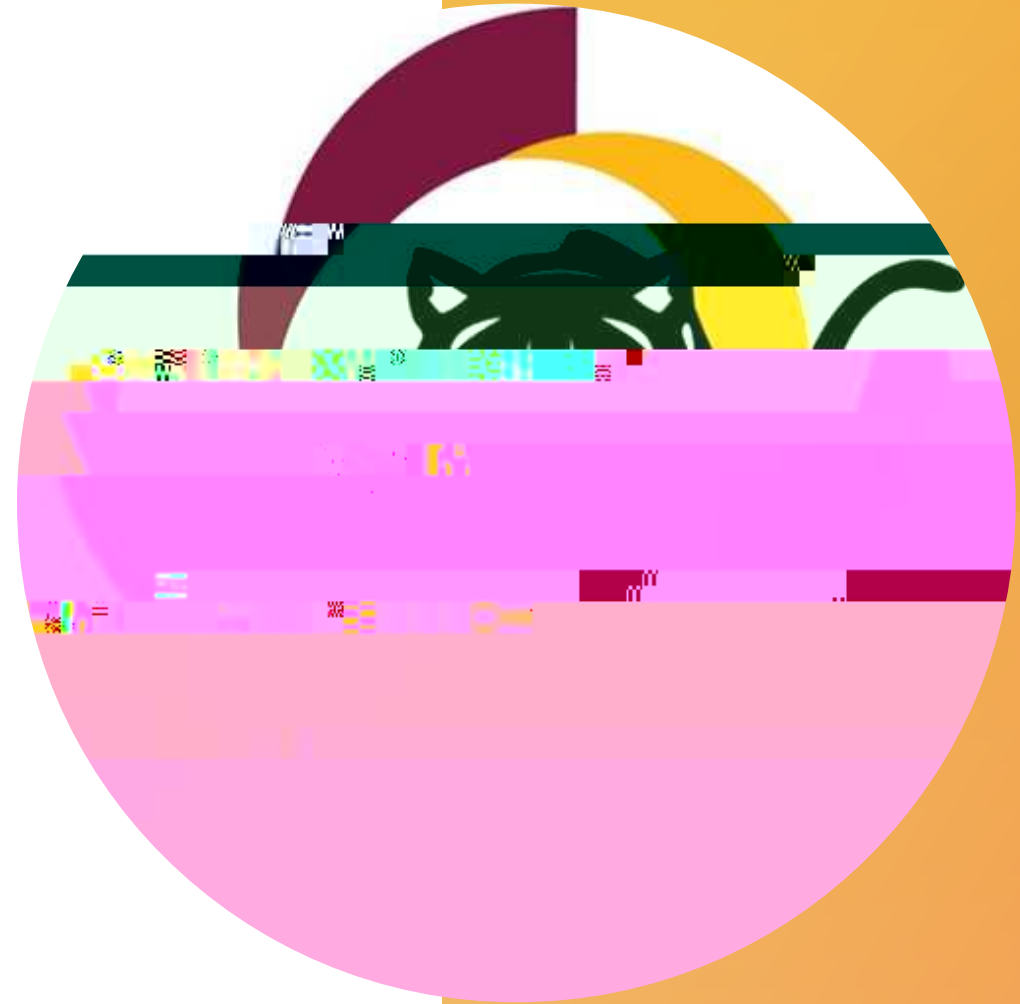


PURCHASING- Mercury Commerce & Purchase Orders



PRESENTED

October 25, 2021



VENDORS



VENDOR INFORMATION FORM

Before transacting with a vendor, they must have a vendor record in Colleague.

Use "VENI" to determine if a vendor exists in the system.

New vendors are created upon receipt of complete documentation (VIF and BL/COI as needed).

Once the vendor record is created, you will receive the vendor number, which provides authorization to transact.





REQUISITIONS

REQUISITIONS

Requisitions are submitted by the dep

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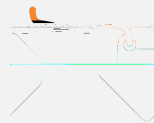


BIDDING MATRIX



Purchases up to \$5,000 must have at least 1 quote

Purchases of \$5,001 - \$20,000 must have at least 2 quotes



Purchases of \$20,001 - \$96,700 must have at least 3 quotes



Purchases of \$96,701 and over must go into the bidding process



MERCURY COMMERCE



COLLEAGUE



REQUISITIONS IN COLLEAGUE

- Colleague Requisitions (Blanket POs) are for multiple payments to the same vendor throughout the fiscal year for a single project/service, or for undefinable goods purchases.
Example: *A service contract for quarterly maintenance.*
- Blanket POs are requested using the Purchase Requisition form (not through Mercury Commerce) and processed directly in Colleague.
- Requisitions for services must have supporting documentation attached.
- Approval logic is the same as Mercury Commerce.
[Signature Guidelines](#) can be found on the Purchasing website.
- Approval signatures must be obtained on the Requisition Form via Adobe Sign.



ADOBE SIGN REMINDEERS FOR PURCHASING

- Use the following naming convention for your PDF file:
 - “PR_fiscal year_vendor name”
 - **Example:** PR 2022 Home Depot
- Signature fields must be set up on the provided spaces on the PR form.
- CC purchasing@hartnell.edu in Adobe Sign
 - **Note:** Purchasing does not need to sign the form.



RECEIVING IN COLLEAGUE

- Colleague (Blanket POs):
 - Send the invoice to Accounts Payable (accountspayable@hartnell.edu) with payment authorization and referencing the BPO number.
- Colleague (regular POs):
 - Warehouse has access and should do the receiving.



CHECK REQUESTS



CREDIT CARD REQUESTS

The Business Office has a college credit card to use for the following:

- Virtual conference registration
- Purchases in which the vendor does not accept payment by check or a purchase order.

Send Completed Credit Card Request form to Lucy.

Form is the same as the Check Request Form, please mark the Credit Card box on the top left portion of the form.

REMI NDERS

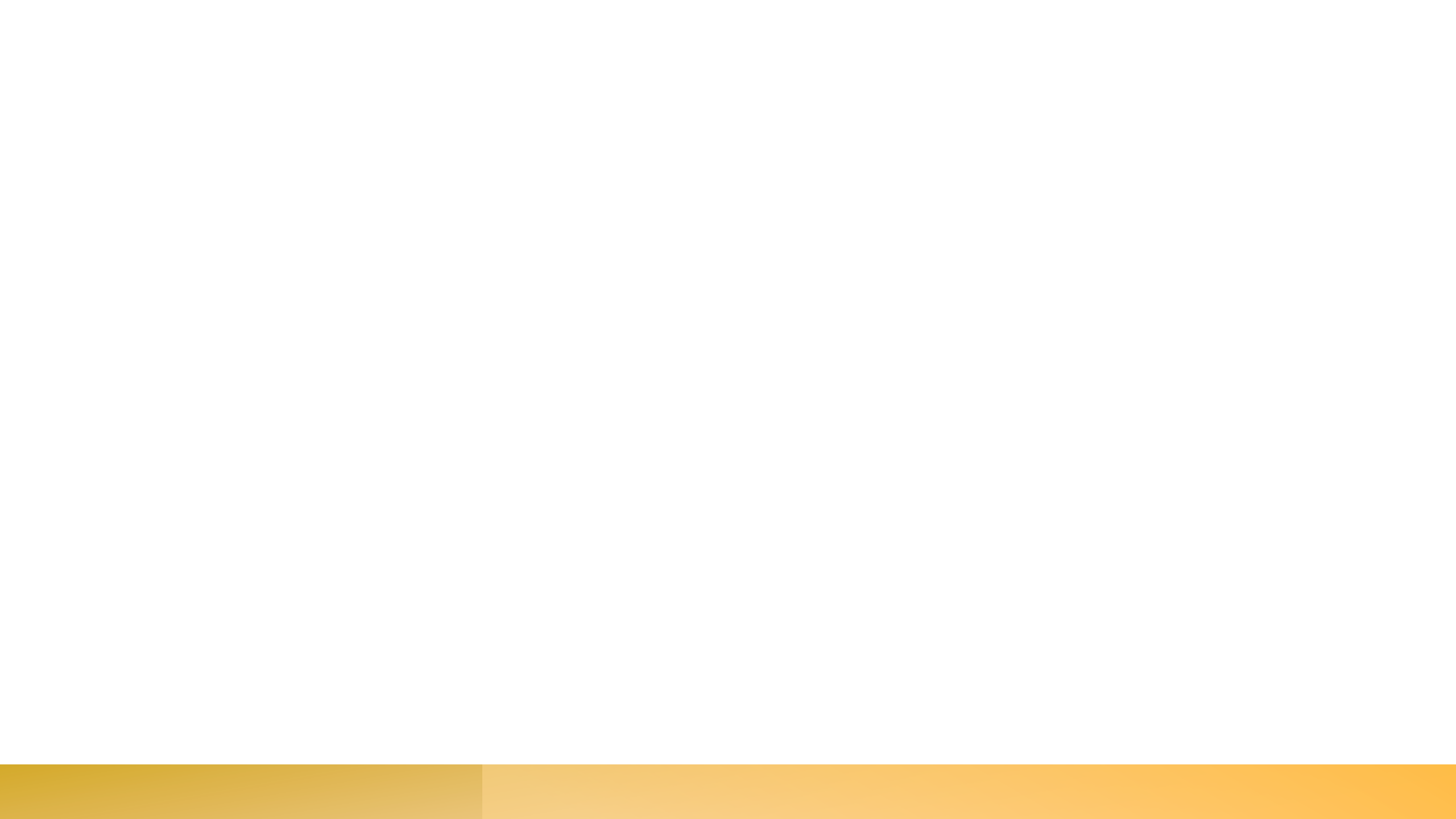
- 1-2 week turnaround for check requests.
- Use purchase orders and reference PO # wherever possible.
- Check your budget balances! Requests with insufficient funds will be returned to the department via campus mail.
 - Use Colleague screen "ACBL" for account snapshot.

COLLEAGUE TOOLS

Budget Reports:

- GLBS - Detailed Budget Status Report
- GLBR - Year-to-date Budget Summary Report w/
Purchase Orders

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QUESTIONS