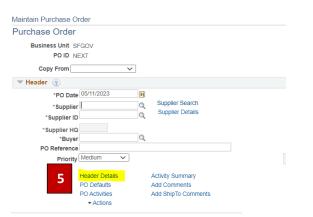
	Training Sarvisos M	(07.24)				
	Training Services M	atrix (07-24)				
Customized	• Solicitation Requirements:					
Training	<ul> <li>≤ \$20,000: None (but highly encouraged) except if required by grant or other funding</li> </ul>					
	source.					
Definition:	o > \$20,000 and < \$200,000: Informal RFP to a minimum of three bidders, in					
Specifically accordance with Chapter 21, unless solicitation requirements are waived by OCA.						
developed for the						
requesting department.	<ul> <li>         Second stress of the seco</li></ul>					
	• Contract Form: P-600. If the purchase involves online training, you may be required to use					
	the P-648 (SaaS Template), P-629 (Online Content Template) or other City software					
	agreement template.					
	• Supplier Compliance: Suppliers will still be required to comply with 12B, 12X and all					
	other applicable City supplier requirem					
	other applicable ony supplier requirements.					
	• Insurance: Standard insurance requirements as per P-600, unless otherwise provided by					
the Risk Manager.						
	PeopleSoft Purchasing Authority:					
		DFSERV-20K"				
		DFSERV-BID"				
		DFSERV-BID"				
		DFSERV-NOS"				
Non-	Solicitation Requirements:					
Customized /	•	uraged), unless required by grant or other funding				
Off the Shelf	source.					
	$\sim$ > \$20,000 and < \$1,000,000. If possible, request subter from a minimum of three					
Training	<ul> <li>&gt; \$20,000 and &lt; \$1,000,000: If possible, request quotes from a minimum of three bidders.</li> </ul>					
Definition:	Didders.					
Standard training		≥ \$1.000.000: Unless waived by OCA, a formal solicitation will be required in				
offered in the	accordance with Chapter 21. Submit request to OCA to conduct solicitation on your					
same manner to	behalf.					
anyone	Contract Form: Purchase Order.					
purchasing it (e.g.	consult with your City Attorney to determine if a					
the curriculum	stand-alone PO without City's software license terms will suffice. If a contract is required, you					
and/or course	will be required to follow OCA's standard contracting requirements. Alternatively, you may					
<ul> <li>materials are not altered in any way).</li> <li>Supplier Compliance: Suppliers will still be required to comply with 12B, 12X and all other applicable City supplier requirements.</li> </ul>						
					Insurance:     On Site Consult with Risk Manager regarding the City's standard insurance	
	<ul> <li>On-Site Consult with Risk Manager regarding the City's standard insurance requirements (GL, Auto and WC) and incorporate into the PO in the "Edit</li> </ul>					
	Comments" or "Ship To Comments" field(s).					
<ul> <li>Off-Site: Generally, not required. If uncertain, Consult with Risk Manager.</li> </ul>						
PeopleSoft Purchasing Authority:						
	≤ \$20K	"NON-PURCHASING"				
	> \$20,000 and < \$1,000,000	"NON-PURCHASING"				
	≥ \$1,000,000	"NON-PURCHASING"				
Waived "NON-PURCHASING"						

## How to Create a Non-Purchasing (NP) Purchase Order that Does Not Route to OCA

## Step 1: Open a new PO

1	Manage Purchase Orders	Purchase Order
	Add/Update POs 2	Eind an Existing Value Keyword Search Add a New Value 3
	Dispatch POs	*Business Unit SEGOV
	Buyer's Workbench	PO ID NEXT
	PO Close Short Workbench	Add 4
	Manage PO Auto Sourcing V	
		Find an Existing Value   Keyword Search   Add a New Value

## Step 2: Click on the PO Header to open a dialogue box.



Step 3: When the dialogue box opens, enter "NP" into the "PO Type" field. Close box.

IIE Jie	PO Header Details	×
0		Help
	PO Details	
	Supplier WWONGCONST-001 PO Date 05/11/2023	
	6 *PO Type NP Status Not Chk/d	
	ng Location 10180 Q Billing Address Tax Exempt	
s		
m	Origin Q Letter of Credit ID Q	
p	🗹 Use One Ship To Ship To	
	Currency	
Se	Currency Code USD Q Exchange Rate Detail Base Currency USD	
	Rate Date 01/01/1901 Exchange Rate 1.0000000	
	Rate Type CRRNT	

## Step 4: In the PO, enter "NP" into the PO "Purchasing Authority" field.

