Procuring Stock Commodities from Existing Contracts (PF50010)

Overview

Process flow **PF50010** depicts the process for procuring stock commodities from existing contracts. Agencies identify a need for a commodity that is on existing state contracts. The agency identifies a contract to use. A determination is made as to whether or not a stock contract (document type ZC) exists for the specified commodity(s). If the stock contract does not exist, State Purchasing Bureau will create a stock contract (document type ZC) from the contract (document type OC). Should a stock contract (ZC) exist, the agency can generate a purchase order (document type ZG) from the stock contract (ZC). The purchase order is approved and distributed to the vendor. The purchase order is now able to receive goods, allowing accounts payable to pay the invoice and the quantity on hand for the receipted item is automatically incremented at the appropriate warehouse or branch/plant.

Trigger: Agencies identify need for a commodity that is on an existing state contract.

Agency	Identify the contract to use OC	1 M

2 Does a ZC exist?

NO →

State Purchasing	**Create ZC from OC**	3 M

Doc Type: ZC
Program:
Version:
Other:

YES

🖉 Stock commodities do not affect encumbrances and do restock inventory levels.

Agency	Create ZG from ZC	4 S

Doc Type:
Program:
Version:
Other:

Agency	Approve PO	5 S

Doc Type:
Program:
Version:
Other:

Agency	Distribute PO	6 S or M

☒ EDI option available.

Agency	Receive goods	7 S

Doc Type:
Program:
Version:
Other:

CROSSOVER TO Supply Inventory

Agency	Put Away Items into Inventory Locations	8 M

Location 1	Location 2	Location 3