

PREPARING A MARKETPLACE REQUISITION
Last updated 3/20/2018

Once you submit a Marketplace Requisition and all of the required documentation, please allow up to 48 hours to process the PO. Following these instructions will streamline the process.

1. **VENDOR NAME & ADDRESS/VENDOR CODE INFO.** Make sure the NAME and ADDRESS you have for the vendor completely matches what is in the vendor code information in Marketplace. If there is a discrepancy between your ordering information and Marketplace, please call the vendor to verify that the vendor code name, address, and tax ID information is accurate. If it is not, get accurate information from the vendor and work with Accounts Payable (who orders and updates vendor codes) to make the vendor code information is accurate before the requisition is submitted.
2. **LINE ITEM DESCRIPTIONS.** Give complete descriptions and accurate information in each line item. This clarifies to Procurement what you are ordering so we can verify the correct object code and helps Inventory know if anything needs to be marked and added to inventory; thus eliminating contact from each area trying to clarify the information.
3. **UNITS OF MEASURE.** Please use the correct unit of measure. If you are ordering a "Box" or "Lot" or any unit of measure that might contain more than 1 item, it would also help to explain in the line item how many are in the box or lot, etc. This can be particularly confusing when the vendor substitutes an item that might come in a different unit of measure. Likewise, if you use the "Each" unit of measure, but there are several parts that combine to make up 1 Each, please explain that in the line item.
4. **FIRM QUOTE INFORMATION.** Following firm quote guidelines (such as providing name, telephone # and date OR providing two firm written quotes on the same or comparable items – for example, comparing apples to apples, not apples to oranges) will allow efficiency in processing your purchase order. **Quotes must include an amount for applicable shipping/handling/freight or a statement that none will be charged.** Please print the guidelines from the following link and keep them at your desk for easy referral in following firm quote guidelines. <https://www.bemidjistate.edu/offices/procurement-logistics/procurement/price-thresholds/>
5. **DELIVERY INFORMATION.** If you want the order delivered anywhere else on campus other than the primary delivery location for your department, please explain that in the memo section so the order doesn't have to be delivered more than once.
6. **PLACING THE ORDER.** The approved and processed purchase order from Procurement is what officially places the order. Please do NOT place your order with the vendor prior to the purchase order being approved and processed in the Procurement Office. There have been instances where departments have given the vendor the go-ahead for the order before the purchase order was approved and processed and there were problems with the purchase order or the quotes and the merchandise was already here. **PLEASE DO NOT DO THIS.** It is possible you could end up having to return the merchandise and pay freight or other return charges.
7. **DOING THE REQUISITION AND PURCHASE ORDER "AFTER-THE-FACT".** Doing the requisition after you have already ordered or received the merchandise or service violates Minnesota Statutes 16A15, Subd. 3. Summarizing the language in this statute, it is illegal for a state agency to place an order for goods or services until the agency has placed enough money in unliquidated encumbrance status to cover the estimated cost of the order. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of MS 16A.15, Subd. 3. A knowing violation of this statute is just cause for the employee's removal.
8. **TAX EXEMPT STATUS.** Remember that the university is tax exempt (except for vehicles, transportation, meals and lodging) and you may need to remind vendors of that when you are obtaining quotes. If a vendor requires proof of tax exempt status, we have a tax exempt certificate available on our website updated annually.

If you are already doing all of these things correctly, thank you! If you are not, please begin to do so now. Please print this message and keep it for easy referral, along with the guidelines at the website referenced above. Thank you!