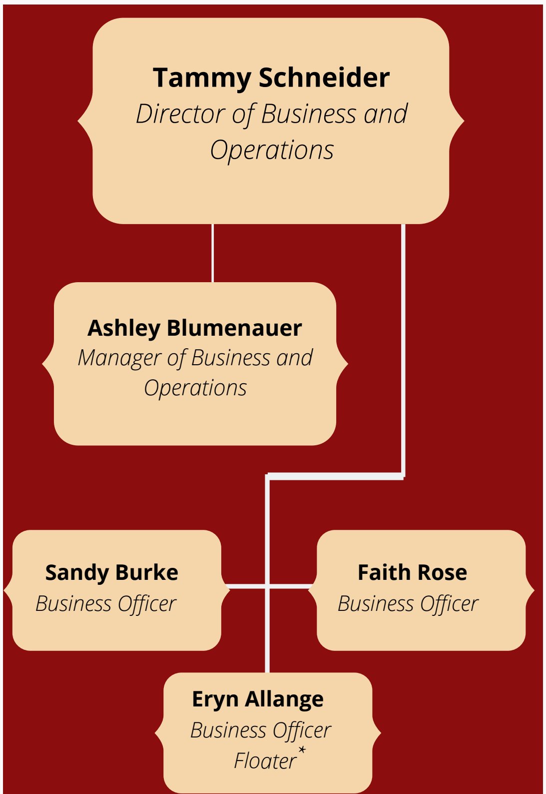
APRIL 2021 | ISSUE NO. 6

CAMPUS PARTNERS

Do you work with individuals or companies to order products, coordinate services, mediate a contract, or submit payments? If so, this issue is for you!

In this Issue:



*Eryn is a University-wide resource who is available to support teams during business officer/coordinator vacancies.

CONTACTING THE TEAM

All members of the Campus Partners team prefer to receive communications through the central email CampusPartners@du.edu and monitor the inbox daily. If you are already working with a team member, feel free to put an 'attention to' notice in your subject. There isn't a need to also tag that individual's personal email.

New Contract Submission Resource!

To help streamline the contract submission process, we've created the Campus Partners Contract Submission Cover Page to be completed and submitted with your contract documentation requirements to CampusPartners@du.edu. This cover page provides a fillable form and checklist to assist you in compiling the necessary information for the most efficient review process.

We will be offering training sessions to review the specifics of this new resource, so please keep an eye out for an email from CampusPartners@du.edu with the details!

Vendor/Contract-Related FAQs

What is a DU vendor?

DU uses the term 'vendor' to refer to any individual or entity that is established in the system for payment.

When is an active vendor record required?

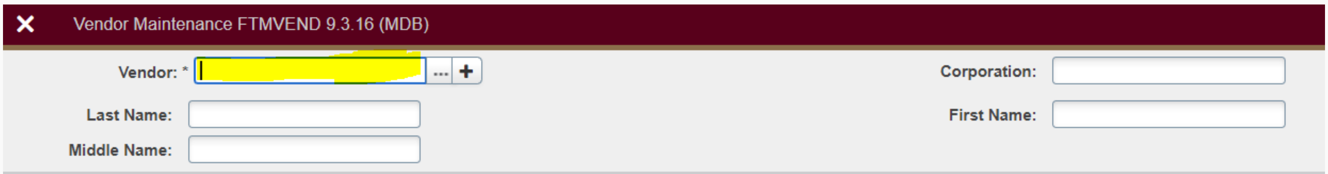
Vendor records are only required for payments via check or direct deposit, not P-Card. If the vendor does not have an active vendor record, request that they complete the online vendor registration form. The form may be required even if the vendor was paid through the system previously, as records automatically terminate if inactive for 18 months. This form should also be used if the details in the system are out-of-date.

Verification of vendor status should occur as soon as it is determined that a non P-Card payment will be needed. POs cannot be established without an active vendor record.

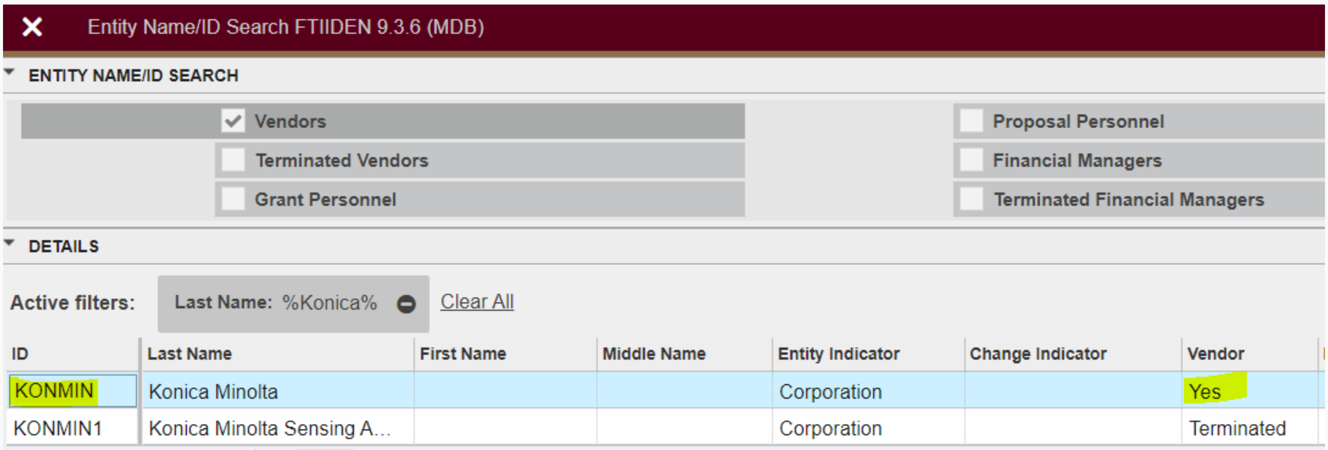
Vendor/Contract-Related FAQs

How do I know if an individual/entity has an active vendor record?

Having a DU ID doesn't necessarily mean that the individual/entity has an active vendor record. Use FTMVEND/FTIIDEN in Banner to view vendor details and search for a vendor record.

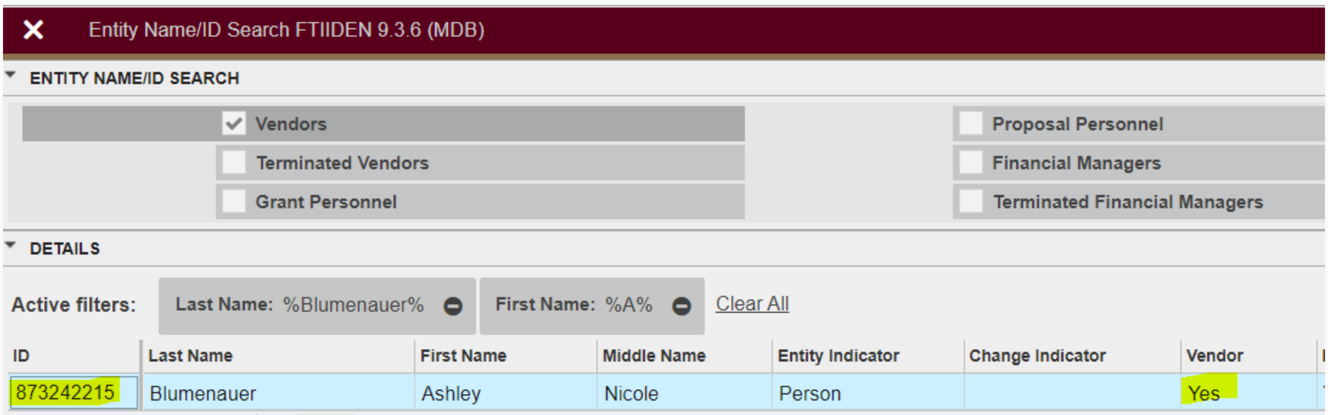


If you know the 87#, enter it here to verify details such as address and email.*



To search for a vendor ID and verify vendor status, use the "Last Name" field to search for an entity (don't forget to use the wild card symbol "%").

The "Last Name" and "First Name" fields are otherwise used for individual searches.



Vendor/Contract-Related FAQs

What if I am engaging with a vendor regarding a product order or service for which we will be invoiced?

If payment will not be issued via P-Card, the individual/entity will need to be established in the DU system as a vendor. Payments for product orders or services can only be processed after the items have been received in good working order or services have been rendered as invoiced. Payments may not be made ahead of the receipt of goods or completion of services unless there is a contractual agreement stating as such.

If you are unsure if there needs to be a contract, ask the vendor if there is any documentation to be reviewed or signed in advance. If the vendor is going to receive more than **$5,000** from the University in a year, a contract is required per University guidance.

What if I am engaging with a vendor regarding a contract?

Be sure to never sign any documentation on behalf of the University, as this may obligate you personally if you are not an authorized University signer. This includes quotations with terms and conditions. As soon as you are aware of a contract, complete the Campus Partners Contract Submission Cover Page and submit the necessary documentation to CampusPartners@du.edu for submission (unless you are able to submit the documentation into Workflow).

Individual or smaller business vendors often don't think to offer contract paperwork early, so it may be up to you to ask and think ahead regarding reoccurring agreements. It is essential that contracts are submitted for review as soon as possible to avoid any unnecessary delays. It is never too early to submit a contract!

Vendor/Contract-Related FAQs

What happens once I submit the contract information to CampusPartners@du.edu?

If you regularly submit contracts, you may want to be cleared for access to the contract workflow system so that you can submit contracts yourself. This will permit you to monitor where the contract is in the workflow process and you will be notified directly with questions and when the review is complete.

Once a Campus Partners team member reviews the submitted documentation for budgetary approval and completeness, it will be entered into the Workflow system for review by Procurement. Some contracts will also need to be forwarded to additional reviewers, such as Legal and Risk. These Workflows are centralized by team, so the Procurement, Legal, and Risk teams review contracts for the entire University. For this reason, contract turn-around time may vary significantly depending on contract complexity and how many contracts are currently in each queue.

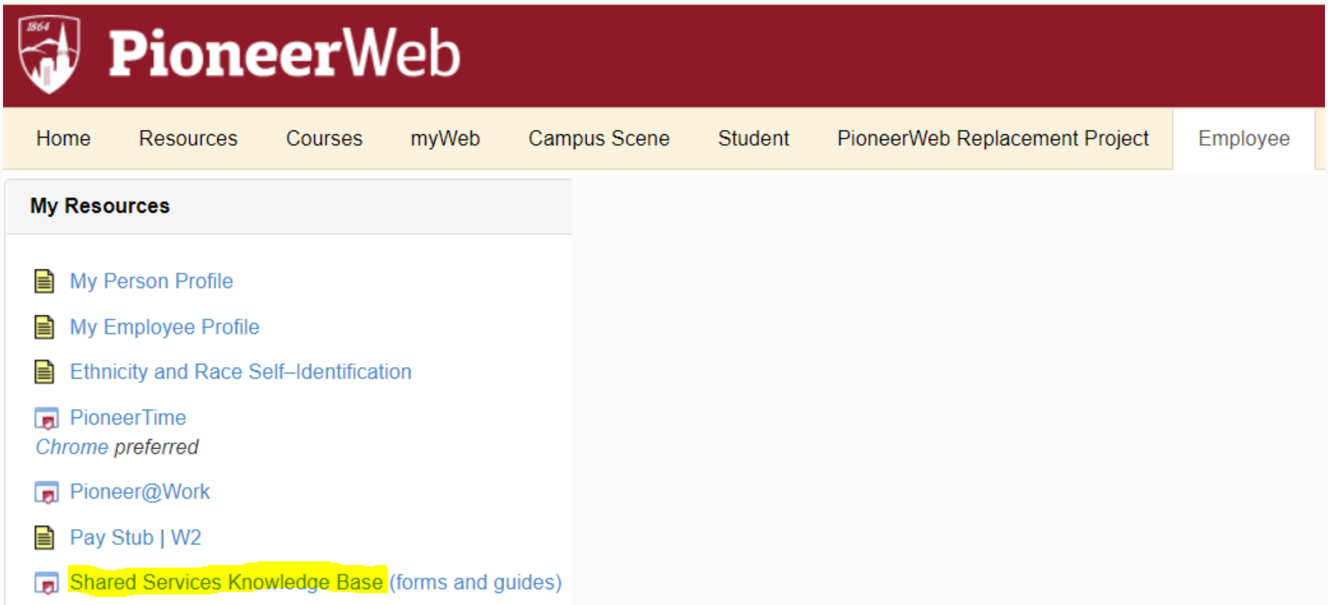
What if the vendor does not have a contract template they use?

You can submit the terms you would like to see in the contract as part of the contract cover sheet. We can request for Legal to draft the contract based on the terms provided. Terms include important dates, deliverable expectations (what service or good is being provided), payment terms, privacy or ownership considerations, etc.

Vendor/Contract-Related FAQs

What are the top resources for review if I have questions?

The Shared Services Knowledge Base! The Knowledge Base is searchable by key word and by category. Access is easy through the *Employee* tab in PioneerWeb, under the *Resources* section.



Articles in the Knowledge Base that may be helpful include, but are not limited to:

- DU Procurement Policy
- Obtaining Quotes: Learn when quotes are required for a purchase
- How to Determine if Your Purchase Requires the use of a Contract or Purchase Order
- Buying & Paying Guide (How to pay for your purchases)

What if I still have questions?

As always, please feel free to email CampusPartners@du.edu!