



# Procurement 101



## Purchasing and Contract Services

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# Agenda

- Vision
- Who we are
- Navigating SUNY Procurement
- Procurement Process
- Procurement Tips
- Questions







## Business Services

# Vision

To continuously improve and streamline business activities through innovation, collaboration and a commitment to excellent customer service



# CUSTOMER SERVICE



## Mission

Purchasing and Contract Services is actively supporting the university's missions of research, education, and service by delivering efficient procurement solutions. We prioritize customer service by collaborating with stakeholders, streamlining processes, and utilizing technology to enhance innovation to support the university's strategic goals.



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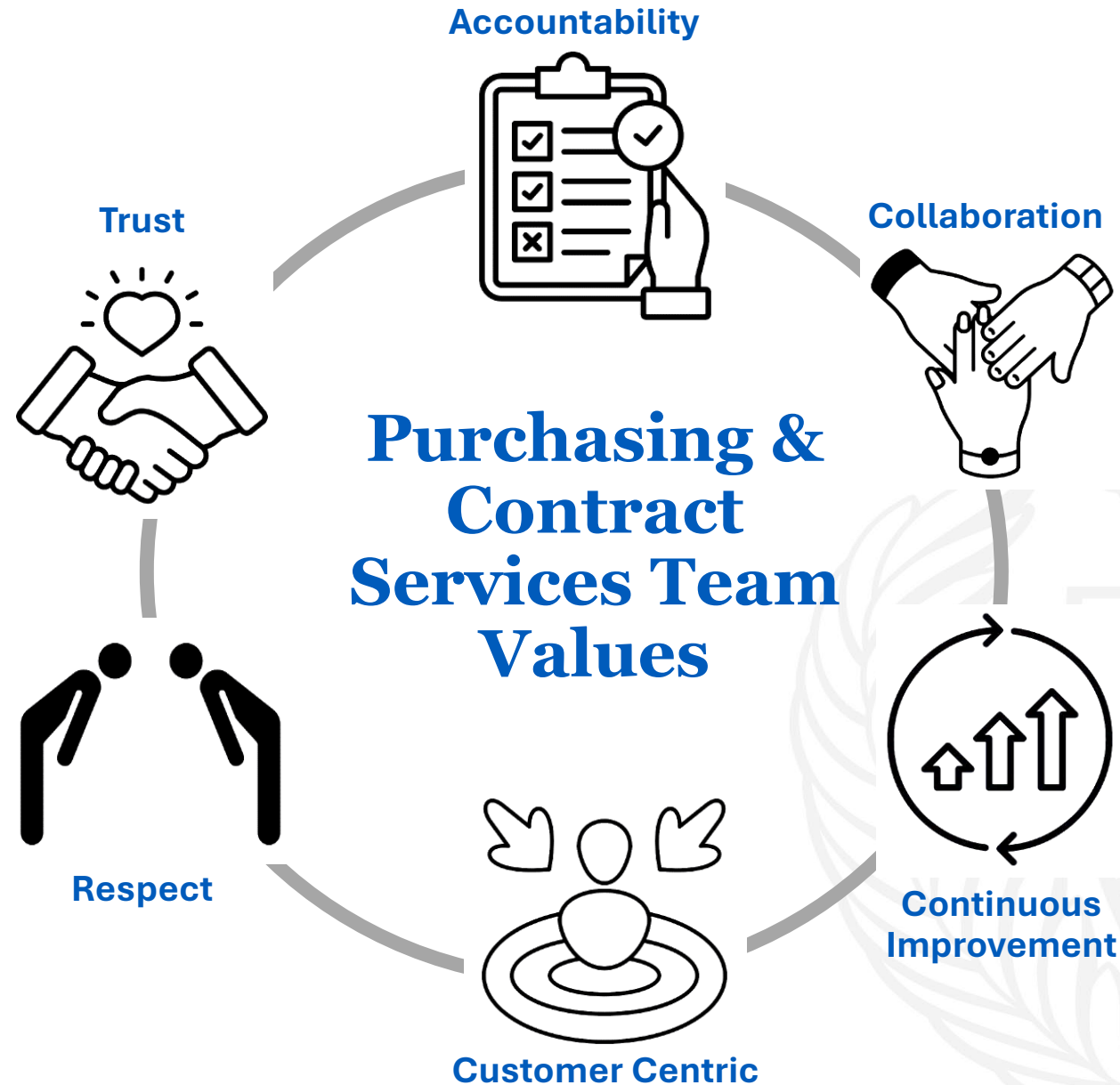
# We value

Partnerships and collaboration

Commitment to providing excellent customer service

Unparalleled opportunities to shine







University at Buffalo

Office of the Vice President for Finance and Administration

# Business Services

Brand Promise:

Here to help

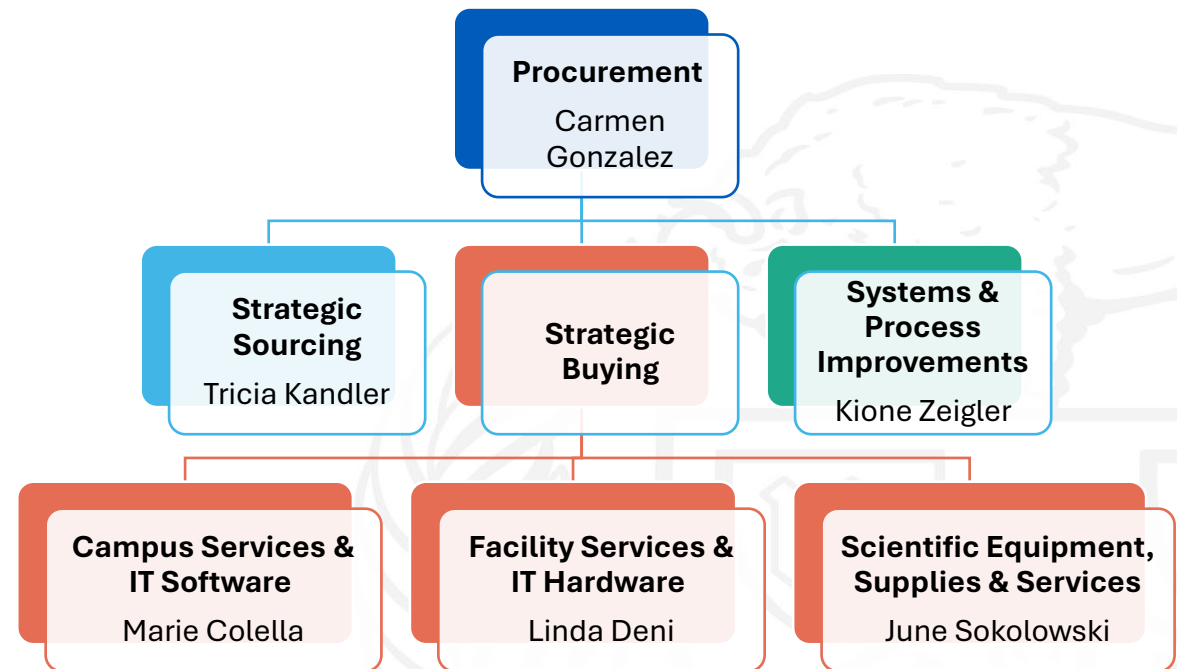


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# Future Organization

Teams will be more narrowly focused on strategic sourcing or strategic buying and more of the support operations move to the Systems team.

- **Strategic Sourcing** will focus on competitive bids, NYS/SUNY/RF sourcing requirements, and contract negotiations to support those bids.
- **Strategic Buying** will provide category subject matter expertise on day-to-day buying and non-competitive contract negotiations.
- The **Systems & Process Improvement team** will centralize more support functions like compliance and training, while continuing to support supplier management, ShopBlue issues, and enhancements.



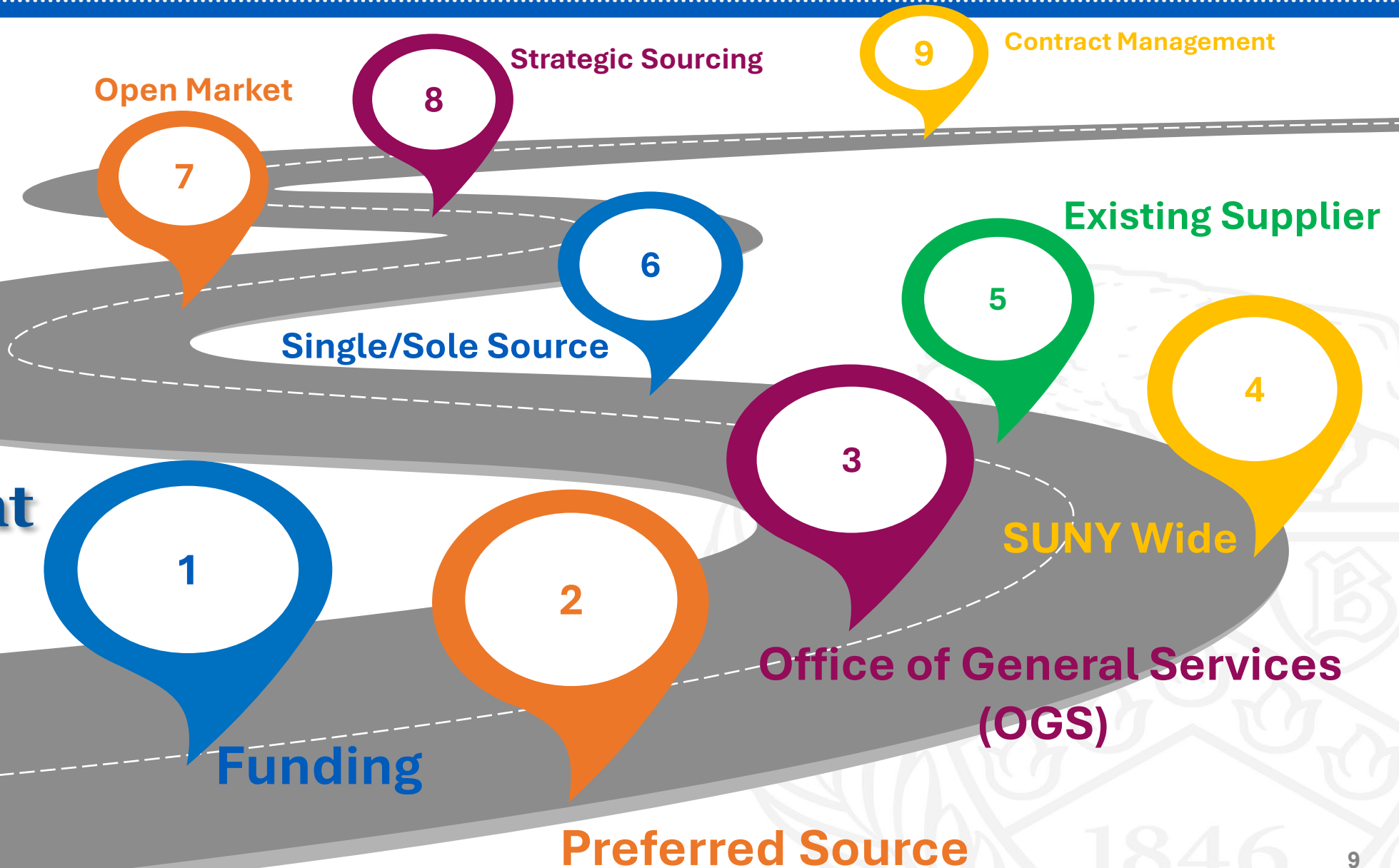




# Navigating



# Procurement





# 1. Funding Sources

Open Market

Strategic Sourcing

Contract Management

Existing Supplier

SUNY Wide

Office of General Services  
(OGS)

Preferred Source

Funding

Single/Sole Source





## 2. Preferred Sources







### 3. Office of General Services (OGS)

Open Market

Strategic Sourcing

Contract Management

7

8

9

6

5

4

Single/Sole Source

Existing Supplier

Search

3

SUNY Wide

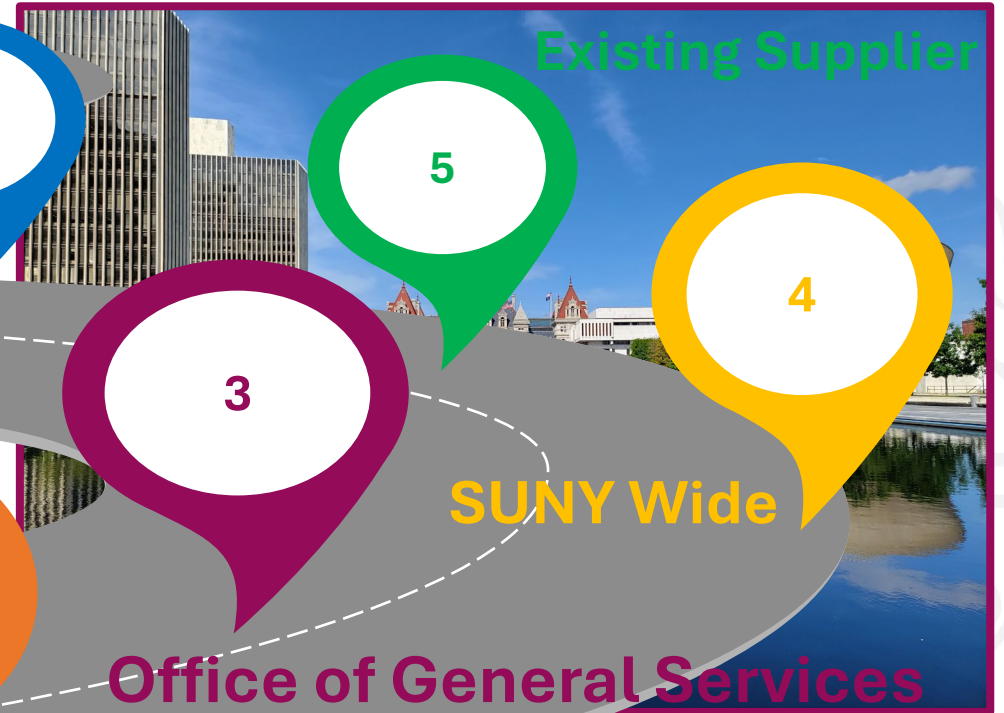
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Office of General Services  
(OGS)

Funding

Preferred Source





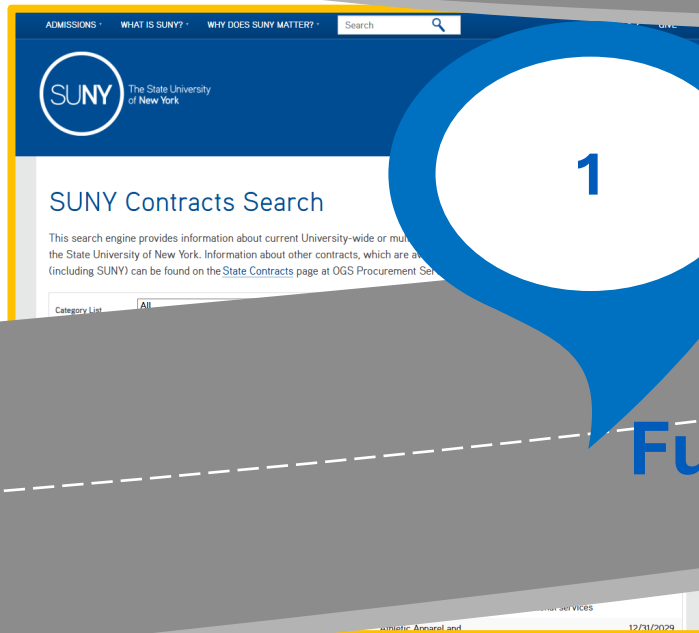
## 4. SUNY System-Wide Contracts

Open Market

Strategic Sourcing

Contract Management

Search SUNY



Single/Sole Source

Existing Supplier

SUNY Wide

Office of General Services (OGS)

Funding

Preferred Source

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# Sustainability

Wherever feasible, sustainability is integrated into procurement decisions to support the University's environmental goals. The procurement team has actively contributed to several campus-wide sustainability initiatives, including:

- **Electric Bikes**
- **Zero Waste Initiative**
- **Electric Vehicles**
- **Clean Master plan for North & South Campuses**







## 5. Existing Suppliers

Open Market

Strategic Sourcing

Contract Management

amazon business

Single/Sole Source

Existing Supplier  
**Fisher Scientific**

GRA

SUNY

Funding

Office of General Services  
(OGS)

Preferred Source



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## 6. Single/Sole Source

- Single Source – although more suppliers can provide the required commodity or service, the university selects only one.
- Preferred Source – a commodity or service that is only available from a single source.

Open Market

Strategic Sourcing

Contract Management

Single/Sole Source

Existing Supplier

SUNY Wide

Office of General Services (OGS)

Funding

Preferred Source

# 7. Open Market Procurement

## Open-Market Procurement

- Solicitation of quotes from multiple vendors and justification of the selection
- Open market procurement is a part of the ShopBlue process

Single/Sole Source

a winding road with several waypoints

- Supplier Diversity
- Procurement Cycle

Strategic Sourcing

Contract Management

Existing Supplier

SUNY Wide

Office of General Services (OGS)

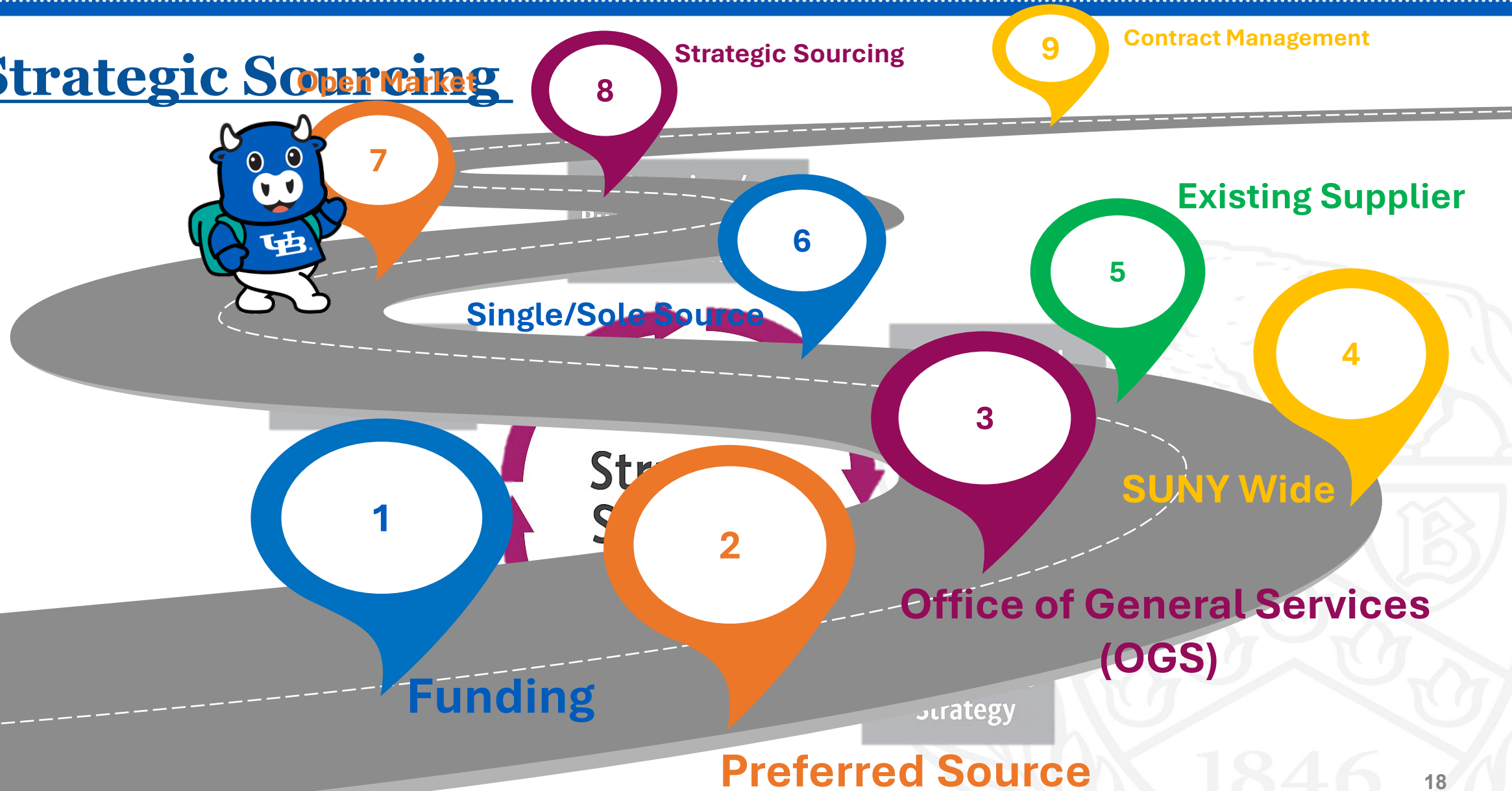
Funding

Preferred Source



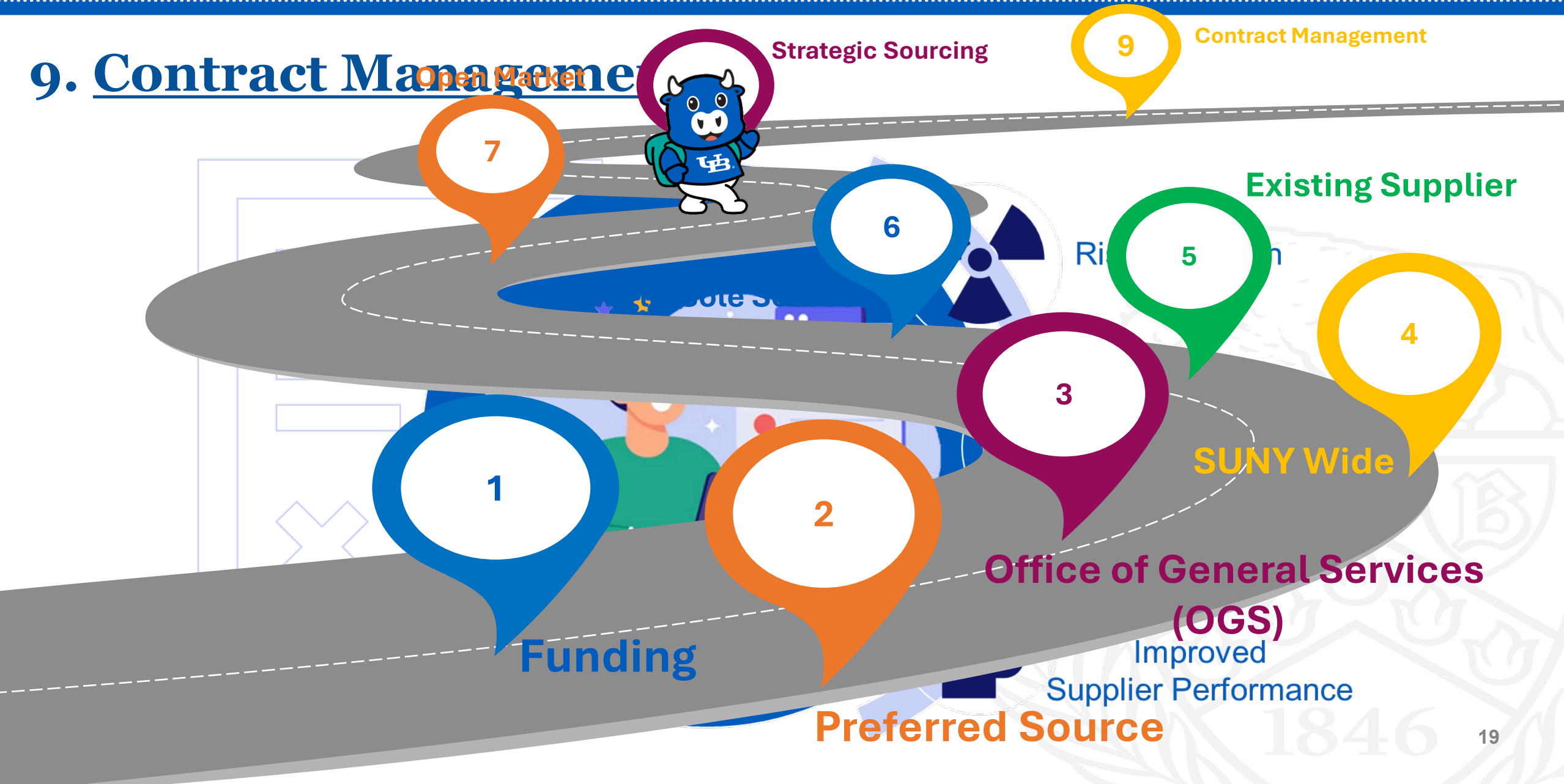


## 8. Strategic Sourcing





## 9. Contract Management





# Procurement Tips

## Procurement Website

University at Buffalo

Division of Finance and Administration

### Administrative Services Gateway

Building partnerships through collaboration.

Human Resources

Managing Facilities

Managing Procurement

Managing Money

Travel & Expense

Administrative Services > Managing Procurement > Find a Procurement Expert

Managing Procurement

Getting Started in Managing Procurement

UB Procurement Guidelines and Policies

Find Commonly Purchased Goods and Services

Using University Space and Facilities

Card Programs

Electronic Requisition (eReq)

ShopBlue eProcurement System

Special Purchasing Needs

Receive and Pay for Goods and Services

#### Find a Procurement Expert

Procurement experts are available and eager to assist you in achieving the best outcome with ordering strategy, price, supplier payment, or inventory management. Look up the specific expert to help you.

See Our Buying Teams

For Buying Goods and Services

Each buyer specializes in one or more kinds of goods or services or suppliers. Look up the goods or service you want to order to find your expert.

Select a good or service to find an expert buyer

Select

SHOPBLUE

Summary

Pending

Total

Subtotal

What's next?

Workflow

Draft

Active

Alison Meadows

SUNY Funds Check

Future

State Account Owner Approval

Future

Purchasing/Buyer - State

Future

SUNY Funds Check Final

Future

Create Purchase Order

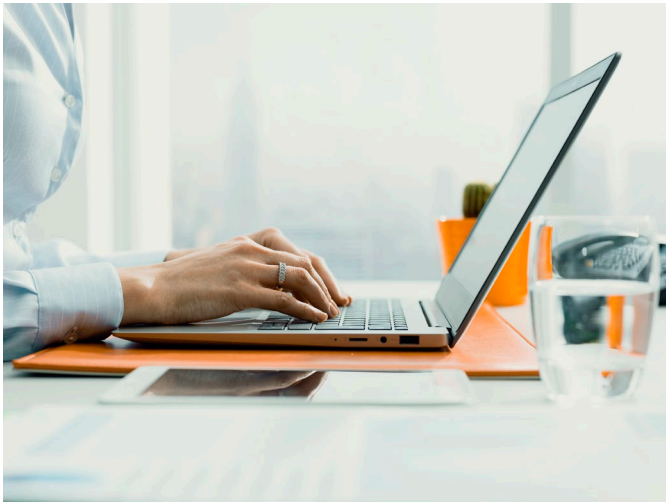
Future

Finish

Future



# HELP



[www.buffalo.edu/procurement](http://www.buffalo.edu/procurement)



Contact a [Procurement Expert](#)



Information on [commonly purchased goods/services](#).



[Guidelines, Policies and Forms](#)



Procurement Card ([P-Card](#)) Program



Information on [receiving and paying for goods/services](#).



Access business - [ShopBlue](#), [SIRI](#), [Concur](#), [eReq](#)

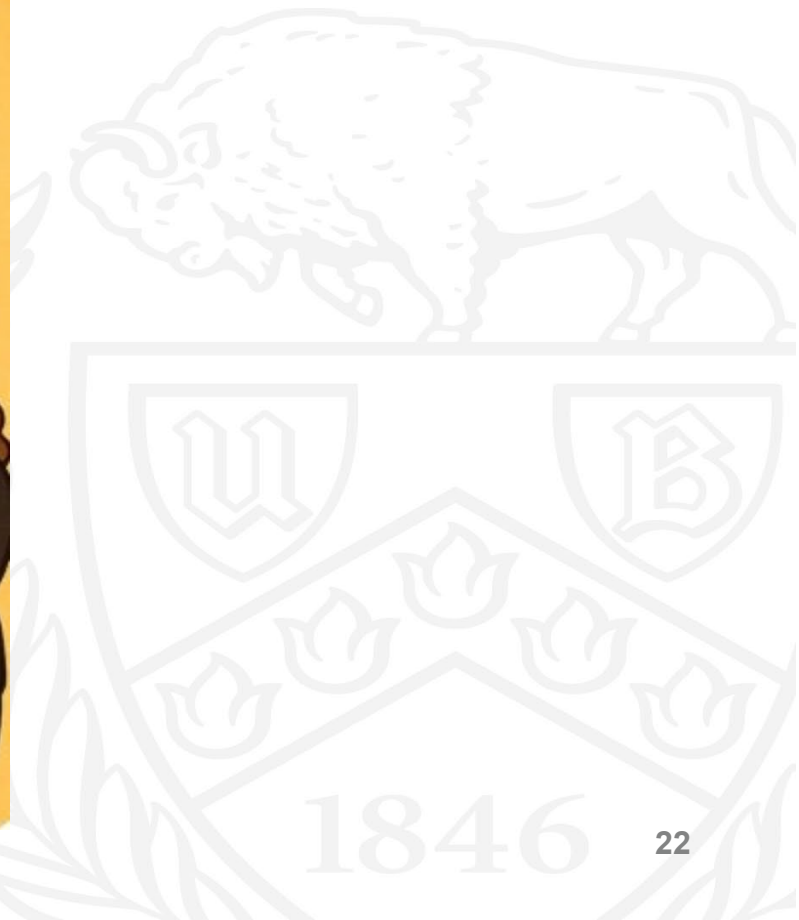


Accounts Payable

Invoices: [apinvoice@business.buffalo.edu](mailto:apinvoice@business.buffalo.edu)

Inquires: [ap@buffalo.edu](mailto:ap@buffalo.edu)

# Questions?





## How did we/I do?

**Complete the session survey  
using your smart device:**

Scan the QR code provided on  
your schedule.

**OR**

Scan the QR code shown here.

