GUAM COMMUNITY COLLEGE

Standard Operating Procedures
Buyer II

Invoice Processing - Manual

o   Stamp invoices received with MMO received stamp, received by departments or via mail.
o   Invoices should reference a purchase order (PO) number, pull PO from cabinet and attached invoice. If no PO number is referenced, locate PO by vendor name and match description. Confirm with department or requestor if goods or services have been received if not noted on invoice(s)
o   Using RECEIVING DATA ENTRY stamp, affix stamp on lower portion of purchase order and fill in the following information: **Date** (*fill in current date*), INT (*initials*), **Complete** (*X*) if all items in purchase order is fulfilled and no additional increases are requested by department, Or when instructed by requestor to close purchase order; **Partial** (*X*) (if partial deliver is received), **Line/Rec'd. on** (date(s) of invoice(s)), **Remarks** (total amount received), and on the last line (list invoice number(s))
o   Using "Final Payment" stamp, stamp completed purchase orders below listed invoices.

Note: Several vendors (e.g. National Office Supply and book vendors send original invoices via mail). Upon receipt of original invoice from mail, have requestor approve invoice for payment before proceeding to process payment.

Invoice Processing - Banner Fully received delivery:

1.   FPARCVD
2.   Type "NEXT" in the "Receiver Document Code field". Execute "Next Block" (Ctrl & Page down). The cursor should be in the "Receiving Method" code field. Choose appropriate delivery method using the drop down menu [   ].
3.   Execute "Next Block" (Ctrl & Page down). The cursor should be in the "Packing Slip" field. Type in invoice #.
4.   Execute "Next Block" (Ctrl & Page down). The cursor should be in the "Purchase Order" field.

Invoice Processing - Banner Fully received delivery: contd.

5. Type in purchase order #, press tab, click on options in the menu bar and select "Receive All Purchase Order Items". *In choosing this option, Banner will automatically select and receive as final all items in the purchase order.*
6. Execute "Next Block" (2X)
7. Click completion button
8. Record "Receiver Document Code" on purchase order below invoice #.
9. Stamp with "Final Payment" stamp below receiver #.

For partial delivery:

1. Perform Steps 1 - 4 above.
2. Type in purchase order #, press tab, click on options in the menu bar and select "Select Purchase Order Items". *With this option, items must be selected line by line (if not a standing/open order).*
3. Execute "Next Block", click the "add item(s)" (item(s)/service(s) that were received/performed); click "save" and close form.
4. Execute "Next Block"; the cursor should be on **"Amount Received Current"**. Enter quantity or amount received, tab.
5. Execute "Next Block", click **"Complete"**
6. Record receiver number on purchase order.
7. Make copy of PO for file (partial balance)
8. Forward to A/P
    *** *Note*: For processing of multiple invoices, *see steps below*.

For Processing Multiple Invoices:

1. Perform steps 1 - 4 for "Partial delivery" if PO is not complete, for "fully received delivery" do steps 1-5; then,
2. Do "Previous Block" **(Ctrl & page up).**
3. Go to "Options Menu" menu bar & select "View Packing List" and enter in all the other invoices save and close form.
4. Execute "Next Block" (2X)
5. Enter quantity or amount to receive, see note below.
6. Execute "Next Block" & click on complete.
7. Record receiver number on purchase order.
8. Make copy of PO for file (if partial balance)
9. Forward to A/P
    *** *Note*: When processing invoice(s) to complete a partial PO, purchase order   must receiver on Banner as "Final received".

For Prepayments:

Credit Card or Prepayment process - Manual (Done by Buyer 1)

1. Stamp PO with "Prepayment" stamp. Route to controller for signature, than process receiver.
2. For credit card payments indicate "CC", route to controller than to VP's office to process payment.

Credit Card or Prepayment process - Banner

1. Perform steps 1-4 of "Fully received delivery". Info for "Packing Slip" enter Performa invoice number or type "Prepayment".
2. Type in purchase order number, press tab, click on options in the menu bar and select "Select Purchase Order Items".
3. Click an "add item", save and close form.
4. The cursor should be on **"Amount Received Current"**. Enter zero (0) for quantity or amount received, tab.
5. Execute "Next Block" & click on complete.
6. Record receiver number on purchase order.
7. Make a copy of the PO for file (if a partial delivery)
8. Forward to A/P for processing of payment.

Receipt of Delivery from Prepayments - Banner

1. Follow steps under **"Prepayments Process – Banner,"** but in step 4 receive only items delivered, when purchase order is complete, process as a "Final receiver" and submit invoices to A/P for filing.

Process of Credit Card Statement - Banner

1. Pull folder for purchase orders paid by credit card. Compare purchase order with credit card statement following **"Receipt of Delivery from Prepayment – Banner."**

2. Make copies of purchase order that are pending receipt of delivery for the files. After final receipt of delivery, process in Banner and forward all supporting documents to A/P for filing.

Handling of Purchase of Orders for Equipment (7250) or Capital Outlay (7450_ _)

1. Make a copy of the purchase order and invoice when receiving items that is Equipment (7250) or Capital Outlay (7450_ _).
2. Stamp date of receipt of goods and initial PO before forwarding PO and invoice copies to Inventory Management Officer (IMO).   This ensures IMO has the documentation in order to tag items accordingly.

STANDARD OPERATING PROCEDURES

BID PROCESS

Process:
1. Submittal of Bid, RFI, RFQ, or RFP's specification from requesting department.
2. Determine funding source.
3. To prepare ad you will need:

    a. Bid issue date (date bid will actually be advertised).
    b. Pre-bid conference date (if applicable)
    c. Bid opening date (date bid will open)
    d. Reserve time and place for pre-bid conferences and bid openings.
    e. Any other additional information needed pertaining to bid, i.e. cost of bid packets, cashier's office room and hours of operation, etc. *(See attached sample copy)*
    f. Ad needs to be placed 2 days prior to publish date.
    g. Final approval from Procurement and Inventory Administrator for ad is needed.
    h. Send ad to advertising agency and in turn proofs will be sent for approval usually the day before publishing. If edits are need, make corrections and send proof back. Final proofs will be sent for approval. If no other changes are needed, Procurement and Inventory Administrator signs off, and final proofs are sent back to advertising agency to publish the following day.

BID PROCESS   contd.

4.   Preparation of packets:
   a. Bid templates are available to prepare bid packets, depending on the type of bid whether it is for construction, equipment, supplies, services, etcetera.

   b. Prior bid packets may be used as a guide to prepare current bid packets as long as the bids are similar in context for example service for service, equipment for equipment, choose a packet closest related to the bid to be issued.

   c. Packet must be reviewed by Procurement and Inventory Administrator before packaging.

   d. Prepare two separate label for each bid packet entailing a) Materials Management Office (MMO) information (e.g. mailing address, telephone, facsimile, and group email account, and b) IFB information (e.g. Bid, RFI, RFQ or RFP's number, bid title, pre-bid conference, site inspection, bid opening date and Q&A deadlines).Whether

5.   Documentation: The bid process is documented from beginning to end. After bid issuance all interaction between GCC and prospective bidders regarding the bid needs to be documented (e.g. When bidders pick up a packet; attendance at the pre-bid conference; attendance at site inspection; receiving bid submissions; attendance at a bid opening; submitting questions; providing prospective bidders with answers to queries, etc. This is done by:

   a. Sign in sheets for pick-up of bid packet; pre-bid conference; site inspections; bid submissions and bid openings. *Templates are available.*

   b. Any questions submitted by prospective bidders pertaining to the bid must be submitted in writing. Submission are made via email, fax or hand delivered and are directly to the Procurement & Inventory Management Administrator in the Materials Management Office. No verbal questions will be entertained. Responses to questions are issued in the form of an amendment/addendum to all prospective bidders who purchased a bid packet and those who requested an electronic form.

   c. All bidders are required to acknowledge receipt of all amendments/addendums and pre-bid conference notes issued from GCC by the stipulated deadline via email, fax or hand delivery to MMO.

BID PROCESS   contd.

6.   Pre-Bid Conference: The pre-bid conference must start at the exact time, all attendees including GCC officials must sign in. A recording device is used to record the entire proceedings. Start and end time must be noted. Prepare the minutes of the conference in the order of the recorded pre-bid minutes. Include the list of attendees present. Issue minutes via email, fax, or hand delivery to all attendees requiring bidders to acknowledge receipt of minutes.

7.   Bid Opening: Bid packets may be received until but no later than the specified time of the bid opening. For example, if a bid opening is scheduled to open at 10: 15 A.M., November 19, 2016; at **10:01 A.M.** that day, late bids will be rejected. During the bid opening the Procurement & Inventory Administrator (PIA) announces the number of packets purchased and the number of bid submissions received. Bid packets will opened in order of submission. A checklist is prepared ahead of time *(see attached sample)* to ensure all bidders provided the required documents set forth in the IFB. As the PIA reviews each submission to verify required documents were provided by bidders before disclosing each bidder's price submission. When the last bidder's submission is read aloud, this will conclude the bid opening. No additional information shall be disclosed with any bidder until such time the bid evaluation is completed *(usually within two weeks' time)*; once a selection has been made and a contract/purchase order is issued. A formal request must be made by bidder through their legal counsel.

8.   Evaluation: Evaluation will be made by requesting department's evaluating committee overseen by a procurement official to address any procurement issues. Evaluation will be conducted in a controlled environment whereas the evaluation committee will meet together in an appointed place and time. In which they will be provided by the procurement officer the bid documents to begin evaluation. Once complete, the evaluation committee will provide their selection in the form of a memorandum to the Procurement and Inventory Administrator (PIA).

9.   Bid Award: After the selection has been made, the Procurement and Inventory Administrator will prepare a memorandum via V.P., Finance & Administration to the President with a recommending of the final selection. Upon approval by the President and *depending on the type of bid*, the Procurement and Inventory Administrator will issue notifications to the bidders informing them of the final outcome of the bid award.

10.   Issuance of Purchase Order/Contract: A requisition or contract to acquire goods or services must be prepared by the requesting department and submitted to the Materials Management Office to process.   Included must the terms and conditions stipulated in the bid specifications. Funding source must be identified in the requisition or contract.   Once the purchase order or contract is processed, bidders are emailed the original award letter and requested to pick up and acknowledge the original award letter. For non-award letters, once email is acknowledged, bidders advise if they will pick up or mail the original letter. Once the original purchase order/contract is acknowledged by vendors, this commence the term of the delivery.