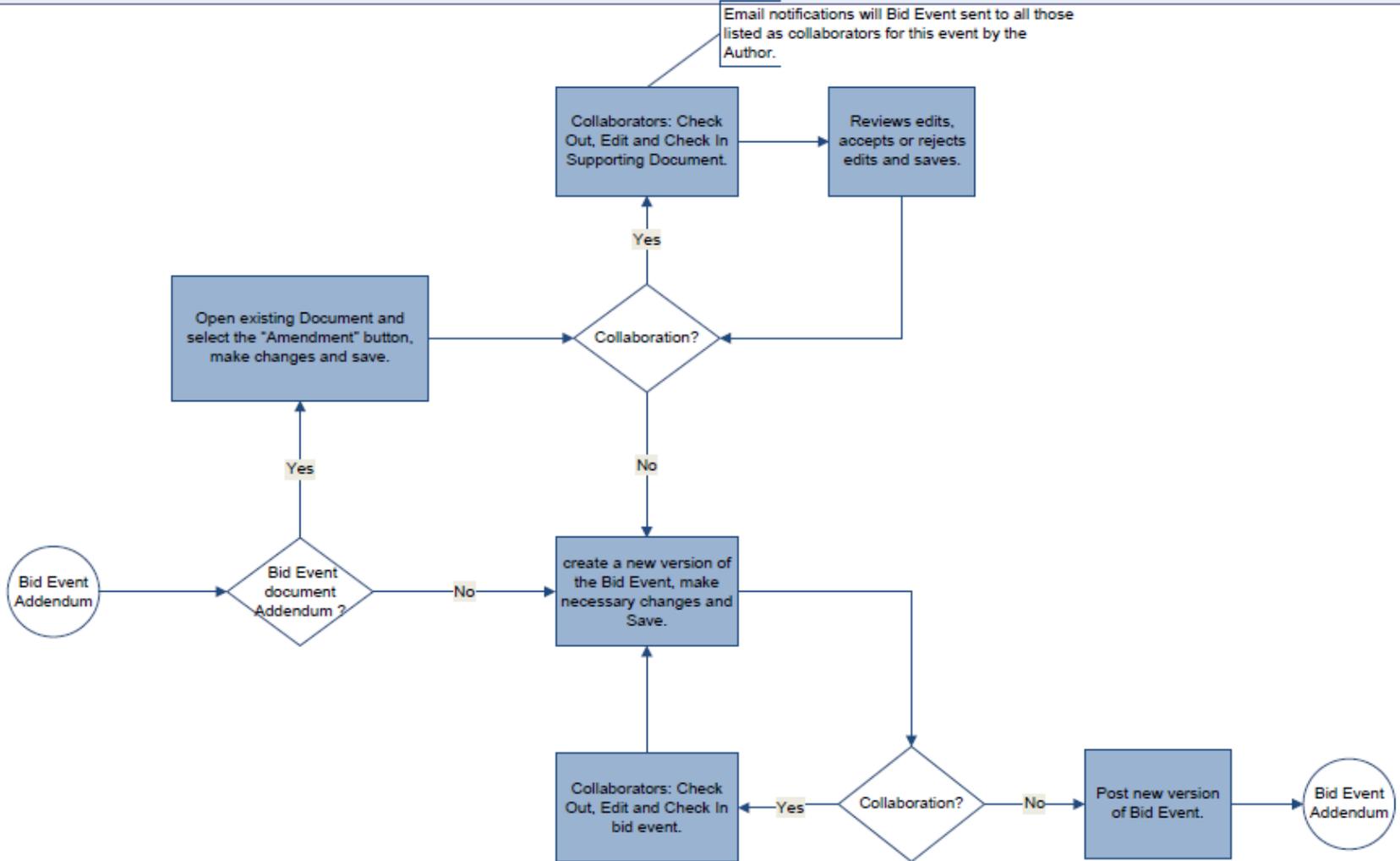
Collaborator

Buyer



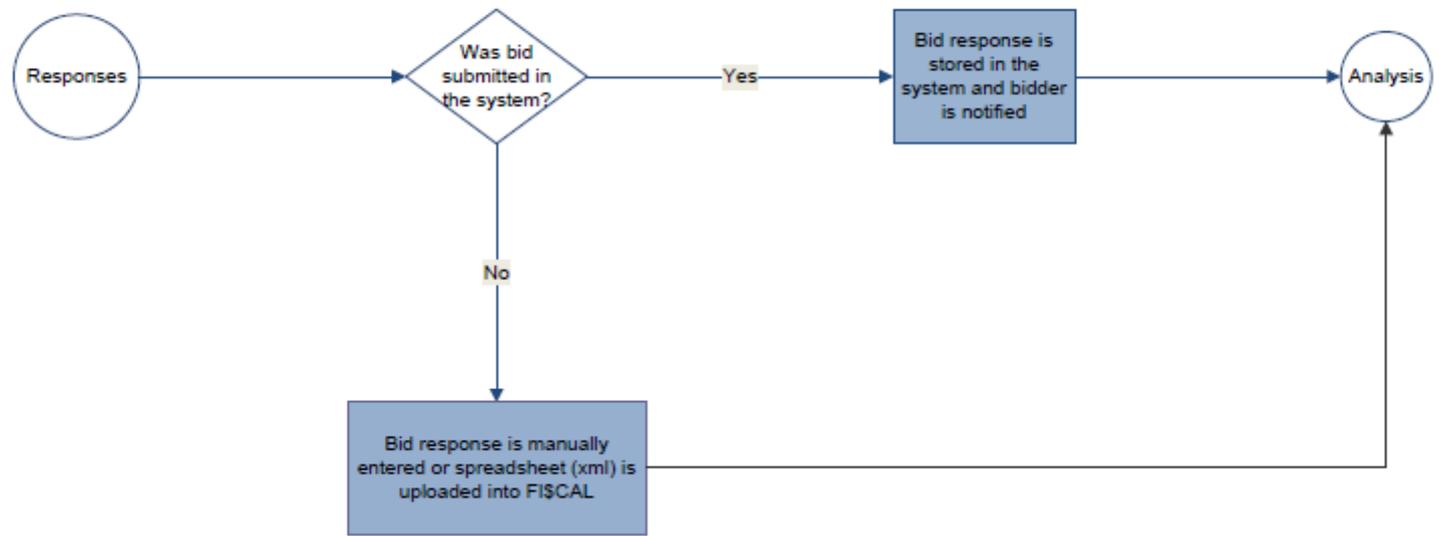
# PO- Manage Sourcing – Bid Event Addendum

DGS or Dept Buyer

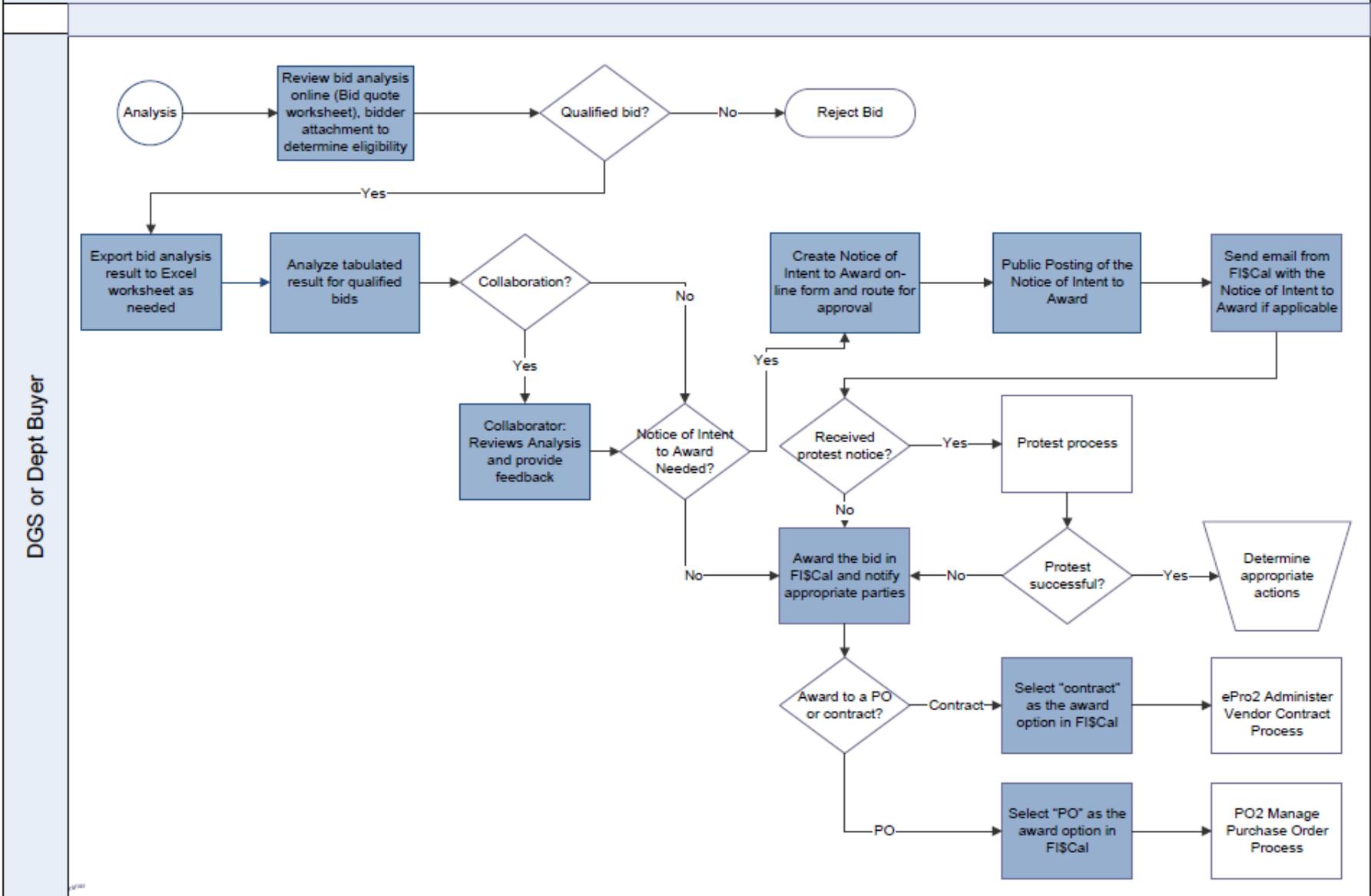


# PO- Manage Sourcing – Receive Bid Response

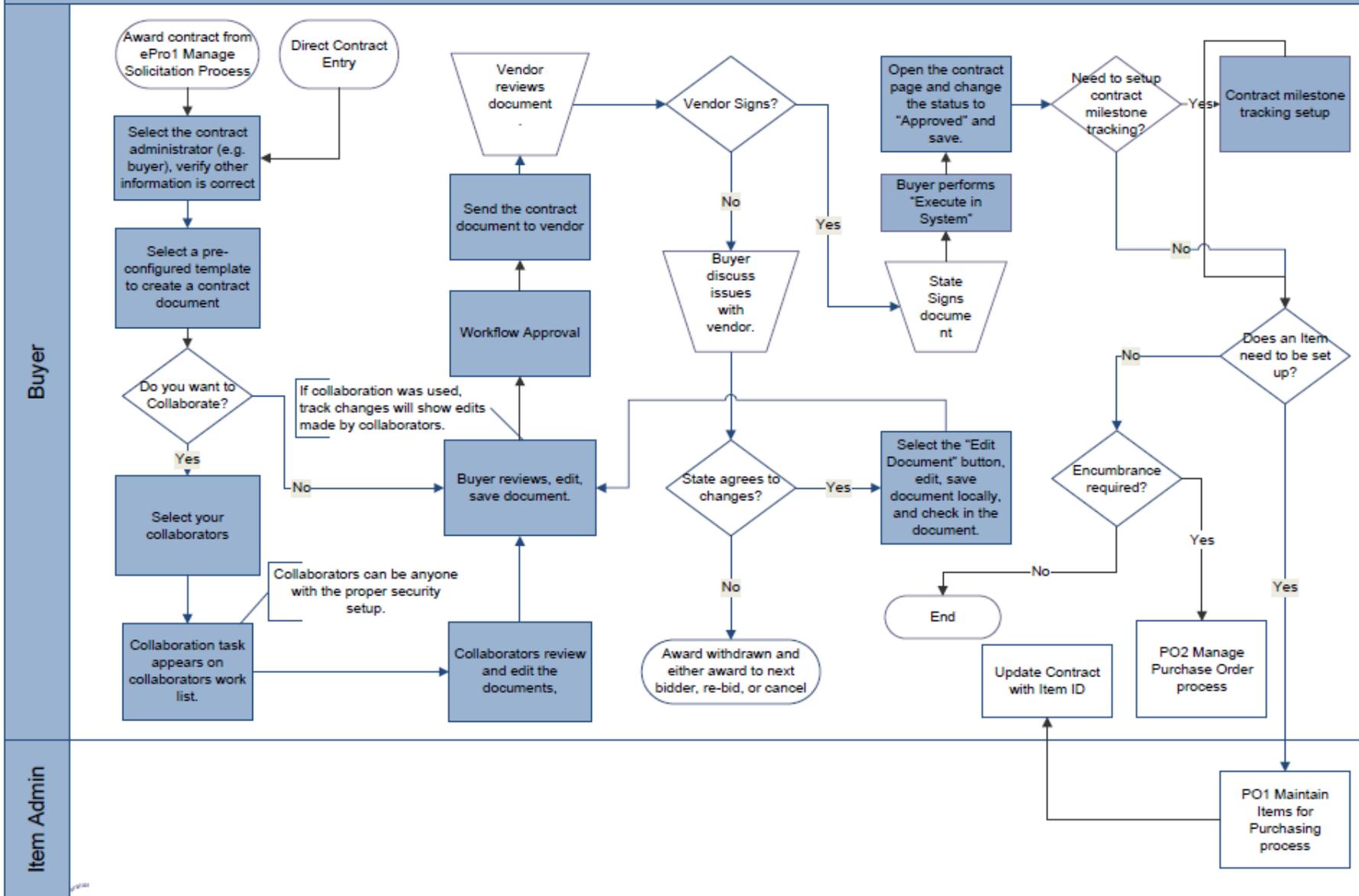
DGS or Dept Buyer



# PO- Manage Sourcing – Bid Analysis and Award

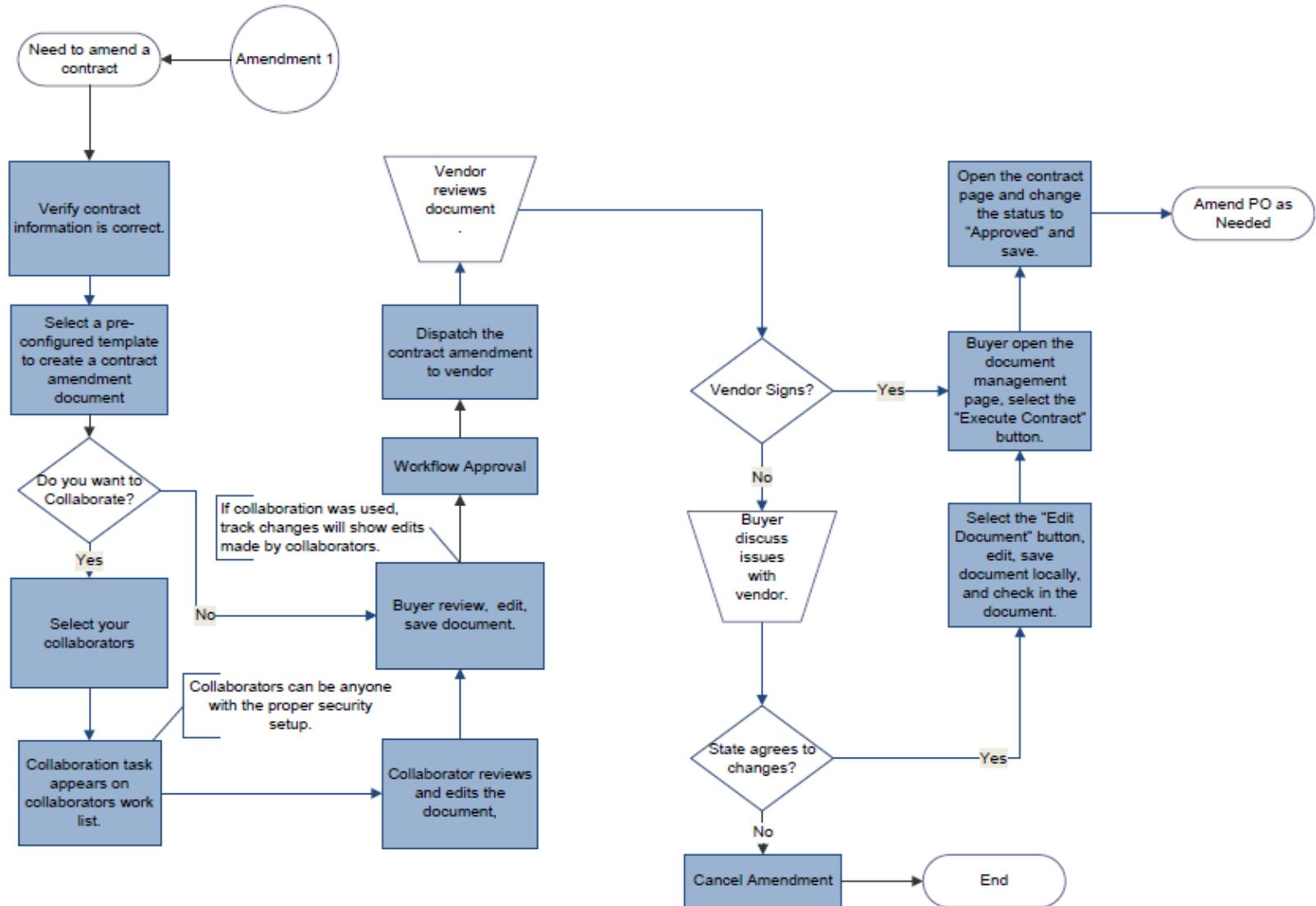


# PO – Administer Vendor Contract – Create Contract

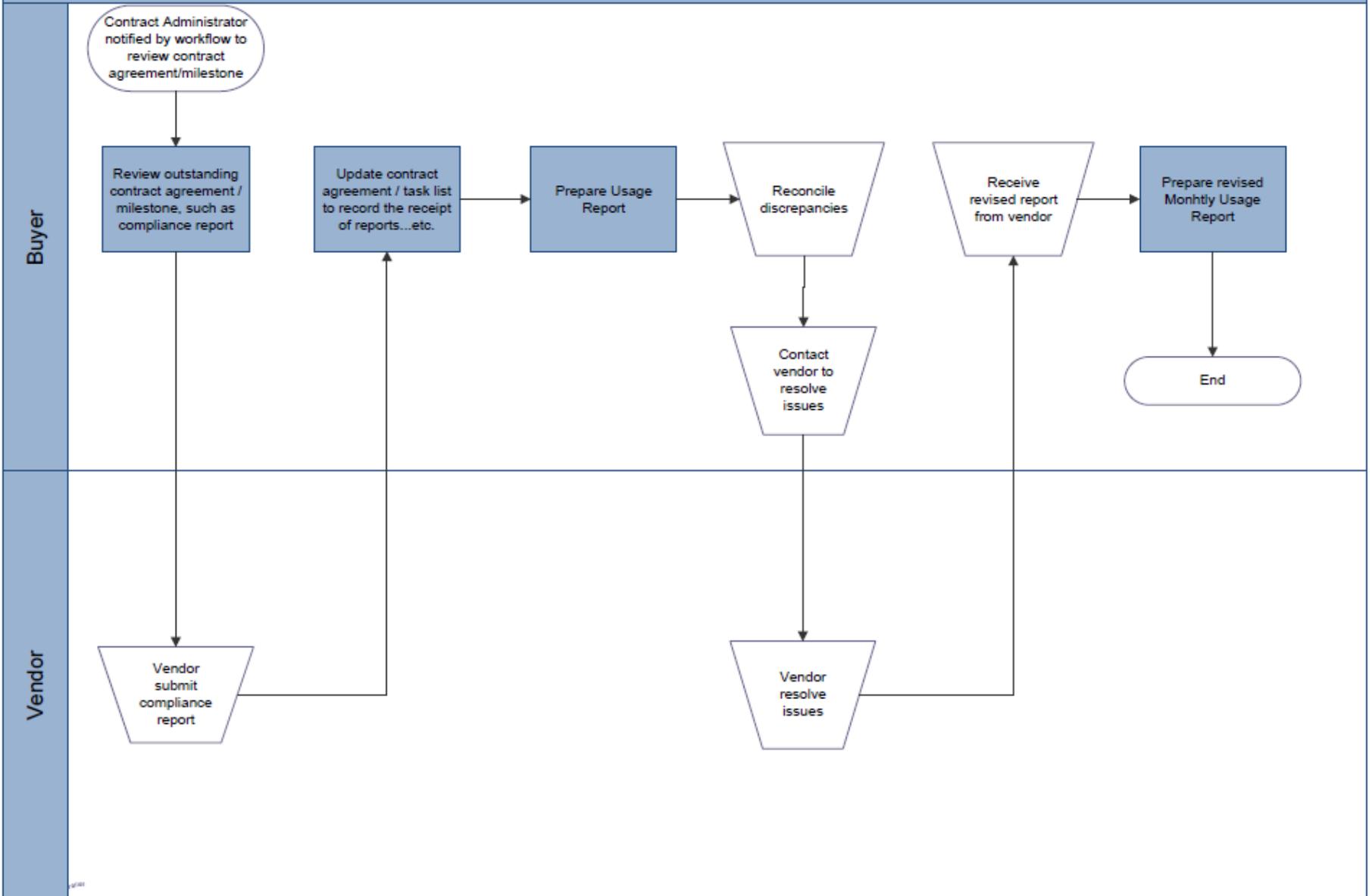


# PO – Administer Vendor Contract - Amendment

Buyer

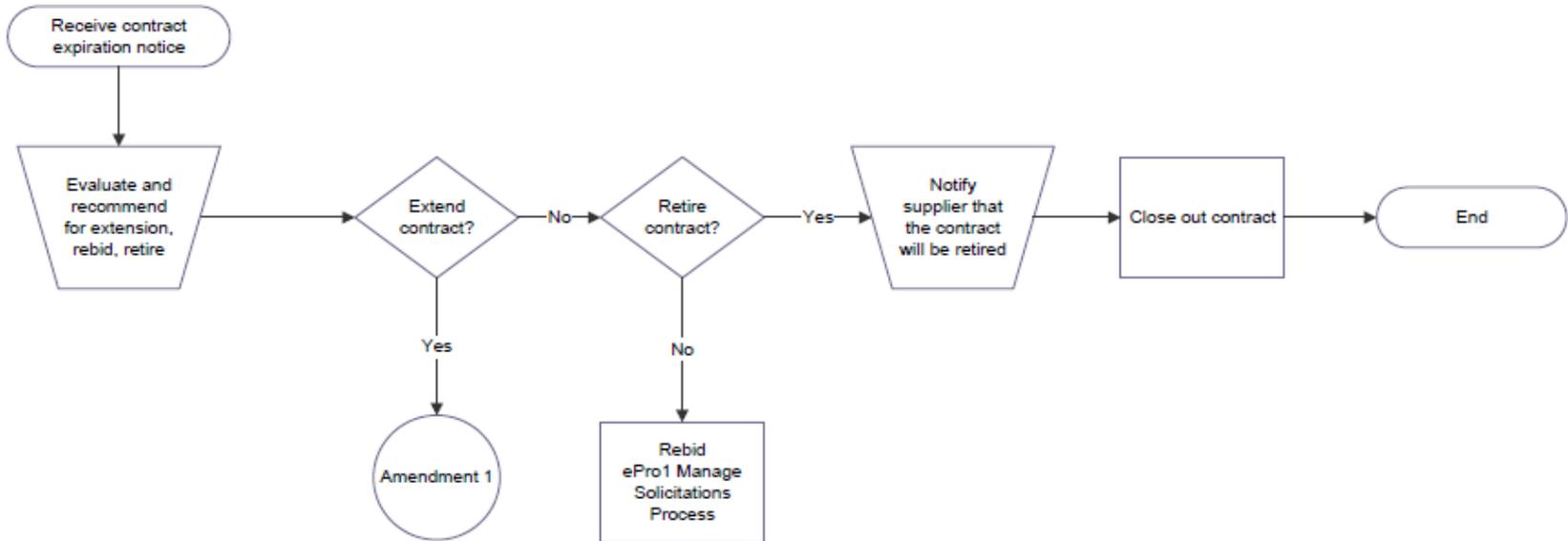


# PO – Administer Vendor Contract – Contract Compliance Example

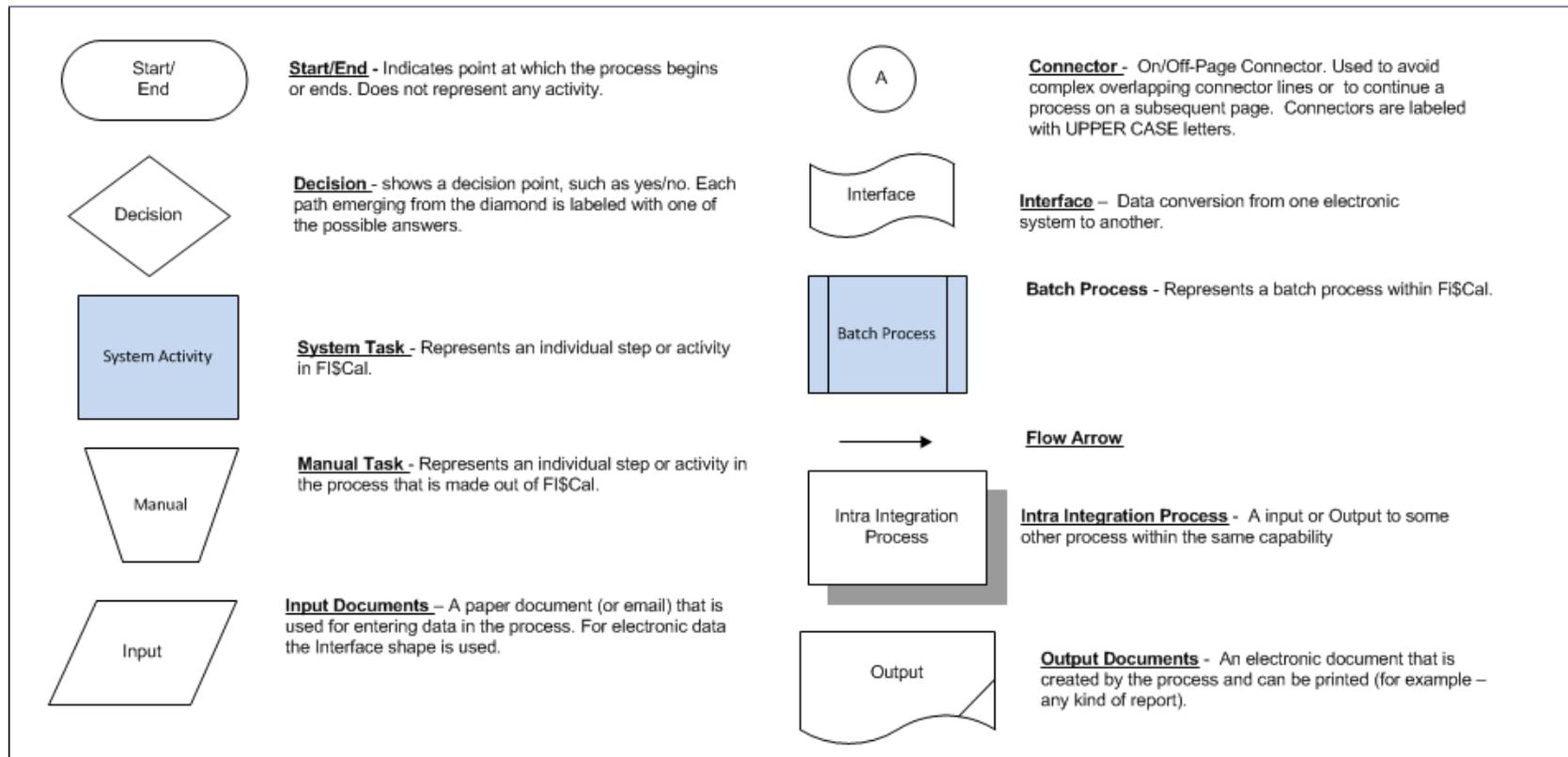


# PO – Administer Vendor Contract – Contract Extension, Rebid, Retire

Department or DGS Buyer



# Guide to Symbols in Flows



# ChartField / UCM Codes Cross-reference

