

## Supplier Contracts in Workday

Supplier Contracts establish a price agreement over a defined period of time between Palm Beach State College and a Supplier. Supplier Contracts can be set up for either goods or services. Supplier Contracts act like a Purchase Order; they go through an approval process, are issued and sent to Suppliers, and Suppliers will be asked to reference the 'SC' number on their invoices to the College.

Prior to requesting a Supplier Contract in Workday, an actual written contract or agreement needs to be signed by the Vice President for Administration and Business Services. An electronic copy of the signed contract or agreement needs to be attached to this Supplier Contract request. In lieu of a signed contract, the Procurement Dept. will accept alternate documentation as outlined below.

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### Supplier Contracts for Services

There are different types of Supplier Contracts for services to the College. Construction Services, Information Technology Services, Professional Services and Utilities Services to name a few. If you receive services from a Supplier over a period of time, you should have a written contract or agreement that defines those services, the mutual responsibilities that come with the agreement, and the pricing for those services. This document will need to be the attachment in Workday.

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### Supplier Contracts for Food Services with College Café

Supplier Contract requests for catering services through Sodexo will be allowed in Workday. The Supplier Contract should be entered with one Service Line for the estimated total of expenditures for the year. The attachment for these Supplier Contract requests can be an electronic copy of the Sodexo/PBSC Contract which can be obtained from the Procurement Department.

Once the Supplier Contract is approved, it will be sent to Sodexo for their records. After the service is provided, the invoice needs to be signed that the services were received and the Supplier Contract number needs to be written on the invoice. The invoice needs to be sent to Accounts Payable for the processing of the payment.

If your department or Cost Center uses Sodexo infrequently, the Purchasing Department asks that you enter a Standard Purchase Order Requisition for each event in advance of that event.

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### Supplier Contracts for Goods

**NOTE:** Goods need to be entered on a Service Line. This ensures that Accounts Payable will be able to pay multiple invoices against the line item. An estimate of goods for the term of the contract should be entered as ONE LINE in sum-total, **NOT** itemized.

Typically, goods (supplies, equipment, furniture, etc.) are purchased through a Purchase Order Requisition because they are one-time purchases on an as needed basis. However, an exception can be made to allow a Supplier Contract to be utilized for goods purchases under the following parameters:

- Goods that are needed for classroom instruction
- Needed by instructor/faculty member on demand (cannot stock in advance, cannot forecast need)
- Needed throughout academic year (or semester)
- Pricing from Supplier guaranteed through a supplier provided quote covering the time period of the Supplier Contract (usually the academic year July 1 through June 30)

## **Attachments**

With the knowledge that a Supplier Contract in Workday requires an attached agreement, the Procurement Department has outlined the parameters of the attachment for Supplier Contracts as follows:

- We are looking for a quote, agreement, or an email from the Supplier stating the cost of the service (per delivery, per man hour, etc.) or the price of the goods (usually from an online catalog with discounts) AND that the cost will be in effect for the time period that you desire (assumption being the academic or fiscal year).
- *Keep it simple.* Explain to the Suppliers that the Supplier Contract acts just like a PO and that you need a quote that covers a period of time and references a catalog.
- Suppliers can invoice referencing the 'SC' number rather than a PO number. Suppliers should be willing to give you a quote that covers a period of time; they will want the business.