PURCHASING LIFE CYCLE
in ARC – SERVICE PROVIDER

- Department identifies needs and establishes requirements
- Requestor develops Scope of Work (SOW)
- Department selects Service Provider (UwPA/DSA or conducts an RFP)

- Is agreement required?
  - Yes
  - No
    - Requires review and approval by Purchasing

- Is this a standard CU agreement?
  - Yes
  - No
    -Vendor Questionnaire completed through Vendor MGT

- Contract Officer reviews

- Requisition Created
- Upload Supporting Documents into OnBase
- Purchase Order Generated
- Requisition Approvals (dept, prior, supplemental and Purchasing)
- Budget Check (ARC)
- Payment process started
- Services and/or product received
- Change Order Process (if applicable)

- Upload all required and supporting documents such as quotes, certificates of insurance (which is required for all vendors that enter the university’s property), SOW’s, agreements, etc.

- If not approved by Purchasing, transaction is routed back to requestor and re-enters ARC workflow

- If transaction fails Budget Check, dept will be required to correct through Change Order process

- If this requires review and approval by Purchasing, the transaction is routed back to requestor and re-enters ARC workflow