Proposed Procurement Functions under CUSAP Decentralization

Business Office
11 January 2018

Agenda

- Workflow for DPO

- Workflow for EA

- Prototype of DPO & EA

- Improvements under the Enhanced Functions

Workflow for DPO – Dept Admin

Step 1

- Input DPO details into system

Step 2

- Print out DPO

Step 3

- Attach other documents if any*

* e.g. quotations, etc.

Workflow for DPO – Dept Admin

Step 4

- Ask budget holder to sign + declare

Step 5

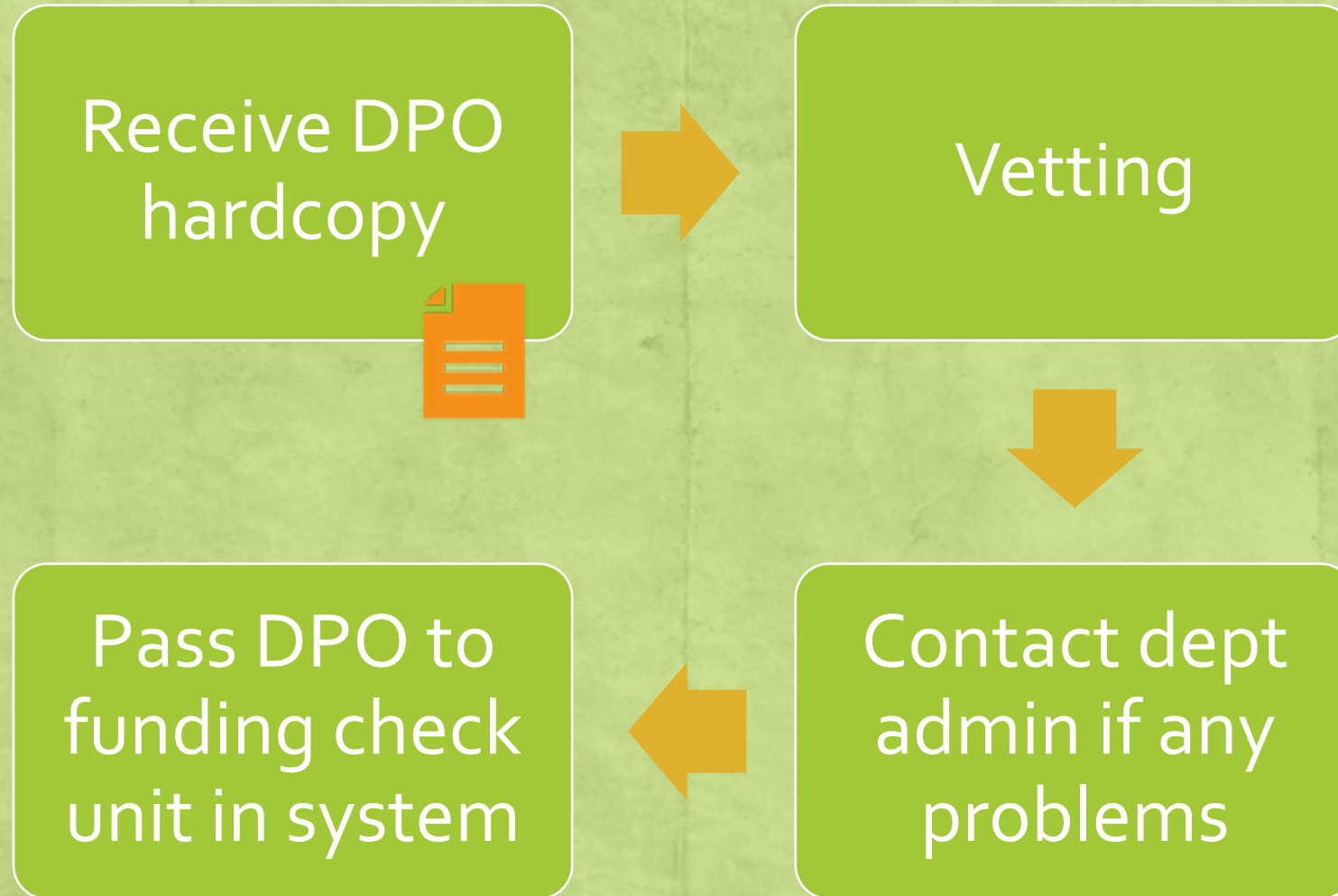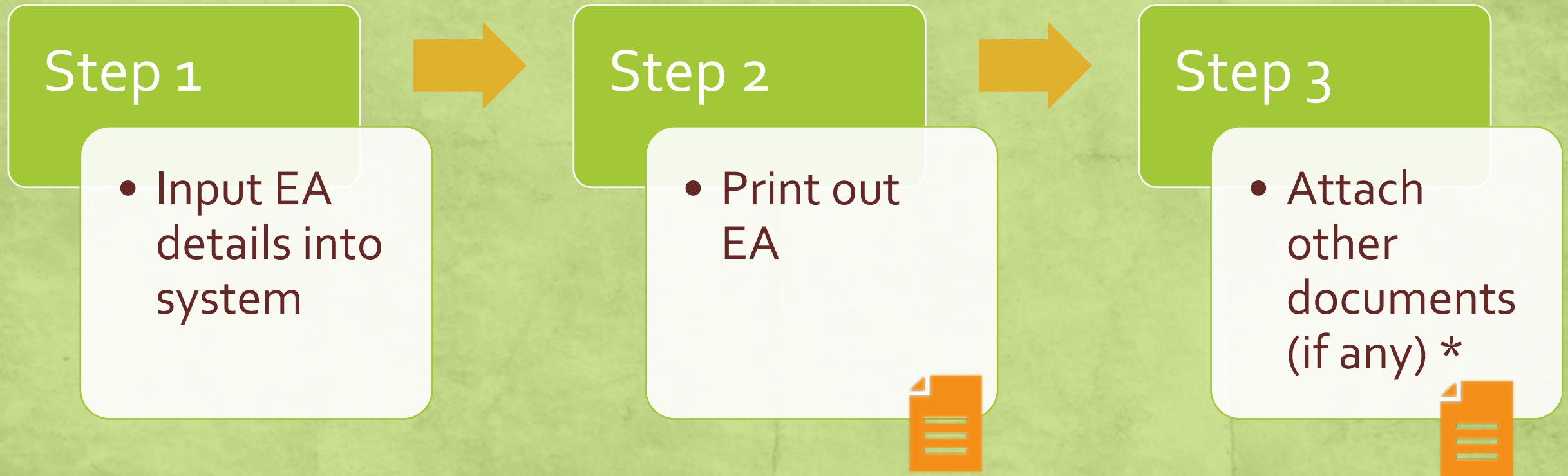- Input budget holder's declarations into system, then click submit

Step 6

- Send the signed DPO to vendor, and a copy to BO
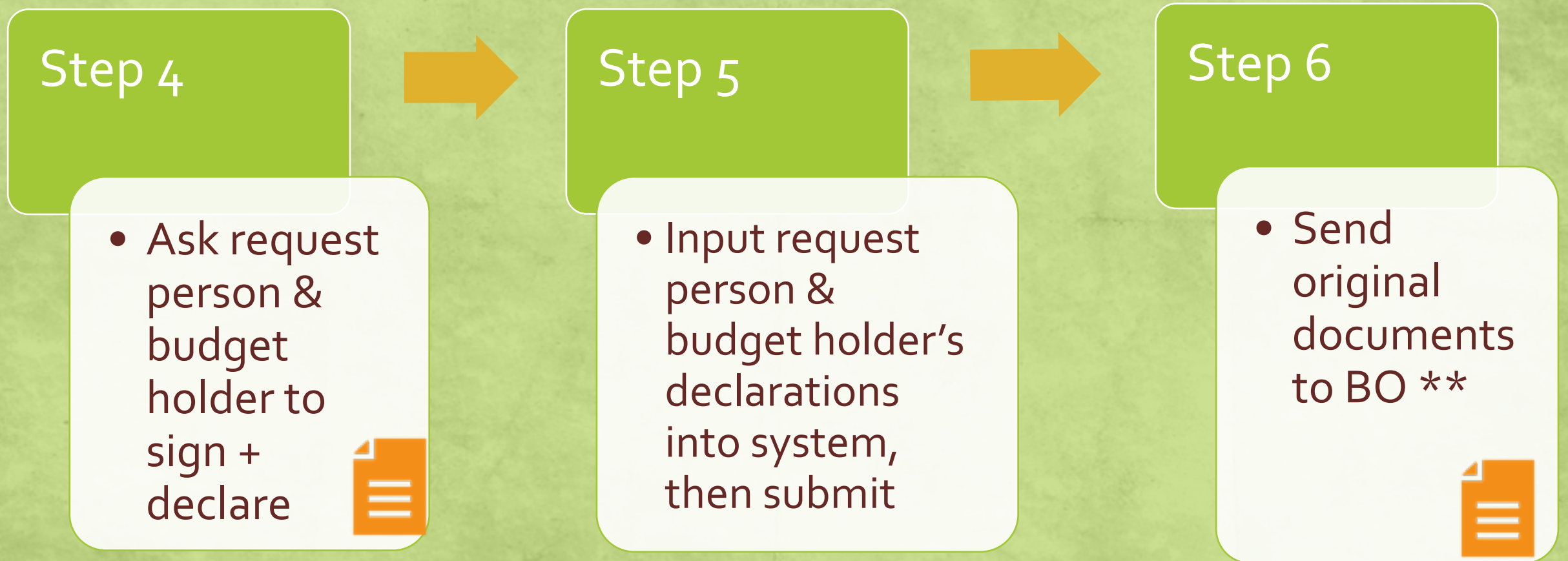
Workflow for DPO – BO

Receive DPO hardcopy → Vetting → Contact dept admin if any problems → Pass DPO to funding check unit in system

Workflow for EA – Dept Admin

Step 1
- Input EA details into system

Step 2
- Print out EA

Step 3
- Attach other documents (if any) *

* Completed Quotation Sheet, written quotations, sole agent proof, etc.

Workflow for EA – Dept Admin

Step 4 → **Step 5** → **Step 6**

Step 4
- Ask request person & budget holder to sign + declare

Step 5
- Input request person & budget holder's declarations into system, then submit

Step 6
- Send original documents to BO **

** Incl. signed EA, signed Quotation Sheet & other supporting documents

Workflow for EA – BO

Receive original documents → Vetting → Email or return original to dept if any problems → Receive further info from dept → Approve EA in system → Pass EA to funding check unit in system

Workflow for EA – Bursary

Funding check unit receive EA → Vetting → Email or return original to dept if any problems

↓

BO print PO & send to vendor (if required) ← Approve funding in system ← Receive further info from dept
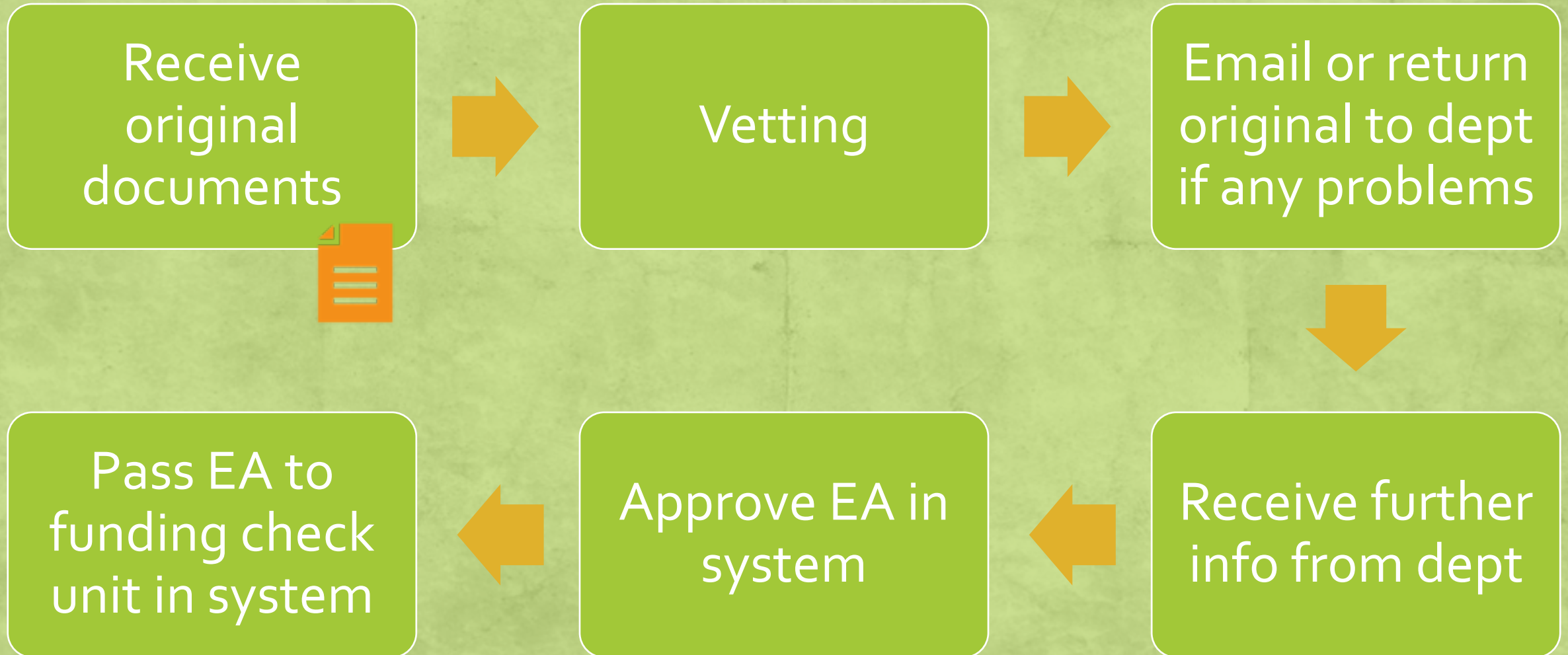
Prototype of DPO

New | Open | Save | Delete | Check Funding Availability

Upload Supporting Docs | Print Preview | Print for Approval | Submit to Bursary

DPO no.: 9000012345 | Input By: Chan Yat (ITSC)

Status: Saved | Input Date: 01/11/2017

Order Type:

Direct PO

Vendor No. and Name:

1620 | ABC Co. Ltd.

Vendor Address:

123 Street, Kowloon, Hong Kong

Quotation No.:

Tender No.:

17031234

E.A. Viewing Party (fill in ONLY ONE Cost Centre / Project):

ITSC

Delivery Location:

2/F Pi Chiu Building, CUHK, Shatin, Hong Kong

Contact Department:

Information Technology Services Centre

Contact Person:

Chan Tai Man

Tel and Fax No.:

3943-1234 | 2609-1234

Delivery Date:

As soon as possible

Currency:

HKD

Prototype of DPO

	Acct. Ass.	Item	MG	AAS	Description	Qty.	Unit	Unit Price	Amount	BAF No.	Company	Bus.Area	Cost Ctr.	Project	A/C Code	Int.Order
☐	🔍	1	G	A	Desktop PC	2	PC ⧉	6000	10000		C001	0001	ITSC		151001	
☐	🔍	2	G	X	Toner	5	PC ⧉	1000	5000		C001	0001		2612007	590014	

Total: 15000

Approved by:

| Head ▼ | of | Information Technology Services Centre, Li Mei Ling |

Date:

02/11/2017 📅

☐ I declare that I have no actual/potential conflict of interests in the procurement of goods/services or the collaboration arrangements set out in this form.

☐ I have explicitly requested staff of my unit involved in this procurement or collaboration to declare actual/potential conflict of interests and no such declaration is received.

☐ I have attached the written declaration of actual/potential conflict of interests made by me and/or the following staff member(s) of my department/unit.
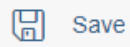
Prototype of EA

New	Open	Save	Delete	Check Funding Availability

EA no.: 8000077777   Input By: Chan Yat (ITSC)

Upload Supporting Docs	Print Preview	Print for Approval	Submit to Bursary

Status: Saved   Input Date: 01/11/2017

Order Type:
Local PO

Vendor No. and Name:
1620   ABC Co. Ltd.

Vendor Address:
123 Street, Kowloon, Hong Kong

Quotation No.:

Tender No.:
17031234

Justification for Waiver of Quotations / Tender and / or Remarks:

E.A. Viewing Party (fill in ONLY ONE Cost Centre / Project):
ITSC

Delivery Location:
2/F Pi Chiu Building, CUHK, Shatin, Hong Kong

Contact Department:
Information Technology Services Centre

Contact Person:
Chan Tai Man

Tel and Fax No.:
3943-1234   2609-1234

Delivery Date:
As soon as possible

Delivery Method:
N/A

Incoterm and Port:
OTH - As arranged   N/A

Payment Method:
Against invoice

Currency:
HKD

Prototype of EA

	Acct. Ass.	Item	MG	AAS	Description	Qty.	Unit	Unit Price	Amount	BAF No.	Company	Bus.Area	Cost Ctr.	Project	A/C Code	Int.Order
☐	🔍	1	G	A	Desktop PC	2	PC	6000	12000		C001	0001	ITSC		151001	
☐	🔍	2	G	X	Toner	5	PC	1000	5000		C001	0001		2612007	590014	

Total: 17000

Prototype of EA

Requested by:

Lee Siu Ming

Date:

02/11/2017

- [ ] I declare that I have no actual/potential conflict of interests in the procurement of goods/services or the collaboration arrangements set out in this form.
- [ ] I have attached my written declaration of actual/potential conflict of interests.

Approved by:

Head ▾ of Information Technology Services Centre, Li Mei Ling

Date:

02/11/2017

- [ ] I declare that I have no actual/potential conflict of interests in the procurement of goods/services or the collaboration arrangements set out in this form.
- [ ] I have explicitly requested staff of my unit involved in this procurement or collaboration to declare actual/potential conflict of interests and no such declaration is received.
- [ ] I have attached the written declaration of actual/potential conflict of interests made by me and/or the following staff member(s) of my department/unit.

Improvements under the Enhanced Functions

- Automated fund availability check

- **Earlier fund locking** in SAP - automated fund commitment upon DPO/EA submission

- System functions to **detect omissions / incorrectness** of information before DPO/EA submission – avoid bounce back and delay

Improvements under the Enhanced Functions

- D/U can **track** online the processing **status** of EA/DPO once saved / submitted in CUSAP

- System function to assist and **shorten fund vetting process** by Bursary – greatly advance PO issuance date

- No need to use preprinted DPO forms

Q & A