ARC Purchasing Do’s and Don’ts

To assist customers in processing Purchasing related transactions in ARC, please find the following do’s and don’ts that we hope will make your requisition processing a little easier and faster.

**DO’S:**

- When processing a UwPA transaction you must be sure that the category code(s) selected and the ARC Vendor ID match properly in order to for the transaction to be identified by ARC as a UwPA. This information is located in the ARC Contract Module or through the Purchasing Guide through the Purchasing website.
- All requisitions **must** contain category codes for each line item and **must** accurately reflect the requested purchase *(see areas circled in red)*

**Create Requisition**

- All UwPA’s transactions and orders under $500 in ARC require that a quote/proposal/invoice be uploaded in the Purchasing EDM to avoid delays in processing.
- Please **be sure to add a Quote Number** (when applicable) either in the line item description or in the Additional Information Box. If using this box, please be sure to check the box directly underneath “Send to Vendor” *(see areas circled in red)*. If you do not include this information, your order may be significantly delayed by the supplier. Purchasing does not enter this information into the transaction.

This box can also be used for any information you want to send to the vendor.
Vendor email addresses are required on all Purchasing transactions.

For multi-year contracts:
- After selecting “Special Request” you must choose “Fixed Cost Service”
  - Enter the **contract start and end dates** in the header information
- There must be a line item created for each contract year
- For a contract extending beyond three (3) years, the remaining years will be added after the 3rd year, and updated by a Change Order
- If total PO value of contract is to be paid in the 1st year of a multi-year contract PO, please be sure to specify in the comments section of the PO and do not check the “Send to Vendor” flag

- **All supporting documents being submitted/uploaded into the Purchasing EDM** must be properly indexed (e.g. proposals, scope of work, contract, etc.). Do not combine different documents together under 1 document type as this will delay the processing of your transaction. Documents must be indexed (uploaded) separately.
If the transaction is not a UwPA and is a competitive purchase and already invoiced by vendor, you must select the “Sole/Single” Source Flag in the requisition header. Note: You should always follow Competitive

The Single/Sole Source justification form link will be sent via email to the requestor the next business day after the requisition is approved. Once the link is opened, it will reference the respective requisition and must be completed. Do not upload a separate single/sole source justification form through EDM.

Use the Purchasing Guide for UwPA’s, Purchasing Mechanism Guide, and Category Codes list to verify correct information for each transaction.

All requisition supporting documents must be uploaded no more than 9 days after transaction is released by the requestor. If the supporting documents are not received in this time, the transaction will be sent back (denied) to the requestor and can be re-submitted once all documents are available.

Requisitions should be itemized to match the line items on the quote.

Checking the Purchasing EDM Web Form will provide the most up to date status of your requisition or change order

DON’Ts:

- Don’t make any changes to requisitions once they are assigned and pending Central Purchasing
- Please do not issue a Service Now Incident and follow-up with an email and/or phone call for the same issue, you will be directed back to the Incident issued to resolve the matter.
- Don’t upload requisition supporting documents as one (1) file when there are different documents to be provided; each must be indexed separately.