



List of **wwOASIS** and Purchasing Acronyms and Terminology

REQUISITIONS		
ACRONYM/CODE	TERM	DESCRIPTION
ARQM	Agency Master Agreement Requisition	This document allows users to initiate agency-delegated procurements expected to cost *\$50,000 or less. From this document, a master agreement will be established, which references this requisition and allows future purchase orders to reference the contract with the agreed-upon terms and conditions.
ARQS	Agency Standard Requisition	This document allows agency users to initiate agency-delegated procurements expected to cost *\$50,000 or less. It contains the specifications of the good or service being requested.
CRQM	Centralized Master Agreement Requisition	This document allows agency or central Purchasing Division users to initiate formal solicitations for procurements expected to cost more than *\$50,000. From this document, a master agreement will be established, which references this requisition and allows future purchase orders to reference the contract with the agreed-upon terms and conditions.
CRQS	Centralized Standard Requisition	This document enables agency or central Purchasing Division users to initiate formal solicitations for procurements expected to cost more than *\$50,000. It contains the specifications of the good or service being requested.
URSRCH	Commodity Search Table	This table allows a procurement officer to search the system for a desired commodity.
RQHISTM	My Requests	This functionality allows an individual to view all Requisition and UR documents that the individual has submitted.



VENDCOMM	Vendor Commodity Search	This search function allows an individual to search through all vendors who have registered for commodities in wvOASIS.
VTH	Vendor Transaction History	This functionality allows an individual to search for specific information related to vendor transactions.

ADDITIONAL TERMS/NOTES:

SOLICITATIONS

ACRONYM/CODE	TERM	DESCRIPTION
	Addenda	This is the process used to facilitate a change to a solicitation after it has been publicly advertised in the West Virginia Purchasing Bulletin. The addendum is generated by the agency to address the change and is issued to prospective bidders by the Purchasing Division.
ASSD/CSSD	Agency/Centralized Sole Source Determination (i.e. Direct Award)	The ASSD/CSSD is the document used by an agency to publish its intent to make a direct award.
	Bid Closing	This is the date after which responses are no longer accepted for a solicitation.
	Bid Opening	This is the date on which responses are opened for a solicitation.
	Copy Forward	This feature enables a user to copy pertinent information from a finalized existing document into a new document for the purpose of referencing or closing out the source document.



	Document Header	The Document Header contains the summary portion of the document applying to all lines of the document.
EOI	Expression of Interest	This is a solicitation method used to solicit expressions of interest from qualified firms primarily in the selection of architectural and engineering services.
	Let Date	The Let Date is the date on which the solicitation is published.
	Published Date and Time	The published date and time are the date and time that the solicitation or amendment was successfully published to the Vendor Self Service.
RFI	Request for Information	This is a solicitation document used to solicit information to assist in preparing specifications for a Request for Quotation or Request for Proposal. No award can be made from an RFI.
RFP	Request for Proposals	This is a best value procurement tool used to acquire professional and other services where the scope of work may not be well defined, and cost is not the sole factor in determining the award. All criteria by which the bidders will be evaluated must be contained within the bid document.
RFQ	Request for Quotation	This is a document containing the specifications or scope of work and all contractual terms and conditions that is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process.
	Solicitation	This is the general term given to documents that are used to formally advertise goods and/or services and invite vendors to respond with bids or proposals.
	Solicitation Response/Bid	Document used to record vendor responses to a solicitation.
<p>ADDITIONAL TERMS/NOTES:</p>		



EVALUATION AND AWARD

ACRONYM/CODE	TERM	DESCRIPTION
APO	Agency Purchase Order	This is an award document used to execute a purchasing transaction of *\$50,000 or less for defined goods and/or services and in which the transaction is complete upon the delivery of the goods and/or services.
ACT/CCT	Agency/Centralized Contract	ACT/CCT refers to award documents which are enforceable by law between two or more competent parties for a lawful purpose for consideration. They are used to acquire defined goods and/or services with a specified life of contract.
ADO/CDO	Agency/Centralized Delivery Order	ADO/CDOs are orders made for purchases from a master agreement (i.e. open-end contract).
CPO	Centralized Purchase Order	This is an award document used to execute a purchasing transaction of more than *\$50,000 for defined goods and/or services and in which the transaction is complete upon the delivery of the goods and/or services.
EV	Evaluation Document	This evaluation document allows an agency to review, evaluate, and rank all solicitation responses.
	Evaluation Criteria	Evaluation criteria include the specifications and/or requirements used to evaluate vendor responses to a solicitation.
AMA/CMA	Agency/Centralized Master Agreement (i.e. open-end contract)	A master agreement is an award document for defined goods and/or services which covers a period in which all terms, conditions, and prices are specified with the exception of quantity.
	Certificate of Insurance	Vendor insurance is a vital part of the procurement process. It ensures the vendor is responsible for its own acts of negligence or for a contract violation, rather than the state. A Certificate of Insurance is required prior award, or prior to any contract renewal, when applicable.



	Change Order	A change order is used when it becomes necessary to amend, clarify, change, or cancel purchasing documents issued by the Purchasing Division. A change order is required whenever the change affects the payment provision, time for completion of the work, and/or the scope of the work.
--	--------------	--

ADDITIONAL TERMS/NOTES:

VENDOR RECORDS

CODE	TERM	DESCRIPTION
TIN	Taxpayer ID Number	The number used by the Internal Revenue Service to identify taxpaying entities.
VCC	Vendor/Customer Creation Document	A document that allows an individual to add new records to the Vendor/Customer table. The VCC can be sent through workflow and approvals.
VCM	Vendor/Customer Modification Document	The document used to modify or add to an existing vendor/customer record. The VCM can be sent through workflow and approvals.
VCUST	Vendor/Customer Table	The wvOASIS table that contains the primary information about a vendor/customer. Records on this table contain information that is specific to the processing of disbursements for individual vendors and receivables for individual customers. This record also contains ordering and payment addresses for vendors.
VNREGEX	Vendor Registration Exemption	This table contains a list of vendor registration exemption codes. These codes are used <i>only</i> when a transaction is exempt from the Purchasing Division's vendor registration requirements.



VSS	Vendor Self Service	A web-based portal through which vendors themselves may apply to register their companies in wvOASIS.
VENDNOT	Vendor Notification	This table allows you to see all of the vendors who received an email by wvOASIS for a specific solicitation.
	Free Form Vendors	This field is used on a requisition to suggest possible vendors to bid on a solicitation.

ADDITIONAL TERMS/NOTES:

MISCELLANEOUS

CODE	TERM	DESCRIPTION
	Auto Populate	This is a process in which data is populated in document fields after Copying Forward to create a document, or when a Save or Validate is performed on the document. This data is often inferred from referenced documents.
	Document Catalog	The Document Catalog serves as the central repository for all documents created in wvOASIS. Documents can be queried and processed by selected actions from this location.
DSCRDLOG	Document Discard Log	This search function allows you to see if a document has been discarded.
	Favorites	Favorites provides a way for users to save frequently visited pages. The user can make any page a Favorite by right-clicking on the page and selecting Add to Favorites from the mouse menu. Favorites are accessed via the Secondary Navigation Panel.



	Historical Version	This refers to past versions of a document after modifications and cancellations have been processed.
	Phase	A Phase is a point in time within the document processing lifecycle. Common phases include: Draft, Pending, and Final.
	Procurement Folder	The Procurement Folder serves as the single point for tracking and reporting during the life cycle of a procurement. It is used to track the requisition commodity line through the entire procurement process.
PRCUID	Procurement Management Table	This table allows a procurement officer to search for a Procurement Folder.
	Procurement State	The Procurement State organizes the events and actions which occur during a procurement, as well as manages the document components.
UR	Universal Requestor	This document enables the most basic user to create Requisition, Award, and Payment Request documents. The UR is used to simplify the purchasing process for infrequent users that might not be familiar with procurement rules and regulations.
URSRCHMA	Central Master Agreement Search Table	
	Wildcard	Wildcard is a character (*) that can be used to represent one or many characters when completing a search in wvOASIS.
	Workflow	Workflow refers to an online approval process.
	Worklist	A worklist is a list of documents that have been routed to a user for approval or for review after approval or rejection.
ADDITIONAL TERMS/NOTES:		