

Background:

Situations will arise where, despite reasonable efforts; certain vendors will not register with E-Procurement at Your Service. However, in a few cases, it is necessary for the vendors to be entered into the system for the purpose of allowing a purchase order to be issued with them without requiring them to register through the normal process. In some cases, the vendors are to be entered into the system for continuous use and in some situations the vendors are to be entered into the system for a limited period of time. Such vendors may have the fee waived or may not agree with Terms of Use.

The decision to enter a vendor into the system is made pursuant the Vendor Registration Policy for Reluctant Vendors. This procedure is used as a means for getting necessary data into the E-Procurement system, once the appropriate policies have been exhausted. While some of the administrative procedures contained herein may be followed for entering government entities into the system as vendors, the government entities to whom purchase orders are to be issued are not considered exception vendors.

Approach to Handle these Situations:

Once P&C or Statewide IT Procurement has approved that despite reasonable efforts, a vendor refuses to register, but needs to be entered into the system, the following procedure will be followed:

1. P&C or Statewide IT Procurement will have the appropriate vendor data entered onto the form entitled **Exception Vendor Form (see attached)**. This form will include:
 - a. Vendor and Vendor Location information;
 - b. An indication as to whether the fee should be waived;
 - c. An indication as to whether the Terms of Use have been agreed to;
 - d. Reason(s) that the exception has been granted from P&C or Statewide IT Procurement;
 - e. An indication as to whether this Vendor or Vendor Location should be deactivated (inactivated in Ariba) after the current transaction has been processed or whether this Vendor or Vendor Location should remain active. Further, if this Vendor or Vendor location is to be deactivated after this transaction, the user should indicate a date, if a one-week active period is deemed not to be adequate;
 - f. Signature of the designated person within P&C or Statewide IT Procurement who has reviewed and approved the exemption (hard copy signature not required if Exception Vendor Form is completed and emailed from the account of the approver);

- g. Signature of the Secretary of Administration or designee, indicating that the exemption from the fee, if applicable, is approved and necessary for the efficient operation of State government (hard copy signature not required if Exception Vendor Form is completed and emailed from the account of the approver)..
2. The Exception Vendor Form will be faxed, mailed, hand delivered, or emailed (see conditions in 1f and 1g above) to eProcurement Customer Service;
3. Customer Service will enter the vendor into Vendor Registration. (Note: Vendor will not be eligible for eQuote.) Specific instructions will exist for Customer Service to enter these Vendors. The vendor will then be available in Ariba the next business day, following the next overnight batch cycle which uploads new vendors from Vendor Registration to Ariba.
4. If the Vendor or Vendor Location is not to remain active after the current transaction, then the form should be placed into the queue to be deactivated (inactivated in Ariba) by Customer Service in one week, by default. P&C or Statewide IT Procurement will indicate a longer period of activation if necessary. It should be noted, however, that the vendor should not be inactivated in Ariba until the associated purchase order(s) are closed to receiving.
5. The entity contact is to be notified by telephone or e-mail that the vendor has been listed so that a purchase order can be issued.
6. A copy of this exception form should be filed in Customer Service and a copy should be forwarded to Billing to properly implement any fee exceptions.