<table>
<thead>
<tr>
<th><strong>Buying</strong></th>
<th><strong>Receiving &amp; Reports</strong></th>
<th><strong>Paying</strong></th>
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</table>
| **Catalog Ordering** | • 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. | **Receiving** | • Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid. |
| **Non-Catalog Ordering** | • Goods not available in catalogs and/or supplier is unable to convert quotes on their catalog.  
• Fixed quantities and/or dollar amounts.  
• Purchases over Direct Buy Limit will be reviewed by a buyer.  
• Goods not yet ordered.  
• Supplier requires a Purchase Order.  
• One-time purchases. | **ARIBA Reports** | • Web-based reports within ARIBA available for various categories of data, including order status, invoices, eReimbursements and open balances. |
| **Blanket Purchase Orders (BPO)** | • 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. | **Procurement Desktop Reports** | • 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. |
| **Sourcing** | • 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. | **eReimbursement** | • For reimbursements to UW staff and Non-UW individuals for UW business-related expenses  
• Not to be used for travel. |
| **Non-PO Invoice** | • 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. | **Payments to Individuals (P2I)** | • 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. |
| **MyFinancial.desktop (MyFD)** | • 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. | **eTravel** | • For reimbursements to UW staff or visitors for expenses incurred during business travel.  
• Parking (not at duty station). |