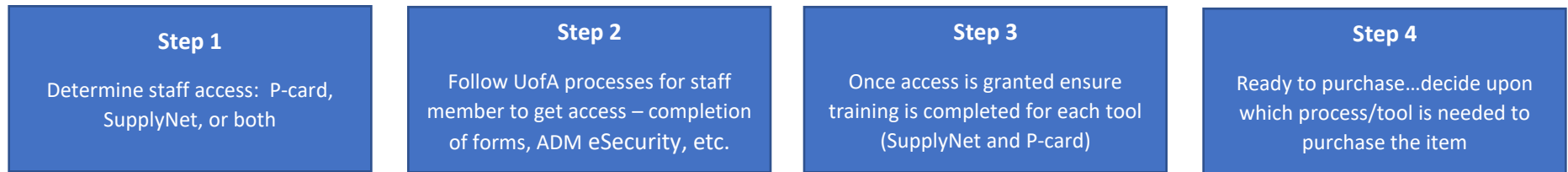# Foundational Procurement - The Procurement Process (how to purchase at the UofA)

This purchasing guide has been developed to assist Departments and users in determining:

- Which staff members should have access to procurement tools – P-card, SupplyNet.
- Which tool should be used and;
- How to complete the process and what information is required.

Step 1	Step 2	Step 3	Step 4
Determine staff access: P-card, SupplyNet, or both	Follow UofA processes for staff member to get access – completion of forms, ADM eSecurity, etc.	Once access is granted ensure training is completed for each tool (SupplyNet and P-card)	Ready to purchase…decide upon which process/tool is needed to purchase the item

Procurement Card (P-card) and SupplyNet

Departments are recommended to approve P-cards and SupplyNet access to users who purchase Goods or Services 5 times or more per year. Users who procure less than 5 times per year are encouraged to work with their Academic Department Manager to determine the process to purchase items. Academic Department Managers can grant SupplyNet access to Department staff via PeopleSoft eSecurity.

For information please see:

Corporate Purchasing Card | Finance, Procurement and Planning (ualberta.ca)

SupplyNet | Finance, Procurement and Planning (ualberta.ca)
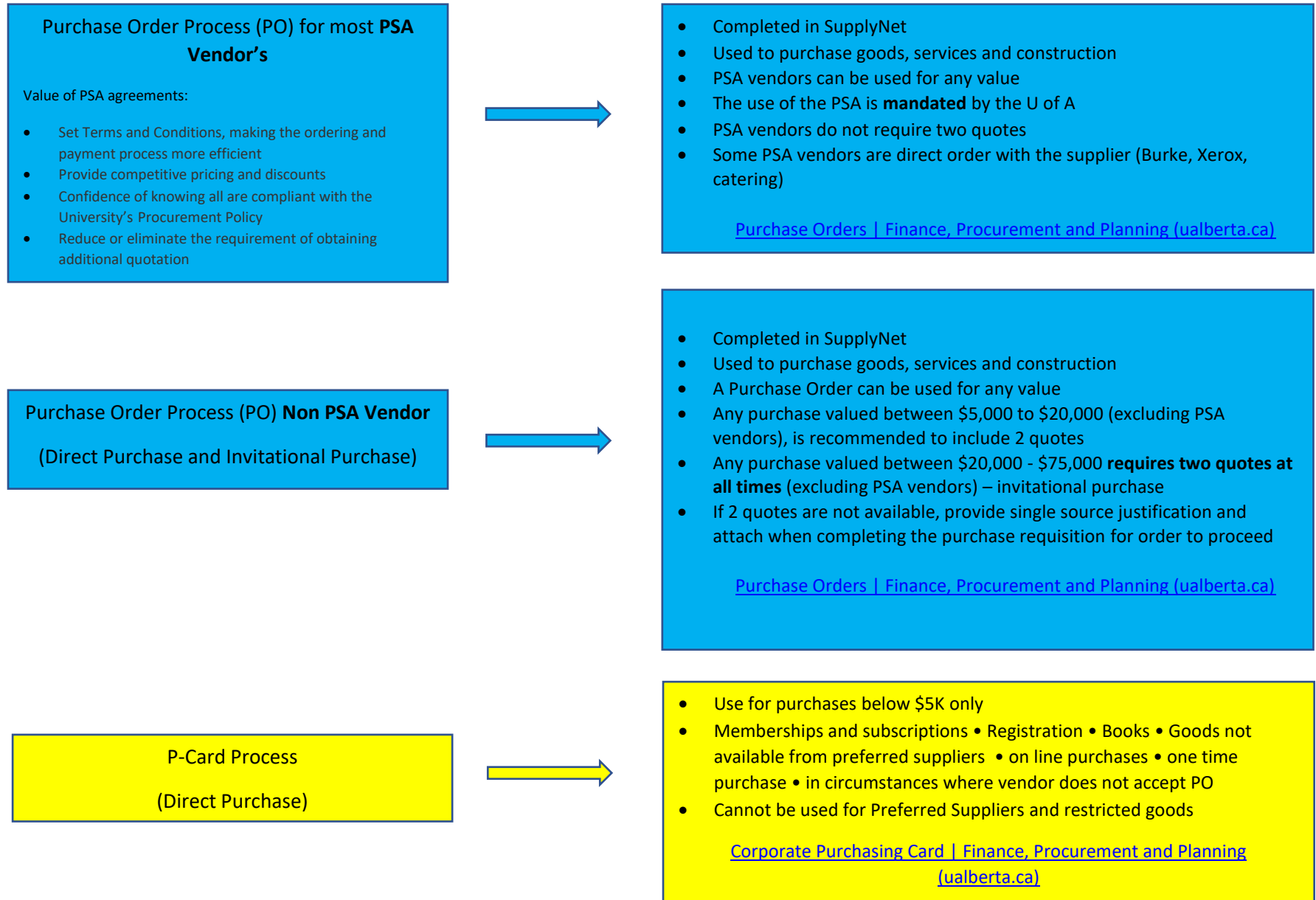
Once users have access, it is important to use the appropriate purchasing tool. To assist users a Procurement Decision Tree has been developed.

PO = Preferred Supplier Agreement (PSA)   PO = Purchase Order (Non PSA)   P-card = Purchasing Card

RFP – Request for proposal (competitive bid) – thresholds: Goods and Services $75,000, Construction $200,000 and above

Procurement Decision Tree – Primary Purchasing Method is SupplyNet

When to use the Purchase Order Process (PSA vendor), Purchase Order (Non-PSA vendor), P-Card process, RFP Process

Purchase Order Process (PO) for most PSA Vendor's

Value of PSA agreements:

- Set Terms and Conditions, making the ordering and payment process more efficient
- Provide competitive pricing and discounts
- Confidence of knowing all are compliant with the University's Procurement Policy
- Reduce or eliminate the requirement of obtaining additional quotation

➡

- Completed in SupplyNet
- Used to purchase goods, services and construction
- PSA vendors can be used for any value
- The use of the PSA is **mandated** by the U of A
- PSA vendors do not require two quotes
- Some PSA vendors are direct order with the supplier (Burke, Xerox, catering)

[Purchase Orders | Finance, Procurement and Planning (ualberta.ca)](#)

Purchase Order Process (PO) Non PSA Vendor

(Direct Purchase and Invitational Purchase)

➡

- Completed in SupplyNet
- Used to purchase goods, services and construction
- A Purchase Order can be used for any value
- Any purchase valued between $5,000 to $20,000 (excluding PSA vendors), is recommended to include 2 quotes
- Any purchase valued between $20,000 - $75,000 **requires two quotes at all times** (excluding PSA vendors) – invitational purchase
- If 2 quotes are not available, provide single source justification and attach when completing the purchase requisition for order to proceed

[Purchase Orders | Finance, Procurement and Planning (ualberta.ca)](#)

P-Card Process

(Direct Purchase)

➡

- Use for purchases below $5K only
- Memberships and subscriptions • Registration • Books • Goods not available from preferred suppliers • on line purchases • one time purchase • in circumstances where vendor does not accept PO
- Cannot be used for Preferred Suppliers and restricted goods

[Corporate Purchasing Card | Finance, Procurement and Planning (ualberta.ca)](#)

RFP Process – Request for Proposal

(Open Competitive Bid)

- Values at $75,000 for goods & services and $200,000 for construction will trigger an RFP process
- Complete a purchase requisition in SupplyNet including description, potential source of supply and estimated purchase price
- Once approved by the budget owner, the PR will route to a PCM Consultant who will contact and work with the Business Unit to develop the competitive bid documents
- PCM will prepare and post the bid documents based on trade agreements requirements (posting timelines)
- Bid evaluation – received and reviewed by PCM for compliance, forwarded to Business Unit for review and scoring
- Successful supplier – is highest ranked selected solely on the evaluation criteria
- Award – PCM will contact the successful supplier and issue a PO and/or agreement

Preferred Suppliers | Finance, Procurement and Planning (ualberta.ca)