

wvOASIS Procurement

wvOASIS

Part I

Agency Purchasing Conference

August 2022

Objectives

1. wvOASIS Procurement Functionality
2. Review Encumbrances
3. Creating a Requisition
4. Document and Line References
5. Creating a Solicitation
6. Publishing a Solicitation to VSS
7. Monitoring the wvOASIS Cycle Dashboard

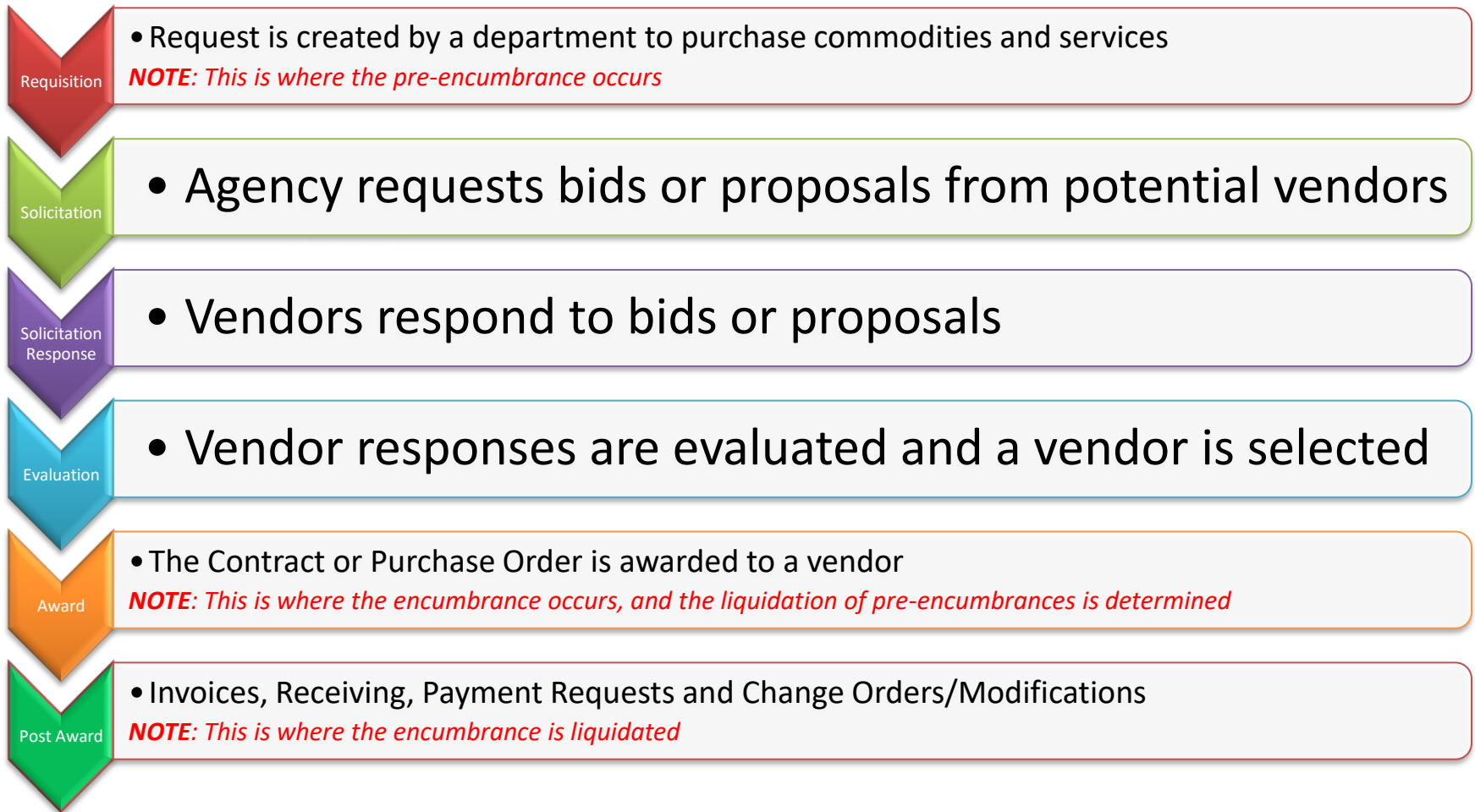
Objective 1

wvOASIS Procurement Functionality

Procurement Functions

- Requisitions, Solicitations, Evaluations and Awards
- Vendor Registration
- Vendor Self-Service
- Inventory Management
- Encumbrance
- Receiving

Procurement States



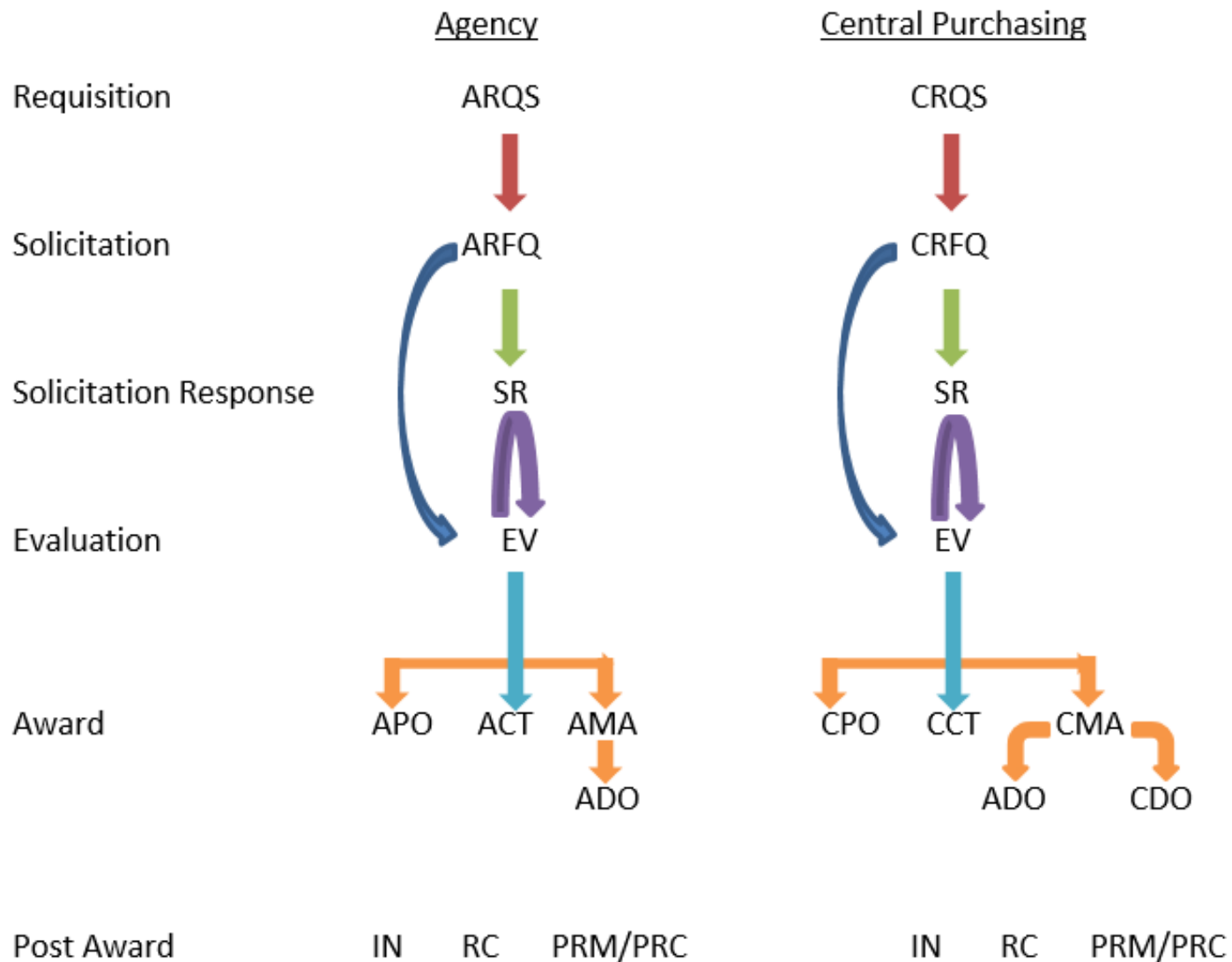
Agency vs Central

- To differentiate between centralized and decentralized transactions, wvOASIS has two versions of most procurement documents
- Central documents are identified by the prefix C (such as CRQS)
- Decentralized (agency) documents are identified by the prefix A (such as ARQS)
- Workflow is determined based on this designation

Procurement Documents

Procurement State	Centralized	Decentralized
Requisition	CRQS	ARQS
Solicitation	CRFQ	ARFQ
Solicitation Response	SR	SR
Evaluation	EV	EV
Award – Purchase Order	CPO	APO
Award – Contract	CCT	ACT
Award – Master Agreement	CMA	AMA
Award – Delivery Order	CDO	ADO

Copy Forward to Process Transactions



Objective 2

Encumbrances

Pre-Encumbrance vs Encumbrance

- To encumber funds means to set aside or reserve money for a specific purpose.
- There are two methods to encumber funds in wvOASIS:
 - Accounting-based documents (GAE, GAP)
 - Commodity-based documents: (*RQS,*PO, *CT, *DO)
- Note:
 - A pre-encumbrance may or may not reference a vendor
 - An encumbrance references a vendor

Encumber Now or Later?

- The Accounting Line ***Event Type*** determines when the funds will be encumbered.
 - Current Fiscal Year
 - Future Fiscal Year (Out-Year)

Document Type	Accounting (Current Year)	Non-Accounting (Out-Year)
RQ	PR02, PR05	PR01
PO	PR05	PR07

Crossing Fiscal Years

Accounting Line Fields	Current Fiscal Year Encumbered Now	Out-Year Encumbered After FY Roll
Event Type	PR05 (PO) or PR02 (RQ)	PR07 (PO) or PR01 (RQ)
Reserved Funding	No	Yes
Budget Fiscal Year	2023	2024, 2025, 2026...
Fiscal Year	2023	2023

Requisitions for Master Agreements

- Although the system requires accounting lines on all types of requisitions, the requisition designed for the Master Agreement (CRQM, ARQM) awards do not require detailed accounting.
 - There is no pre-encumbrance or encumbrance for master agreement requisitions or awards.
 - As a result, there is no downstream benefit to entering the **Fund Accounting** or **Detailed Accounting** tab information.
 - Leave the Fund Accounting and Detailed Accounting tabs blank
 - Enter only the following on the Accounting line General Information tab:
 - Event Type **PR01**
 - Reserved Funding **Yes**
 - Allow the **current** BFY to be inferred when validated

CRQM Accounting Line – General Information Tab

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver.: 1 Function: New Phase: Draft Modified by miller , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes

From 1 to 1 Total: 1

General Information Fund Accounting Detail Accounting

Event Type: PR01

Posting Pair: A

Accounting Template:

Line Description: PR01 non-accounting event type does not encumber funds. Current BFY will be inferred.

Line Amount: \$10,000.00

Reserved Funding: Yes

Roll Indication 1:

Roll Indication 2:

Budget FY:
Fiscal Year:
Period:

Non-Reserved Funding Open Amount: 0.00
Line Closed Amount: \$0.00
Line Closed Date:
Line Open Amount: \$10,000.00
Referenced Line Amount: \$0.00



List View

CRQM Accounting Line – Fund Accounting Tab

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver: 1 Function: New Phase: Draft

Modified by millerd , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding		
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes		

From 1 to 1 Total: 1

First Previous Next Last

List View

General Information Fund Accounting Detail Accounting

Fund:	<input type="text"/>		Object:	<input type="text"/>		OBSA:	<input type="text"/>	
Sub Fund:	<input type="text"/>		Sub Object:	<input type="text"/>		Sub OBSA:	<input type="text"/>	
Department:	<input type="text"/>		Revenue:	<input type="text"/>		Dept Object:	<input type="text"/>	
Unit:	<input type="text"/>		Sub Revenue:	<input type="text"/>		Dept Revenue:	<input type="text"/>	
Sub Unit:	<input type="text"/>		BSA:	<input type="text"/>				
Appr Unit:	<input type="text"/>		Sub BSA:	<input type="text"/>				

Again, leave the Fund Accounting and Detailed Accounting tabs blank

Maximum Budgeted Amount

- The **Maximum Budgeted Amount** field does not pre-encumber or reserve funds
 - It is only used to determine whether negotiations are allowed (when all bids exceed available funds)

Maximum Budgeted Amount: \$30,000.00

Objective 3

Creating a Requisition

Creating a Requisition

- Determine if the desired purchase requires central approval, or qualifies as agency delegated.
- Will the award document be a Purchase Order, Contract or Master Agreement?
- Is there a 3rd party approval required, such as Attorney General, Fleet, Treasurer or Office of Technology?

Reporting Fields

- Requisition and award documents have seven reporting fields at the header level
 - Reporting Field 1 is used to record the ***solicitation type*** and is a required field
 - Reporting Field 2 is used for third-party approvals
 - Reporting Field 4 may be used by agencies at their discretion
- Remaining fields will be assigned by wvOASIS in the future

Third Party Approvals

- Instructions for Third Party Approvals are available on *myApps / Enterprise Readiness / Outreach Sessions / Procurement / Updates*
- Examples of Third Party Approvals include:
 - Fleet Management for vehicles
 - Office of Technology for computer related orders
 - State Treasurer's Office for banking services
 - Attorney General for legal services

myApps Resources

myApps > myOASIS

myApps Enterprise Readiness

Outreach Sessions

Outreach Sessions





Please choose a Section and Sub-Section from the dropdowns below.

Procurement



Updates



	Description	Event Name	Event Date
	Accounting Adjustments to Central Procurement Documents	Procedure Guide	03/01/2016
	Commodity Codes	PowerPoint	09/28/2016
	Third Party Approvals	Procedures Guide	07/01/2014
	e-Catalog Spreadsheet	Template	03/01/2016

Creating a Requisition

- From the Jump To field or Document Catalog menu, enter the document code:
 - ARQM, CRQM is to be used for Master Agreement type awards
 - ARQS, CRQS is to be used for Purchase Order and Contract award types

Entering the Document Information

- Header section
 - General Information tab
 - Document Name
 - Document Description
 - Procurement Type ID
 - Maximum Budgeted Amount (optional)
 - Requestor Issuer Buyer tab
 - Issuer ID defaults to user creating the document
 - Requestor ID
 - Buyer ID (Agency buyer if not a Central document)

Entering the Document Information

- Default Shipping/Billing tab
 - Add Agency Shipping Location
 - Add Agency Billing Location
- Reporting tab
 - Reporting 1
 - Reporting 2 (if Third Party Approval is required)

Line Reference Types

- The selection of a reference type at the commodity and accounting line levels determine the action taken against the referenced document line.
- The default value for the reference type field varies between different document types and on some document types it is even protected.
- Certain document types give three choices and others give all four choices.

Reference Type Choices

The Reference Type can have **one** of the following four options:

- 1. Memo** – When all that is required is a link between the referencing and referenced documents for reporting and research purposes, the memo type is used. It does not perform any common liquidation of the referenced document.
- 2. Partial** – When a referencing document should close only a part of the referenced document, then the partial type is used. This is the default reference type for most situations.
- 3. Final** – When a referencing document should close out the remainder of a referenced document, then the final type is used. Common logic determines this reference type in the situation where the referencing line amount is equal to or greater than the referenced.
- 4. Inverse** – When a referencing document should re-open a portion of the referenced document, the inverse reference type is used. This reference type is not available on all documents.

When, When Not

- Line references are needed when the lines on a previous document in the chain need to be fully liquidated or only partially liquidated.
- However, line references are not needed when there is no applicable line on which to take action. An example would be when a new commodity line is added to a purchase order by copying an existing line. The line reference is also copied even though the new line may not exist on the referenced requisition.

Delivery Order References

- For CDO and ADO documents, the Reference Type is always ***Partial*** on commodity lines and accounting lines since there is no referenced encumbrance document to be liquidated.

Objective 5

Creating a Solicitation

Creating the Solicitation

- ***Copy Forward*** from the requisition to create the solicitation document.

Entering the Solicitation Details

- Schedule of Events section
 - Insert a New Line to record any pre-bid meetings
 - Enter a line for each event if more than one event is scheduled
- Terms and Conditions section
 - Always select T&C: *ATTACH*
- Commodity section
 - Information is inferred from the requisition
 - The **CL (commodity line) Description** field automatically populates with the commodity code description from the COMM table
 - The **CL Description** entry infers onto the **Ext (extended) Description** field of the Commodity Line
 - The Commodity Line **Ext Description** field can be modified from what infers from the **CL Description** field and, is what is displayed to vendors in VSS when they are responding to bid opportunities.
 - You do have the option to edit the Extended Description to provide additional details on the commodities being solicited.
 - Save to populate the Commodity Email Push section, or validate the document

Entering the Solicitation Details

- Vendor List section
 - Information is inferred from the requisition Vendor section
- Vendor Free Form section
 - Information is inferred from the requisition
- Commodity Email Push section
 - Review to confirm all commodity codes listed are accurate
 - NOTE: Save from the Commodity section, or Validate from any document section to populate

Entering the Solicitation Details

- Publishing section
 - Establishes critical dates for solicitations
 - Let Date: The date the solicitation is scheduled to publish to VSS
 - Close Date / Time: The deadline established for vendors to respond to a solicitation
 - Prohibit Online Responses: If checked, prevents online responses via VSS
 - Allows online responses through VSS
- Validate
- Submit and Approve to Final

Objective 6

Publishing a Solicitation to VSS

Document Publishing

Publishing


Procurement Folder: 818401

Amendment Number:


Published Date:

Published Time:

Let Date: 07/13/2021 

Close Date: 07/23/2021 

Close Time: 13:30

Public Bid Opening Date: 

Public Bid Opening Time:

Create Vendor Notification:

Issue to Vendor Self Service:

Schedule of Events:

Terms and Conditions:

Evaluation Criteria:

Evaluation Criteria (Points):

Amendment History:

Document Attachments:

Publish Vendor List:

Commodity Description:

Item Shipping:

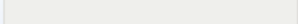
Item Specifications (Handling):

Item Specifications (Details):

Commodity Terms and Conditions:

Commodity Attachments:

Prohibit Online Responses:

AttachmentList: 

Restrict Multiple Responses per Vendor TIN:

Confirming the Solicitation Published

- Verify the ***Published Date*** and ***Published Time*** populated on the document header, which should update after the next scheduled sync cycle has completed.

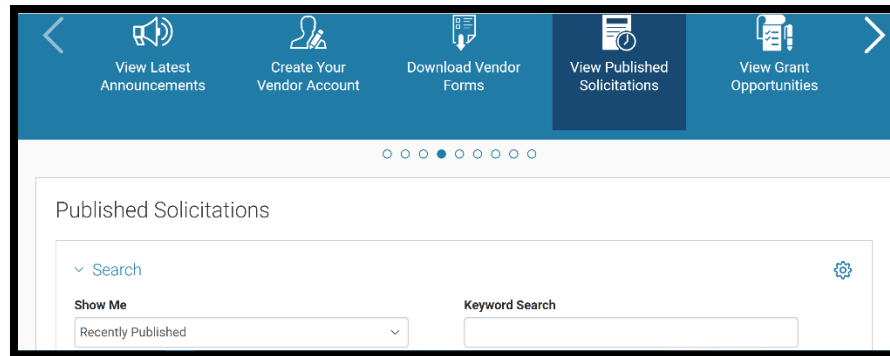
Let Date: 07/13/2021
Published Date:
Published Time:
Close Date: 07/23/2021
Close Time: 13:30



Let Date: 07/13/2021
Published Date: 07/13/2021
Published Time: 17:38
Close Date: 07/23/2021
Close Time: 13:30

Viewing the Published Solicitation

- From wvOASIS.gov, click on **VSS**
- Navigate to the **View Published Solicitations** icon on the VSS carousel



- Enter the specific solicitation document ID in the **Keyword Search** field, or search by **Recently Published** in the **Show Me** field.

Why Did the Solicitation Not Publish?

- Confirm the solicitation document went to Final.

Centralized Request for Quote(CRFQ) Dept: 0947 ID: ERP2200000006 Ver.: 1 Function: New Phase: Final

- Confirm the solicitation document assembled successfully.
 - Header/View ***Assembly Request***

[View Assembly Request](#)

Assemble Request							
Request Id	Job Id	User Id	Start Time	End Time	Status	Message	
✓ 544568	1852067	comerl	07-13-2021 16:47:59	07-13-2021 16:48:20	Successful	Assembly job complete	

First Prev Next Last

[View Job Log Messages](#)

Why Did the Solicitation Not Publish?

- Confirm the Publishing **Let Date** is correct and not a future date, unless intended to publish on a future date.
 - The document will not publish until the scheduled **Let Date**
 - Solicitations taken to **Final** late in the day may not publish until the next day's first sync cycle.

Let Date: 07/13/2021

Published Date:

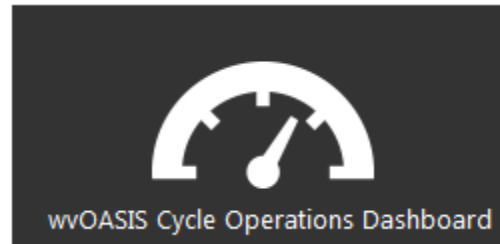
Published Time:

Close Date: 07/23/2021

Close Time: 13:30

Objective 7

Monitoring the wvOASIS Cycle Dashboard



Cycle Dashboard

- The *wvOASIS Cycle Operations Dashboard* is an inquiry page on myApps to assist agency purchasers with delegated acquisitions
- When a vendor submits a solicitation response in Vendor Self Service (VSS), the document remains sealed in the **VSS electronic lockbox** until the solicitation closing date and time are reached
- Then, responses are copied from the lockbox to the procurement folder by a series of synchronizing interfaces known as the VSS Sync Cycle

wvOASIS Cycle Operations Dashboard

- Use the dashboard to know exactly when the cycle is complete, and when it is appropriate to load the solicitation responses to the EV
- To **refresh** the dashboard, click the *VSS Cycle Report* link located on the left side of the page

wvOASIS Cycle Operations Dashboard

- The VSS Sync Cycle runs every hour on the half hour throughout the day beginning around 8:30AM (08:30)
 - *NOTE THERE IS NO LONGER A 7:30AM CYCLE*
- The last sync cycle of the day runs around 5:30PM (17:30)
- Bid closing times are entered and displayed in 24-hour format
- Bid closings on the half hour are optimal; 11:30, 14:30, or 15:30, for example.
- The 12:30 cycle should be avoided because it is used occasionally to perform other technical tasks.
- The 1:30 cycle should be avoided for agency delegated bid closings, as this is when Purchasing Division schedules Central bid closings.

Questions

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