

# Procurement Handbook

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*Procurement Procedures and Guidelines*



**UNIVERSITY OF  
CALGARY**

**Supply Chain Management**

Physical Plant Building

2500 University Drive NW

Calgary, Alberta, CANADA

T2N 1N4

Please refer to <https://www.ucalgary.ca/finance/finance-forms> for a listing of our Handbooks.

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## 1 Contact Information

### Supply Chain Management

Hours of Operation: Monday-Friday; 8:30 am - 4:30 pm

Physical Plant Building (West Campus)

3838 – 24th Ave, NW

Calgary, AB

Telephone: (403) 210-9300

Fax: (403) 282-8451

Email: [finance@ucalgary.ca](mailto:finance@ucalgary.ca)

Web: <http://www.ucalgary.ca/finance/scm>

[SCM Department Contact List](#)

If there are any questions regarding the information stated in the handbook, please contact Supply Chain Management.

## 2 Purchasing Authority

Supply Chain Management (SCM) has been delegated the responsibility and authority from the University of Calgary Board of Governors and Executive Leadership Team to administer and coordinate the procurement of goods and services for all university departments as per institutional policy, procedures and directives. SCM procedures will apply to the purchase of goods and services from all sources of funds administered by the University.

### 2.1 Guiding Principle

To ensure acquisitions are completed in a fair, open, transparent, equitable and accountable manner with attention to applying best practices in procurement to achieve the best value for the University.

### 2.2 University Compliance Requirements

Expenditure approval requirements shall comply with all the University of Calgary policies and procedures including:

- [Delegation of Authority Policy](#)
- [Authority Matrix](#)
- [Supply Chain Management Policy](#)
- [Sustainability Policy](#)

For more information relating to University policies, please visit the [University of Calgary Policy](#) website.

### 2.3 New West Partnership Trade Agreement (NWPTA)

Non-discriminatory access to procurement of the following government entities: regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities (MASH), as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is: \$75,000 or greater for goods/services \$200,000 or greater for construction”.

“Parties shall ensure that procuring government entities post tender notices for all covered procurement through an electronic tendering system

### 2.4 Canadian Free Trade Agreement (CFTA)

The Parties’ objective is to reduce and eliminate, to the extent possible, barriers to the free movement of persons, goods, services, and investments within Canada and to establish an open, efficient, and stable domestic market. The Parties recognize and agree that enhancing trade, investment, and labour mobility within Canada would contribute to the attainment of this goal. (a) the need to eliminate existing barriers and avoid new barriers to trade, investment, and labour mobility within Canada and to facilitate the free movement of persons, goods, services, and investments within Canada; (b) the need to ensure non-discriminatory treatment of persons, goods, services, and investments, irrespective of where they originate in Canada; and (c) the need to reconcile occupational standards and regulatory measures to provide for the free movement of persons and the removal of barriers to trade and investment within Canada.

## **2.5 Comprehensive Economic and Trade Agreement (CETA)**

Procurement processes be carried out in an open and transparent manner applies only to high value procurement contracts in order to ensure that governments can continue to use procurement to support local development, especially small and medium sized enterprises.

### 3 Procurement Services Roles and Responsibilities

Procurement Services is responsible for the management of the University's procurement processes relating to the acquisition and delivery of goods, services, furniture and equipment necessary to sustain the academic, research and support service activities of the University.

Procurement Services works with Requestors and Stakeholders through collaborative and responsible processes to achieve the best practices and best value for the University. Click here to view the [SCM Procurement Roles and Responsibilities](#).

SCM enters into agreements with local, national and international suppliers of goods and services. The University also has access to cooperative purchasing agreements through the Canadian Association of University Business Officers (CAUBO); Western Universities Supply Management Association (WUSMA) and Public Purchasing Group (PPG), along with the ability to access the Government of Alberta Standing Offer Agreements. By leveraging institutional purchasing power, the University is able to realize savings and overall best value, which are passed onto faculty and staff in the form of time efficiencies and more efficient transactions.

Preferred Suppliers should be utilized to procure goods and services whenever possible. A supplier achieves Preferred Supplier status through an open and transparent competitive bidding / tendering or sole/single source procurement process. In addition to the Preferred Suppliers being best value for the University, the Preferred Suppliers must meet the University's standards in regards to insurance, health & safety, Workers' Compensation coverage, and sustainability.

Click here for a complete list of [SCM Preferred Suppliers](#) that the University uses. When specific categories are not listed or when Preferred suppliers cannot meet a Requestor's requirements, SCM will work with the Requestor to source an appropriate supplier.

### 4 Authorized Methods of Procurement

Departments and faculties are required to use the following approved procurement processes in their purchasing activities:

#### 4.1 Procurement Card (PCard)

The University employs a Procurement Card (PCard) program to streamline the procurement process for acquiring low risk and low dollar (under \$5000) purchases of goods and services. The use of the PCard for these types of purchases eliminates the necessity of generating purchase orders and can reduce the associated administrative costs by as much as 75%. For information on how to obtain a PCard, click on link below:

<https://www.ucalgary.ca/finance/purchasing-distribution/credit-cards>

## 4.2 University Authorized Purchase Orders

Purchase Orders (PO) are issued to a supplier for the acquisition of goods and services subject to standard terms and conditions. The University of Calgary has a centralized procurement cycle which explains the various steps that must be completed before a purchase can be made.

Payment methods for Purchase Orders

- Electronic Funds Transfer (EFT), an electronic method of remittance for payment within 30 days from the invoice date
- Visa Payables Automation (VPA), an automated payment process utilizing a virtual Visa Card similar to an eTransfer with payment made 7 days after invoice approval
- Wire Transfer a bank transfer with payment within 30 days from the invoice date (note: only available for non CDN/US suppliers)

### 4.2.1 Access to PeopleSoft eProcurement

The University of Calgary has a centralized procurement process in place to handle the purchase requests for all departments. Purchase requests or 'requisitions' are submitted electronically through the PeopleSoft (PS) eProcurement system.

To access PeopleSoft you must log into the [MyUofC](#) portal.

For a full listing of all training materials and navigation basics, please visit:

<https://ucalgary.ca/hr/training-development/how-learning-resources/finance-admin-tasks>

### 4.2.2 Requisitions

Requestors can identify their requirements by completing a purchase requisition detailing their requirements using the University PS eProcurement System.

Requisitions are required for the following:

- Capital Expenditures;
- Furniture;
- Direct Connect purchases;
- Radioactive and/or Hazardous Materials;
- Live animals;
- Consulting Services;
- Contractual Services (or signing an agreement to any terms and conditions);
- Vehicle Leases;
- Purchases that may incur customs or duty clearance charges;
- Fridges/freezers;
- Software/licenses/renewals; and
- Purchase of goods and/or services when PCard purchases are not available.
- When goods and/or services over \$5,000 including tax **have already been obtained and physically received** and the supplier does not accept a PCard or the requestor does not have a PCard.

A requisition is **NOT** to be used for the following type of transactions:

- Payment of honorariums to individuals;
- Payment of salaries to individuals;
- Requests for travel advances;
- Payments of freight;
- Banking related charges;
- Biobar purchases;
- Expense claims / reimbursement;
- Taxes; and
- Stipends

Based on the complexity of the procurement initiative, a variety of procurement methodologies may be deployed to respond to the department's purchase request including competitive bidding, strategic sourcing, single or sole sourcing.

#### **4.2.2.1 Types of eProcurement Requisitions**

##### Direct Connect

The Direct Connect web order option is a service that has been set up between the University of Calgary and select suppliers to allow more efficient purchasing of repetitive, high volume items. It is available through the PS eProcurement system.

Direct Connect enables the user to link to a supplier's website, browse and search an online catalogue with University negotiated prices, and to select items to add back into the eProcurement requisition.

The completed PS eProcurement requisition is processed through the eProcurement approval workflow. Once the service or items have been approved, a Purchase Order is generated and dispatched automatically to the Supplier.

##### Special Request

If items are not available from a University Preferred Supplier, a "Special Request" purchase requisition can be entered in the PS eProcurement system.

##### Amount Only PO

This is used when there will be multiple payments against a PO line. An amount only PO has one amount entered on the PO and multiple amounts can be received against the amount.

Once requisitions are approved by the appropriate budget owners, the approved requisition is sent to Procurement Services to align with an appropriate purchasing methodology. Once generated, the Purchase Order can then be dispatched to the Supplier.



#### **4.2.2.2 Reviewing and Approving Requisitions**

The University PS eProcurement System follows the University [Authority Matrix](#).

Upon completion of the purchase requisition, the purchase requisition will automatically be routed to an appropriate approver based on correct chartfields and may require:

- For requisitions allocated to research funding, regardless of quantity and cost, they will be reviewed and approved before they are processed;
- For certain commodity approvals such as live animals, hazardous or radioactive materials will follow existing commodity approval routing;
- Approval of requisitions is the responsibility of the Dept ID Budget Owner or Project Owner. Items \$25,000 and over will be automatically routed to Supply Chain Management to follow the [Sourcing Guidelines and Competitive Price Solicitation](#);
- Purchase Operational Requisitions less than \$250 for fund 10 accounts (operating accounts) do not require approvals from the Dept ID Budget Owner.

#### **4.2.3 Orders**

The University of Calgary has a centralized procurement process in place to handle the purchase orders for all departments. Only those persons authorized by the University of Calgary may commit University funds to purchase goods and services or enter into an agreement with a supplier to purchase goods or services.

Purchase requests or 'requisitions' that are submitted and approved electronically through the PS eProcurement System are processed accordingly by Procurement Services and a purchase order is dispatched to the supplier.

#### **4.2.4 Edit Requisitions or 'Change Request'**

A requisition can be changed by the requestor in the PeopleSoft eProcurement System. The requisition will need to complete the approval process again if the dollar amount, unit of measure, quantity of goods or services increases.

Change Requests are only available during the current fiscal period, April 1 to March 31. This means a change request cannot be processed to a PO created in a previous fiscal period.

#### **4.2.5 Receiving**

Receiving within PeopleSoft is required for all orders and services, including amount-only requisitions and is to be done in a timely manner. Distribution Services will receive all goods (tangible) items within PeopleSoft that are physically received at University of Calgary loading docks.

#### **4.2.6 Return to Supplier**

For goods that need to be returned to the supplier, contact the supplier and obtain a Return Goods Authorization (RGA) number. Next fill out an on campus pick up form located at the link below:

<https://iac01.ucalgary.ca/SupplyChainManagement/SCMForms/OnCampusPickup.aspx>

#### 4.2.7 Invoicing

Suppliers are expected to comply with the University of Calgary's invoicing procedures. The information contained on the invoice must match the information on the purchase order precisely, (i.e., description of items, unit of measure, unit price etc.).

One invoice is to contain information from only one purchase order. Any discrepancies will result in a match exception and a delay of payment. All discrepancies must be settled before the invoice is paid by Accounts Payable. All invoices must be mailed to [invoices@ucalgary.ca](mailto:invoices@ucalgary.ca) for accurate and efficient processing.

For more information, visit Accounts Payable's [Invoice Payments](#) webpage.

#### 4.2.8 Payment

Once the line item is 'Received' in the PS eProcurement System, the quantity and dollar amounts on the Purchase Order, Receipt and Invoice are matched allowing Accounts Payable to process payment to the supplier.

For more information on Purchase Order's (PO's) lifecycle including Payment details, click on the link below: <https://ucalgary.ca/hr/training-development/how-learning-resources/finance-admin-tasks>

<b>Purchasing, Requisition, ePro, Payment Processing, Rogers Cell Phone, Vouchers</b>	+ General
	+ Payment Processing
	+ Rogers Communications Requisitions
	+ eProcurement (ePro)
	+ Requisitions
	+ Voucher Information

#### Need Assistance?

Contact UService if you require assistance with any issues:

[finance@ucalgary.ca](mailto:finance@ucalgary.ca) 403-210-9300

#### 4.2.9 Purchase Requisition, Purchase Order and Invoice Variances

Background: It is important to ensure that adequate financial controls exist in our procurement processes in order to demonstrate responsible stewardship of public funds and to ensure the requirements of various funding agencies are met.

It is equally important to ensure that the procurement process is efficient for all who are involved and allows the University to order goods and services as expeditiously as possible.

While some system controls do exist in the procurement process, the system cannot accommodate all of our requirements. As such, it is necessary to implement business processes for managing price discrepancies between purchase requisitions, purchase orders and invoices. These processes must be transparent, documented and applied consistently across all funds.

Purchase Requisition Line Item Value	Business Process
\$0 to \$250 (68% of all line items)	SCM to process changes up to \$50 per line item
\$251 to \$1,000 (19% of all line items)	SCM to process changes up to \$100 per line item
>\$1,000 (13% of all line items)	SCM to process changes that are the lesser of 10% or \$10,000
Exceptions / Further Clarification:	All changes that exceed the thresholds noted above must be adjusted on the purchase requisition with appropriate approvals

#### 4.2.10 Procurement Services Approval Thresholds

Purchase requisitions that become purchase orders are commitments made on behalf of the University to an external party. All purchase orders and contracts are commitments that must be approved and signed by Supply Chain Management (SCM). Both SCM and the VP (Finance & Services) approvals are required for commitments up to \$19,999.99 million. An additional approval is required by the President for commitments \$20 million and greater. However, once goods and/or services are received, the initiating Faculty/Business Unit is responsible for managing expenses against the purchase order and ensuring they are closed once completed.

##### PO Approvals in PeopleSoft

Junior Procurement Specialist	PO's \$0 - \$9,999.99
Procurement Specialist	PO's \$10,000 - \$49,999.99
Senior Procurement Specialist	PO's \$50,000 - \$249,999.99
SCM Manager and Associate Director, SCM	PO's \$250,000 - \$499,999.99
Director, SCM	PO's \$500,000 - \$999,999.99
VP, Finance & Services	PO's \$1,000,000.00 - \$19,999,999.99
President	PO's \$20,000,000.00 and above

## 5 Construction and Renovation Purchases

The Facilities department is responsible for creating, maintaining and renewing the buildings and spaces that enable the research, teaching and administrative activities of the University of Calgary.

Facilities will work with departments/faculties in planning the renovation project and will coordinate all purchase requirements with Capital Construction Procurement. This will include the tendering of materials/equipment required for the project and the hiring of trades and/or general contractors. To initiate your work request you can:

- Submit the request using Archibus Work Request System. The work request system can also be accessed through the MY U of C portal > Around campus > Get help > Report a facility issue; or
- Contact Facilities at [fmdcustomer@ucalgary.ca](mailto:fmdcustomer@ucalgary.ca).

## 6 Bidding Process

To comply with the [New West Partnership Agreement \(NWPTA\)](#), the University shall procure goods and services based on the table outlined in Section 8.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies. For procuring produces and services with value greater than \$25,000, contact SCM to discuss the acquisition methods.

The NWPTA outlines the University's procurement obligations:

- States our purchase value threshold and subsequent acquisition methods;
- All competitive bids must be open to the public, non-discriminatory, transparent, and fair;
- Provides framework and structure to conduct the tendering process.

Alternative procurement procedures may be used in the circumstances listed below provided that they are not used by a procuring entity to avoid competition, discriminate between suppliers, or protect suppliers of its Party (taken from the New West Partnership Trade Agreement):

- procurements from philanthropic institutions, prison labour or persons with disabilities;
- procurement from a public body or non-profit organization;
- procurement of goods purchased for representation and promotional purposes, and services or construction purchased for representational or promotional purposes outside a procuring entities' Province;
- procurement of health services and social services;

- by entities which operate sporting or convention facilities, in order to respect a commercial agreement;
- where it can be demonstrated that only one supplier is able to meet the requirements of a procurement;
- where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures;
- when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
- procurement of services provided by lawyers and notaries;
- procurement of goods intended for resale to the public; or
- procurement in the absence of a receipt of any bids in response to a call for tenders

## 6.1 Purchase Values

The defining values are based on the aggregate value of the purchase, not individual sub-items:

Example #1 - a service that is procured for 2 years at \$15,000 per annum will follow the path for \$25,000 to \$74,999 purchases.

Example #2 - a purchase of 3 different items or 3 identical units summing  $\geq$  \$75,000 follows the path for  $\geq$  \$75,000 purchases.

Example #3 - a software license purchase for 4 years at \$20,000 per annum will follow the path for  $\geq$  \$75,000 purchases.

Departments cannot split purchases to follow a less stringent path. In order to obtain the best pricing and/or discounts, items should be purchased based on the total aggregate volume.

## 6.2 Sole Source Purchases

When goods and services can be procured from only one supplier, a Sole Source Justification may be used in place of other methods outlined in Section 8.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies. The Sole Source Justification form is located in the [MyUofC](#) portal:

<https://iac01.ucalgary.ca/SupplyChainManagement/SCMForms/SoleSourceJustification.aspx>

Contact UService if you require assistance with any return issues:

[finance@ucalgary.ca](mailto:finance@ucalgary.ca) 403-210-9300

A Sole Source is defined as only one known supplier is capable of meeting the end users requirements and specifications.

Sole source purchase methodology may be exercised under the following situations:

- To ensure compatibility with existing products, to recognize exclusive rights, such exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- Where there is an absence of competition for technical reasons and the goods or services can be

- supplied only be a particular supplier and no other alternative or substitute exists;
- For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
  - For the purchases of goods on a commodity market;
  - For work to be performed on or about a leased building or portions thereof that may be performed only by the Lessor;
  - For work to be performed on property by a contractor according to the provisions of a warranty or guarantee held in respect of the property or original work;
  - For a contract to be awarded to the winner of a design contest;
  - For the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study, or original development, but not for any subsequent purchases;
  - The University Researcher is duplicating a documented experiment, or is part of a research consortium in which like equipment is being procured, and the same equipment is required to minimize experimental error;
  - The new equipment is replacing damaged equipment which is, or will be, a complement to the exact same make and model, and is required to allow continuation of experimentation previously conducted (on the damaged equipment) or enhance an ongoing research effort (which is currently using the same equipment);
  - For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
  - The procurement of original work of art;
  - For the procurement of subscriptions to newspapers, magazines or other periodicals; and/or
  - For the procurement of real property.
  - As per above NWPTA exemptions.
  - At the discretion of Procurement Services, sole sourcing methodology may be applied:
  - To expenditures less than \$25,000 for goods and services;
    - For estimated expenditures less than \$25,000 per project: relating to the services provided by independent contractors or consultants that have been pre-qualified or certified by the University through an open and competitive process;

- When the estimated expenditure is less than \$200,000 for certified construction contractors, architectural, engineering and other professional consulting services required with respect of the planning, design, preparation or supervision of the construction, repair, and renovation of a work or where specific expertise is critical to success of project.

### **6.3 Freedom of Information and Protection of Privacy Act**

The University must comply with the provisions of the Freedom of Information and Protection of Privacy Act. This requires the University to not only provide access to information that should be in the public domain but also an obligation to ensure confidential information that may harm a supplier's competitive position is handled accordingly. More information on FOIP is available in [University Legal Services](#) website.

### **6.4 Conflict of Interest - Approvals**

For the same reasons that members of the University, including the President, do not approve their own expense claims or purchases, an individual who may derive a personal benefit from any other financial transaction should not approve, by themselves, any other financial transaction, whether it be the purchase of an item of equipment, expense claim or the appointment of employees who will be engaged in financially beneficial activities.

## **7 Travel, Accommodations & Vehicle Rentals**

SCM manages airline and travel agency contracts for the University of Calgary. University travelers are encouraged to book their travel through the contracted agency Maritime Travel in order to benefit from the terms negotiated in the contract. These terms include preferred corporate rates for air, car rental and hotel bookings. Booking all travel through Maritime Travel will result in substantial savings and tracking of flights for the University community. For more information, visit the [SCM Travel Services](#) website.

### **7.1 Vehicle Rentals**

#### **7.1.1 Local Vehicle Rental**

For local vehicle rental requirements, departments/faculties are to access Budget Car and Truck Rentals' on-line booking reservation, the University's contracted supplier. Reservations can be booked using a PCard. Click the link for additional information on [Vehicle Rentals](#).

#### **7.1.2 Out-of-Town Vehicle Rental**

[Out of town vehicle rentals](#) can be arranged through Maritime Travel, reserved using a T&E Card or through [Canadian Association of University Business Officers \(CAUBO\)](#) for approved car rental rates.

## 8 Appendices

### 8.1 Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies

Competitive Bid Thresholds		
Commodity	Dollar Threshold	Procurement Methodology
Supplies of Goods/Services	\$0 - \$9,999.99	<ul style="list-style-type: none"> <li>No quote is required.</li> </ul>
	\$10,000 - \$24,999.99	<ul style="list-style-type: none"> <li>Minimum of one quote is required.</li> </ul>
	\$25,000 - \$74,999.99	<ul style="list-style-type: none"> <li>Minimum of three quotes or Sole Source form is required.</li> <li>Competitive bid can be issued to the marketplace, at the discretion of SCM. RFQ/RFP will be advertised on Alberta Purchasing Connection (APC) or by 'invitation' only.</li> </ul>
	Over \$75,000	<ul style="list-style-type: none"> <li>Competitive bid or an Advanced Contract Award Notification (ACAN) issued to the marketplace.</li> <li>RFQ/RFP/ACAN must be advertised on Alberta Purchasing Connection (APC).</li> <li>Sole Source form must be completed in order to initiate an ACAN.</li> </ul>
Construction Services	\$0 - \$24,999.99	<ul style="list-style-type: none"> <li>Project Manager utilizes pre-qualified list for a minimum of one (1) quote required</li> <li>At the discretion of SCM, purchase may be directly sourced with one of the University Certified General Contractors.</li> </ul>
	\$25,000 - \$74,999.99	<ul style="list-style-type: none"> <li>Project Manager utilizes pre-qualified list for a minimum of three (3) quotes required</li> <li>At the discretion of SCM, purchase may be directly sourced with one of the University Certified General Contractors.</li> </ul>
	\$75,000 - \$199,999.99	<ul style="list-style-type: none"> <li>Project Manager utilizes pre-qualified list for a minimum of three (3) quotes required</li> <li>At the discretion of SCM, purchase may be directly sourced with one of the University Certified General Contractors.</li> </ul>
	\$200,000 - \$2,999,999.99	<ul style="list-style-type: none"> <li><b>General Contractor Services</b> – RFP or Invitation to Tender issued to all University Prequalified General Contractors.</li> <li><b>Trade Contractor Services</b> – RFP or invitation to Tender competitive bid document must be issued to the market place and advertised.</li> </ul>



	\$3,000,000 +	<ul style="list-style-type: none"> <li>Based on construction methodology, an RFP or Invitation to Tender will be issued to the marketplace. Competitive bid document to be advertised on APC and/or Calgary Construction Association CoolNet electronic tendering website as per NWPTA guidelines.</li> </ul>
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<b>Certified Consulting Services</b>		
<b>Acoustic, Architectural, Building Code, Building Envelope, Cost Consulting, Civil/Electrical/Mechanical and Structural Engineering, Geotechnical and Project Management</b>	\$0 - \$99,999.99	<ul style="list-style-type: none"> <li>Consultant may be single sourced from University Certified Architect and Engineer Consultant Registry.</li> </ul>
	\$100,000 - \$199,999.99	<ul style="list-style-type: none"> <li>RFP issued to University Certified Architect and Engineer Consultant Registry.</li> </ul>
	\$200,000 +	<ul style="list-style-type: none"> <li>Competitive bid to be issued to the marketplace and advertised on APC.</li> </ul>
<p>The purchase dollar threshold is based on the total cost of the purchase transaction or consulting project. Purchases cannot be disseminated in order to avoid a competitive bid process.</p> <p>The certification of Contractors and/or Consultants shall be through an open and transparent competitive bid process and comply with NWPTA and the University procurement policies and procedures. A list of Certified Contractors and/ or Consultants can be found in the <a href="#">SCM Preferred Supplier</a> List.</p> <p>Sole-sourced purchase requests shall comply with the University Sole Source policies and procedures and can only be approved by Supply Chain Management. Departments must provide written justification that clearly details the reason for not being able to adhere to or comply with the competitive bid requirement stated in the University policy or NWPTA.</p>		

## 8.2 Appendix B: Procurement Roles and Responsibilities

Procurement Stages	End-User	Supply Chain Management				Accounts Payable	Comments
		Procurement Services	Suppliers and or Master Data Compliance	Distribution Services (includes Customs and Traffic)	Corporate Card		
Needs Recognition	✓	✓	✗	✗	✗	✗	Consult Procurement Handbook (Section 4.2.2)
Quotation Request	✓	✓	✗	✗	✗	✗	See Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies
Open Competition (RFx)	✓	✓	✗	✗	✗	✗	See Appendix A: Competitive Bid Thresholds and Associated Procurement Methodologies
Set-up Supplier in PeopleSoft	✓	✓	✓	✗	✗	✗	See forms on SCM website under <a href="#">Suppliers to UCalgary</a>
Create Requisition	✓	✓	✗	✗	✗	✗	Consult Procurement Handbook (Sections 4.2.1, 4.2.2, 4.2.2.1, 4.2.2.2, 4.2.3, 4.2.4, 4.2.9, 4.2.10)
Budget Owner Review	✓	✗	✗	✗	✗	✗	Consult Procurement Handbook (Sections 4.2.1, 4.2.2.2)
Contract Review & Negotiations	✓	✓	✗	✗	✗	✗	Consult Procurement Handbook (Sections 2.5, 3, 4.2.10, 6.2, 7, 8.1)
Signing Contracts	✗	✓	✗	✗	✗	✗	Consult Procurement Handbook (Section 4.2.10)
Receiving Goods	✓	✗	✗	✓	✗	✗	Consult Procurement Handbook (Section 4.2.5)
Return to a Supplier	✓	✓	✗	✓	✗	✓	Consult Procurement Handbook (Section 4.2.6)
Invoice Review & Payment	✓	✗	✓	✗	✗	✓	Consult Procurement Handbook (Sections 4.2.7, 4.2.8)
Invoice Issues	✓	✓	✗	✗	✗	✓	Consult Procurement Handbook (Sections 4.2.7, 4.2.8, 4.2.9)
Supplier Issues	✓	✓	✓	✓	✗	✓	Consult Procurement Handbook (4.2.6, 4.2.7)
Request a Corporate Card	✓	✗	✗	✗	✓	✗	<a href="https://www.ucalgary.ca/finance/purchasing-distribution/credit-cards">https://www.ucalgary.ca/finance/purchasing-distribution/credit-cards</a>
Request Increase Limit on Corporate Card	✓	✗	✗	✗	✓	✗	<a href="https://www.ucalgary.ca/finance/finance-forms">https://www.ucalgary.ca/finance/finance-forms</a>
Transferring Biohazards	✓	✓	✗	✓	✗	✗	<a href="https://live-risk.ucalgary.ca/risk/sites/default/files/teams/13/btprecipientimporter.pdf">https://live-risk.ucalgary.ca/risk/sites/default/files/teams/13/btprecipientimporter.pdf</a>
Customs and Duty Clearance Questions	✓	✗	✗	✓	✗	✗	Consult Procurement Handbook (Sections 4.2.2)
Booking Travel	✓	✗	✗	✗	✓	✗	Consult Procurement Handbook Section 7) or visit <a href="#">UCalgary Travel</a>
Vehicle Rental	✓	✗	✗	✗	✓	✗	Consult Procurement Handbook (Section 7.1) or visit <a href="#">UCalgary Travel</a>