

| Buying | Receiving & Reports | Paying |
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| <p>Catalog Ordering</p> <ul style="list-style-type: none"> For purchases from contracted suppliers listed in the ARIBA punchout or hosted catalogs. No dollar limit on purchases from contract suppliers Purchases from non-contract suppliers over the Direct Buy Limit will be reviewed by a buyer. | <p>Receiving</p> <ul style="list-style-type: none"> Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid. | <p>Non-PO Invoice</p> <ul style="list-style-type: none"> For payments to suppliers for goods already received. Supplier did not require a Purchase Order at the time of order. Payment of purchases under the Direct Buy Limit See exception items list for goods/services not allowed. |
| <p>Non-Catalog Ordering</p> <ul style="list-style-type: none"> Goods not available in punchout or hosted catalogs. Purchases over Direct Buy Limit will be reviewed by a buyer. Goods not yet ordered. Supplier requires a Purchase Order. See the exception items list for guidance on specific goods/services. | <p>ARIBA Reports</p> <ul style="list-style-type: none"> Web-based reports within ARIBA available for various categories of data, including order status, invoices, eReimbursements and open balances. | <p>Payments to Individuals (P2I)</p> <ul style="list-style-type: none"> For payments relating to honoraria, royalties, awards/prizes, non-UW scholarships, services, expenses, and performers. Payments over the Direct Buy Limit will be reviewed by a buyer. |
| <p>Blanket Purchase Orders (BPO)</p> <ul style="list-style-type: none"> For blanket or standing orders of goods/services over a period of time (including Subawards). Purchases over the Direct Buy Limit will be reviewed by a buyer. Department will perform ARIBA receiving and allow invoices to be paid. See the exception items list for guidance on specific goods/services. | <p>Procurement Desktop Reports</p> <ul style="list-style-type: none"> Web-based reports developed by Procurement Services. Reports available for various categories of data, including Accounts Payable reports for invoice status, payment details, Non-RIP invoices pending, Use Tax reversals and more. | <p>eReimbursement</p> <ul style="list-style-type: none"> For reimbursements to UW staff and Non-UW individuals for UW business-related expenses Not to be used for travel. |
| <p>Sourcing</p> <ul style="list-style-type: none"> For purchases over the Direct Buy Limit where competitive bids are required. Sourcing events managed by Central Office based on department scoping and evaluation criteria. | <p>MyFinancial.desktop (MyFD)</p> <ul style="list-style-type: none"> Provides access to online financial reports for UW's Financial Accounting System (FAS) and ARIBA transactions which are used for monitoring budget balances and reconciling transactions. | <p>eTravel</p> <ul style="list-style-type: none"> For reimbursements to UW staff or visitors for expenses incurred during business travel. Parking (not at duty station). |