Appendix F

The enumerated steps below detail the flow of the procurement process for INTERNATIONAL Engagements re: Professional Services for $1,000 or more.

NOTE: An international engagement exists if services are being performed either:
   a. Outside the US, regardless of whether the service provider is US / Foreign; or
   b. By a foreign individual / entity.

FIRST THINGS FIRST: An ounce of prevention = 1 lb of cure.

1. Dept. contacts Purchasing Contract Manager to determine whether we can contract with payee as an Independent Contractor (“IC”).
   a. Contract Managers:
      i. Matt Estell: mestell@iu.edu
      ii. Linda Blair: liblair@iu.edu (ONLY for speakers / lecturers / musical performers working in the U.S.)
   b. Dept. must provide a detailed description of services / proposal / statement of work.
   c. Dept. may be requested to complete a Foreign Independent Contractor Questionnaire (“Foreign ICQ” – to be developed).
   d. Dept. may be requested to get legal counsel’s (Jeff Goetz’) approval.
      i. Dept. must send legal’s e-mail approval to Contract Manager.

SETUP

2. Vendor must be in KFS and approved by Vendor Workgroup. (instructions below)
   a. Dept. or Purchasing sends Foreign Vendor Info Packet (“VIP”) to Vendor
      i. (https://docs.onestart.iu.edu/dav/PS/OneStart/documents/foreign_vendor_information_packet.pdf)
   b. Vendor completes and returns the Foreign VIP to Purchasing.
   c. Purchasing creates vendor profile in KFS as PO vendor.
      i. Vendor Name must match Name on the W8BEN in the Foreign VIP exactly.
         1. The name should also be consistent with name on bank account.
         2. if vendor anticipates being paid by international wire transfer – international bank account information should be submitted by the vendor with each invoice, not at the time of vendor setup.
      ii. Vendor Type must be “Purchase Order”
   d. Purchasing FAXES Foreign VIP to PO Vendor Workgroup: 812.855.7839.
      i. Coversheet should reference the doc# of vendor profile assigned by KFS
         1. PO Vendor Workgroup contact: vwg@iu.edu
   e. PO Vendor Workgroup validates W-8BEN using:
      http://www.fms.indiana.edu/tax/forms/FormW8BEN.Example.pdf
   f. PO Vendor Workgroup may contact the department to request additional information such as:
i. confirmation that the foreign individual is not related to any employee in the IU unit making the payment; also

ii. if it is not already apparent from the requisition, a short statement describing what the foreign IC will be doing, duration, approximate payment, and country in which work will be done.

g. PO Vendor Workgroup approves Vendor in KFS.

3. Dept. submits REQUISITION as far in advance of performance of services as possible:
   a. Dept. should specify “ME14” in the top description field; EXCEPTION: For speakers / lecturers / musical performers working in the U.S., specify “LB10”.
   b. Dept. must flag Requisition as “Restricted”.
   c. Travel expenses should be built into the price of the services if possible.
   d. Dept. uploads any relevant proposals or statements of work.
   e. Dept. notifies mestell@iu.edu so he knows this exists and knows to look for it.

4. Dept. submits eDoc

(aka: Professional Services Form; Consultant Agreement Form; Purchasing Contract Request; or completed CURRENT foreign agreement template.)

PURCHASING REVIEW

5. Purchasing will perform initial cursory review of requisition.

6. Purchasing may request that Dept. obtain applicable approvals.
   a. Purchasing will help Dept. determine which approvals are applicable.
   b. Dept. must contact applicable approvers.
   c. Dept. must forward e-mail approvals to Purchasing.

   i. Examples of commonly required approvals:
      a. ☐ Public Safety & Institutional Assurance: Approvals will be required for events with staging as well as programs involving children.
      b. ☐ INLOCC: Certificate of Insurance naming “The Trustees of Indiana University” as an “additional insured” is often required.
      c. ☐ IU Communications: Any sponsorship, membership in external organizations, or marketing and communication activities requires prior approval before Purchasing can approve the activity.
      d. ☐ Licensing and Trademarks: Approvals needed for use of any Indiana University (including Regional Campuses) logos, trademarks, or the creation of new domain names associated with the University.
      e. ☐ Revenue Producing Activity Committee ("RPAC"): In compliance with Policy: FIN-TRE-VI-121 Establishing and Modifying Revenue Producing Activities – any revenue producing activity must have prior authorization by the RPAQ Committee before Purchasing can review and approve a contract.
      f. ☐ University Information Security Office (“UISO”): Approval required when critical data will be shared with a third party through any means.
      g. ☐ Tax: . . .

7. Purchasing reviews / edits / polishes terms of agreement generated by the eDoc.
   d. This may include, but is not limited to, edits which
      i. Make the payee appear more independent so as to qualify for IC status.
      ii. Clarify amount, term, pay schedule, currency, payment method, services
      iii. Apply additional standard terms and conditions.
      iv. Satisfy requirements imposed by various IU offices.
v. Reduce risk; . . .

8. Purchasing seeks final approval of drafted agreement from Dept.
   e. Department may request changes.
   f. Purchasing revises drafted agreement.

9. Dept. approves of drafted agreement.

10. Purchasing offers agreement to Vendor.
    g. Vendor may request changes.
        i. Purchasing negotiates proposed changes.
        ii. If changes relate to price or services, Purchasing requests Dept. approval.
        iii. Purchasing revises drafted agreement.
        iv. Purchasing returns agreement to vendor.

11. Vendor signs agreement and returns it to Purchasing.

12. Purchasing signs agreement.

13. Purchase Order is coded, processed, and approved by Purchasing.
    h. A note is added to the PO indicating in which country(s) the work is performed.
        i. This is to facilitate Tax approval of the PO.

14. Purchase Order breezes through additional approvals in KFS if Dept. acquired them.

15. Purchase Order is issued by Purchasing
    i. PO is communicated to Dept. and Vendor
    j. Agreement becomes effective.

Performance May Begin | Invoicing / Payment (“AP”)

16. Vendor may begin performance / Invoice for payment.
    a. Invoice Requirements:
        i. Vendor submits invoice preferably by PDF file attached to an email to invoice@indiana.edu.
           (Vendor may mail invoice to Indiana University, IU Accounts Payable, 400 E 7th Street, Room 021, Bloomington, IN, 47405-3003)
        ii. PO number must be on the Invoice
        iii. Ideal invoice has these attributes
            1. Vendor name in header of invoice (a match for the PO name).
            2. Vendor “remit to” address.
            3. PO#, Vendor invoice# and invoice date
            4. Payment terms matching the PO payment terms
            5. Sufficient itemization to know what goods / services were provided
            6. Billing name: Indiana University, name of Campus e.g. Indiana University Kokomo
            7. Billing amount