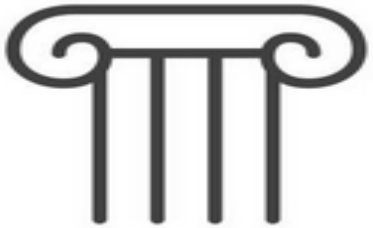
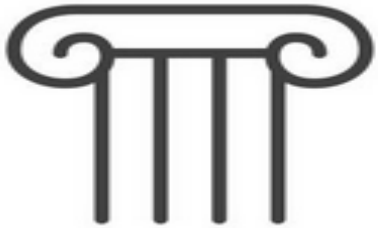
Required Segments GL09 and GL10

The GL09 and GL10 segments refer to the two main Procurement requirements of competition (GL09) and purchase order entry (GL10).



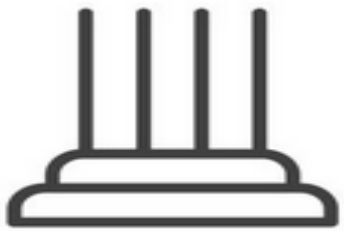
GL09: Competition Requirement

Going through the proper procedures to source your particular good and/or service from suppliers based on the sourcing requirements for that good and/or service.



GL10: Purchase Order Requirement

Purchase Orders are required for all procurements that are not listed as explicitly exempt for the University's Small Purchase Procedures. eVA is the University's e-procurement system for purchase order entry.



GL09 Competition Requirement

The GL09 segment should contain the information required to verify that the competition requirement was met for that particular transaction:

- If the supplier purchased from is on contract, enter the contract number.
- If the purchase is exempt from competition per the University's Small Purchase Procedures (Tables B and C), include the exemption code.
- If the purchase is made from a DSBSD-certified micro business, enter the business name.
- If the purchase was not exempt from competition, not made from a supplier on a contract, and not from a certified micro business, you must include your micro business justification.

GL09 Segment Scenarios

Consider the following scenarios and what you would enter for GL09.

Scenario #	Scenario Description	Works GL09 Entry
1	You make an over-the-counter purchase at Lowes.	Lowes is a supplier on contract. Enter the contract #.
2	You purchase misc. cables from Amazon. You receive a quote from 1 Stop Supply prior to purchasing and they were over 5% of the total cost of Amazon.	Cables are not exempt from competition, Amazon is not on contract and is not a micro business, so you need to document your micro business outreach or justification.
3	You purchase airline tickets for a faculty member.	Travel is exempt from competition per the small purchase procedures exemption C18. Enter C18 or SPP C18.
4	You purchase a software subscription from a supplier not on contract.	Software is exempt from competition per the small purchase procedures exemption B10. Enter B10 or SPP B10.
5	You purchase a new book from Alran Books, a certified micro business.	Alran Books is a registered micro business, so enter “Alran Books” or “micro business used.”

GL10 Purchase Order Requirement

The GL10 segment should contain the information required to verify that the purchase order requirement was met:

- If the purchase made is not exempt from need a purchase order, enter the purchase order completed for the purchase.
- If the purchase made is exempt from needing a purchase order, enter the small purchase procedures exemption code (Tables A and C) or other justification as to why a purchase order was not needed.

GL10 Segment Scenarios

Consider the same scenarios as before and what you would enter for GL10.

Scenario #	Scenario Description	Works GL10 Entry
1	You make an over-the-counter purchase at Lowes.	Over-the-counter purchases are exempt from needing eVA per the small purchase procedures exemption A2. Enter A2 or SPP A2.
2	You purchase misc. cables from Amazon. You receive a quote from 1 Stop Supply prior to purchasing and they were over 5% of the total cost of Amazon.	Cables are not exempt from needing purchase orders, so enter the purchase order number completed for this purchase.
3	You purchase airline tickets for a faculty member.	Travel is exempt from purchase order entry per the small purchase procedures exemption C18. Enter C18 or SPP C18.
4	You purchase a software subscription from a supplier not on contract.	Software is not exempt from needing purchase orders, so enter the purchase order number completed for this purchase.
5	You purchase a new book from Alran Books, a certified micro business.	New books are not exempt from needing purchase orders, so enter the purchase order number completed for this purchase.

GL09 and GL10 Segment Scenarios

Below is what GL09 and GL10 should look like in your allocation for these previous scenarios:

Scenario #	Works GL09 Entry	Works GL10 Entry
1	Contract #: Omnia Region 4 ESC-TX R240805	A2 or SPP A2
2	Micro Justification on File *In comments of transaction: Quote from 1 Stop Supply was over 5% the cost of Amazon	PCO0123456
3	C18 or SPP C18	C18 or SPP C18.
4	B10 or SPP B10	PCO0123456
5	Alran Books or Micro Business	PCO0123456