Division: Office of the President	Department: Bureau of Finance
Document Type: Procurement SOP	Document Number: Implementation Date: Dec 05, 2016
Title: Procurement Procedure	
Initial Author/Date: Venu Rapur 11/11/2016	
Rev Author/Initiation Date:	Effective Date:

Procurement Procedure
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1.0 Purpose

The purpose of this Standard operating procedure manual is to document Cook County online requisitioning tool for faster and more accurate procurement process. With online requisitions, we can centralize the purchasing department, source requisitions with the best suppliers, and ensure appropriate management approvals are obtained before creating purchase orders from requisitions.

2.0 Scope

This procedure applies for Purchases made by CCP, CCH & CCT employees in Oracle EBS and third party procurement systems such as eMarketplace, Global Health Exchange (GHX).

3.0 Requisition to Receipt Process

3.1 Requisitions

3.2 Purchase Orders

3.3 PO Receipts
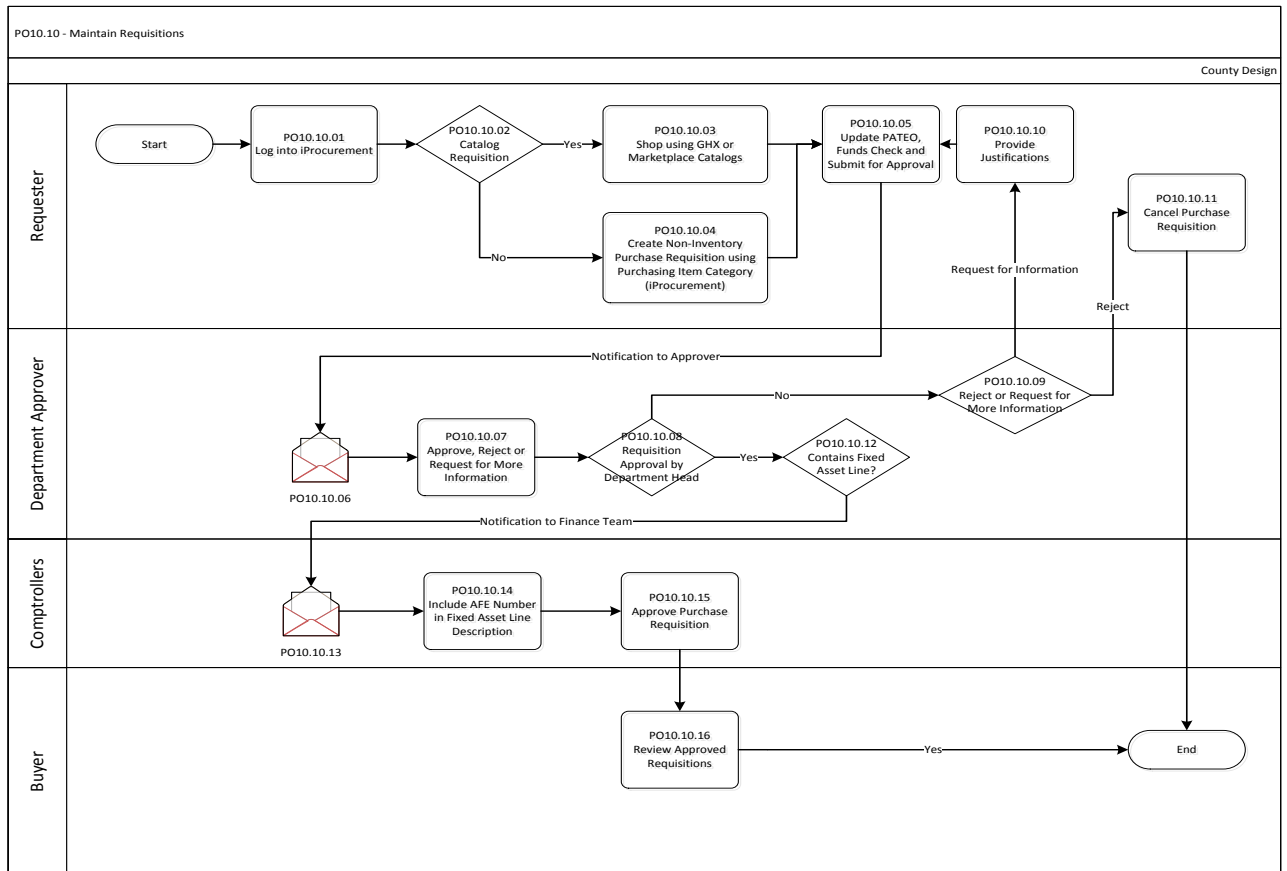
3.4 Return to Vendor

3.4.1   Manage Requisitions

If the requisition is a catalog requisition, GHX system is used only by Cook County employees to create purchase requisitions for stock, non-stock and services. This is an online system where requestors enter requests using favorites, templates and catalogs.

Workflow approval process is used for approving the requisitions. Approvals workflow includes anywhere from 1 – 4 persons. When requisitions are initiated in GHX, the requestor/user has to ensure correct contract number/price is entered and submitted for approval. If the requisition is rejected, it would go back to into the queue of the requestor/user to fix the error.
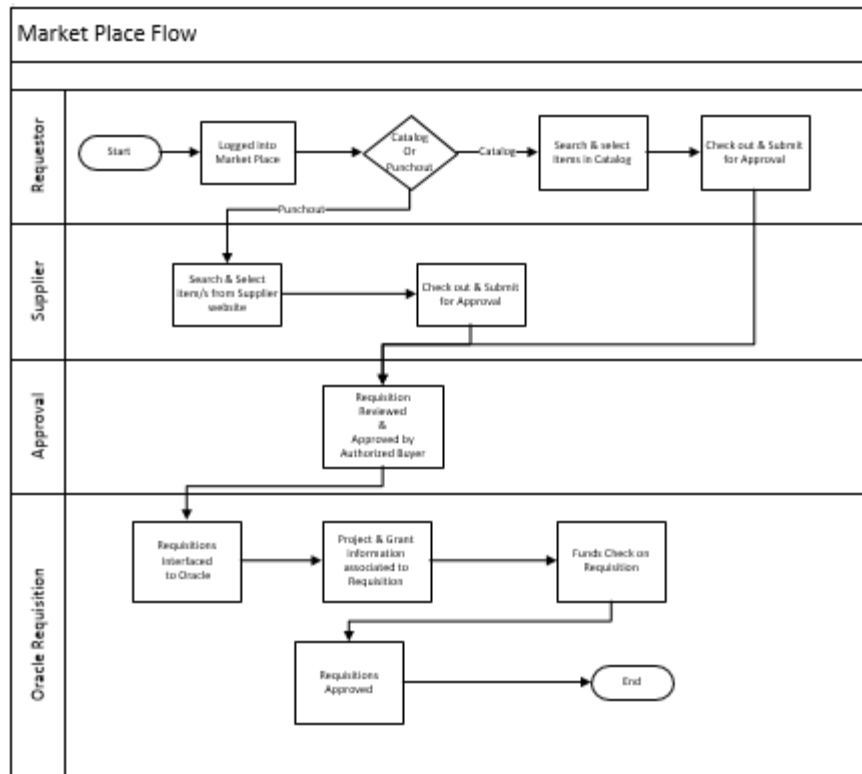
3.5 Process flow

3.5.1 Market Place

This is an online tool for Cook County employees to shop and order goods from preferred supplier contracts. Key features of Market Place are the ability to compare-shop across multiple supplier web sites to search, find and compare products from different supplier contracts.

This tool facilitates users to search for products thru category or Suppliers. There are six categories (Electrical Products, Equipment & Supplies, Facility Maintenance, Repair and Operations, Office Supplies & Paper, Public Safety & Emergency Preparedness Goods, Roofing Supplies, Large Equipment Rental) available and user can quickly search the catalog within a category. The tool also enables the user to quickly identify the supplier available within the tool and access an individual supplier website to order goods via punch out. Grainger, Graybar, Guy Brown, Hertz (Equipment Rental), HD Supply Maintenance, Safeware, Montenegro Paper Ltd are suppliers which the users can order goods from.
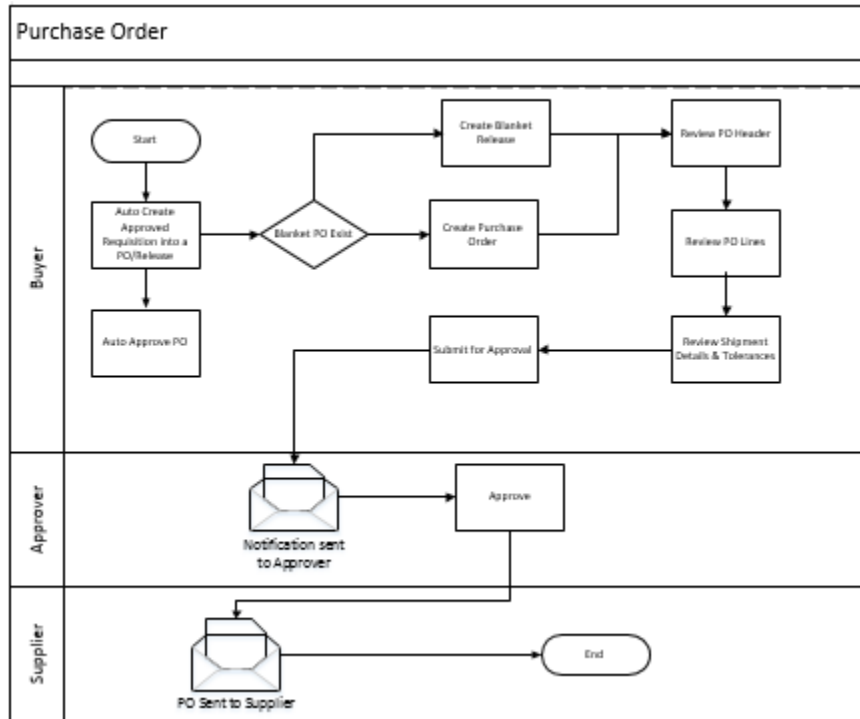
Process Flow

3.2 Purchase Orders

Approved Purchase Requisitions become a Standard Purchase Order or Blanket Release in Oracle. While converting Requisitions, the buyer would check if an open blanket PO exists. If a blanket PO exists, all attributes including price is copied and then a blanket release is made. After a PO is created, the PO Header information such as Payment Terms, Freight Terms, Supplier Contact are reviewed. Similarly, PO Line details such unit price, need by date and Shipment schedule details, warehouse, invoice match option and receiving controls are reviewed. After the Purchase Orders are created, the PO is validated with correct contact number or Project and Grant information, and funds check is performed in the system. During the funds check process if a Purchase Order fails on funds check, an email is sent out to the requestor about the funds check failure. After the Purchase Order is approved, purchase documents are sent to Supplier via EDI, Fax, Email or Mail.
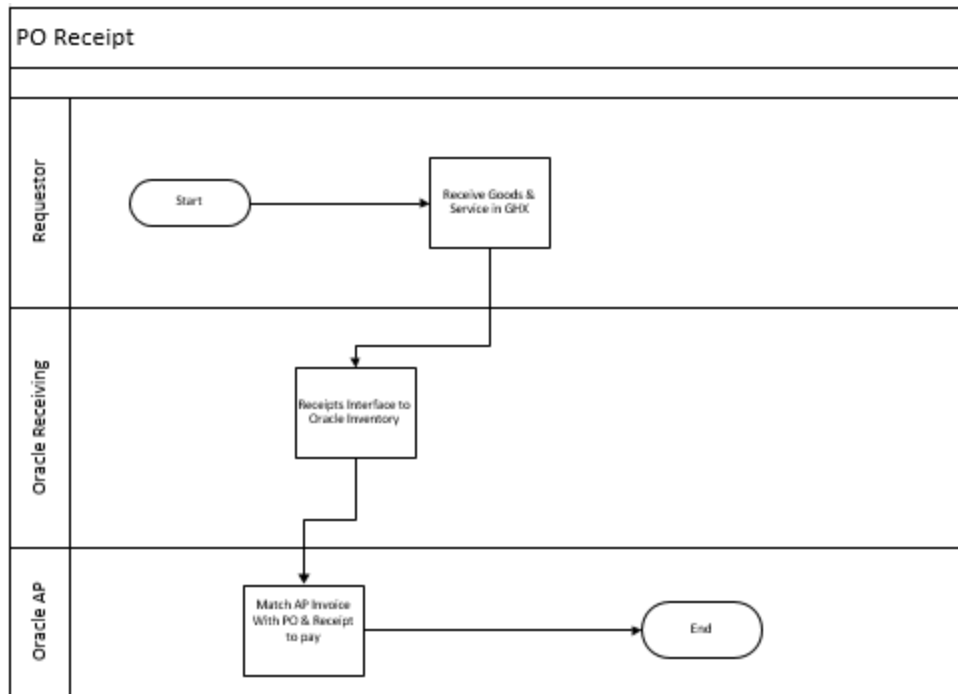
3.3 Process Flow – Purchase Order

3.4 PO Receipt

Requestors receive goods and services against the Interfaced Purchase Orders in Lawson and receipt of goods are interfaced to Oracle EBS to support the AP Invoice process in the system where an invoice is matched to PO and Receipt.

3.5 Process Flow – PO Receipt

3.6 Return to Vendor

Return request is created in Oracle EBS. Receiver or Buyer enters the return item, quantity and location. Debit memo creation is optionally selected for purchase returns. After the return is recorded in EBS, the goods are returned to the Supplier.

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3.7 Process Flow – Return to Vendor