

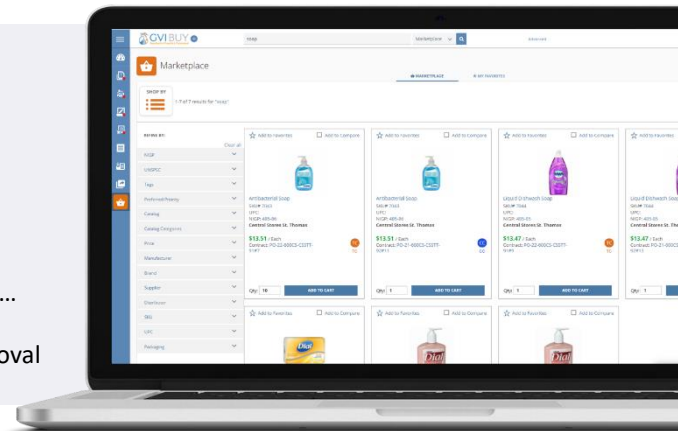
The Government of the U.S. Virgin Islands is implementing a new cloud-based eProcurement system called GVIBUY. When this new system goes live in early 2022, the process to request goods and services will be streamlined and automated.

In the future, all purchase requests will be handled in GVIBUY through a Requisition document. Open market purchases, on-contract purchases, and Central Stores purchases will all be accomplished using GVIBUY's Requisition process. For open market purchases, agency requesters will solicit and select quotes from vendors electronically within the online Requisition process and then submit for DPP approval. The process for creating purchase requests from active contracts and Central Stores is similar but expedited using GVIBUY's Marketplace feature. These types of purchase requests are called Release Requisitions.

## More About GVIBUY Marketplace

Marketplace is an online feature providing access to Territory-wide vendor contracts and Central Stores catalogs.

- Easily shop searchable catalogs of territory-wide contract vendors
- Lookup items based on keyword, description, vendor, brand and more...
- Quickly convert shopping cart items to requisitions to submit for approval



## Release Requisitions

When purchasing from Central Stores or from Territory-wide contracts, agency users will search Marketplace or use Requisition searching for the items they wish to purchase and add them to a Requisition. Purchase Orders will automatically be sent to vendors once the Requisition is approved by DPP. See below for details on the Release Requisition process in GVIBUY. Stay tuned, in a future flyer we'll show you the process for procurement Requisitions.

### 1 Agencies: Create Release Requisition

- Add items from Marketplace or directly from a Requisition Search
- Vendor information and item details populate automatically
- Enter accounting codes
- Attach justification letter/ proof of funding, if required
- Submit for approval

### 2 DPP: Approve Release Requisition

- Routes automatically to DPP approver
- Easily approve online
- Requestor notified immediately upon approval
- GVIBUY Purchase Order sent electronically to selected vendor immediately upon DPP approval