

kNEXT FAQ's

Question	Response
What is a Procurement Contract?	A contract whereby the university, DSO, or other related entity is engaged in the acquisition of commodities, services, or licenses whether by rent, lease, installment, or outright purchase or a contract associated with, preliminary to, or necessary for such acquisitions.
Does a supplier need to be created prior to the submission of my procurement contract?	Yes. There have been several regulatory and compliance requirements directed by Florida Statute when contracting with non-government entities. The requirements are built into the supplier registration process and is the most effective way to ensure compliance.
Do I need to create a supplier if I do not need a purchase order?	All suppliers must be approved in Workday before any procurement contract is submitted for review in Cobblestone. This is required, regardless of payment type (i.e., expense card, procurement card, supplier invoice).
How do I create a supplier?	If the supplier is not listed in Cobblestone, please have the supplier complete registration through Workday's Prospective Supplier Portal or a Travel/Procurement Coordinator within a Finance Business Center can complete the <i>Create Supplier Request</i> task on the supplier's behalf. Once the supplier is approved, they will be selectable in Cobblestone and your procurement contract can be submitted.
Can goods and services be purchased with a PO?	<p>Goods and services can be purchased on a university issued purchase order or with the use of an expense card (where applicable) without the need for a separate signed contract. A PO is a legally binding document between two parties that can potentially contain all the information needed to authorize a purchase. Utilizing UCF's PO rather than a supplier contract is UCF's preferred mechanism for purchasing goods and services as the UCF PO incorporates the university's standard terms and conditions and is the most efficient process for making a purchase.</p> <p>If a supplier submits a contract or similar document (quote, agreement, statement or work, proposal, etc.) for signature, ask if they will accept a purchase order or expense card (under \$5,000) in lieu of a signed agreement.</p>
What if the procurement contract is urgent?	Please contact kNEXT@ucf.edu for assistance in expediting the supplier approval process.