What agency is considered Service Bureau?
Service Bureau Agencies is an agency who does not enter their own documents in the Arkansas Administrative Statewide Information System (AASIS).

Can a service bureau agency get access to AASIS?
Service Bureau agency can get the view only access. However, lack of use will result in losing access. Some service bureau agencies may be able to convert to a user agency; this depends on how many employees an agency has.

What is a Purchase Requisition?
A purchase requisition defines a need for a material/service; it specifies the type of material/service and quantity to be procured from a vendor.

Why is a purchase requisition needed?
The purchase requisition is needed so that the OSP can either issue a purchase order for the material or service and quantity to be procured from the vendor.

There are two purchase requisition forms what are they used for?
The Office of State Procurement created two forms for your procurement needs – Form A & B.
Purchase Requisition to Purchase Order Form A is for an agency to complete to placing orders with a vendor.
Purchase Requisition for Bid Process is for an agency to complete to allow an OSP buyer to bid a commodity or service an agency is in need of.

Are there instructions for both purchase requisitions - Form A & B?
Yes. Each requisition has easy to follow instructions. Instructions can be found on the Office of State Procurement website under Service Bureau. Instructions are also attached to each requisition form.

What is a Purchase Order?
The purchase order represents the contract with the vendor. It specifies the vendor, the material or service, the quantity, the price and the terms of payments. It commits dollars against budget. It also provides the vendor with a reference document to be used on shipping documents (goods receipt) and invoicing documents (invoice verification).

Will the Office of State Procurement provide a copy of the purchase order to the agency and the vendor?
OSP will provide a copy of the purchase order to the agency only. It is the responsibility of the agency to forward the purchase order to the vendor.

What is a goods receipt?
A goods receipt is a document in AASIS that acknowledges the receipt of a material or completion of a service from a supplier.

Why does the agency need to follow the goods receipt procedure?
The goods receipt (copy of the PO receipt, as per the goods receipt procedure) is needed so that the OSP can document in AASIS the agency acceptance of the materials or services received. The AASIS system generates a material document number also known as a SAP document number.

How will the agency know when the goods receipt (PO receipt) has been processed?
The PO receipt (goods receipt) will be sent back to the agency with the word "Processed" notated on the PO, or in the body of the e-mail.

What is a vendor invoice?
The vendor invoice is a bill that you receive from your supplier; and it matches up to the description, quantities, and costs entered on the Purchase Order. It will also compare the quantities received to the quantities being billed.

When a purchase order has been created how does the agency pay the vendor?
The Purchase Order Invoice/Credit Memo form must be completed to pay the vendor's invoice or to document payment for the agencies using the check book.

Which department processes the Purchase Order Invoice/Credit Memo form?
The purchase order invoice/credit memo form must go to Service Bureau – Accounting.

When a purchase order is created is it necessary to complete the goods receipt and purchase order invoice/credit memo?
Yes. The goods receipt is the 2nd document in the three-way match concept that must be recognized in the system in order for a vendor to be paid. The 1st document is the purchase order and the 3rd document is the purchase order invoice/credit memo form (vendor's invoice).

What payment methods can I use other than the purchase order method?
The Payment Guide was created as a guideline to assist in selecting the preferred method of payment for services and commodities. We suggest you refer to the payment guide for payment methods.

When a purchase order is created can an agency change the payment method?
It depends on the situation and the type of purchase, please contact OSP to discuss the details.

Can the payment method change at the beginning of the new fiscal year?
Yes (Reference Payment Guide)

What is split purchasing?
Repeated small quantity procurements to circumvent the competitive bid limits or failure to obtain competitive bids without justification shall constitute a violation of these procedures and shall result in withdrawal of the state agency's competitive bid privileges. 19-11-234 (d).

How does an agency use a contract from DFA website?
All contracts have a government sales representative contact. If you cannot find what you are looking for you can either contact the sales representative or the buyer for assistance.