

PROCUREMENT OFFICE HOURS

March 26, 2024



AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	GHX – Revised Supplier Invoice Guidance	<ul style="list-style-type: none">• Underpayment of tax – timeline	Ray
2	Underpayment of Tax	<ul style="list-style-type: none">• Timeline overview	Pramilla
3	Updates	<ul style="list-style-type: none">• Company Specific Del-To Address Validation update• New Procard Verification To-Do Task	Ray & Pramilla

GHX – Updated – Invoice Guidance for Suppliers

Increasing Success

Through months of lessons learned, we are augmenting the current guidance on Procurement Svcs website with the following updated guidance. This only applies to UWA Paper Invoices being sent to the GHX E-Invoicing Scan Site:

- Be sure to include "**University of Washington**" as part of the Invoice header, avoid using specific department or school names
- Please **DO NOT** alter our full PO number in any way, either by removing the "PO-" prefix, OR adding your own suffix to it, like a "-1". In addition, suppliers should always use the actual PO number, and NOT substitute it with a requisition, contract, or grant number. Not having the full PO number on the invoice is the primary reason invoices go to non-scan.
- If your PO has multiple lines on it, your invoice must call out the appropriate and corresponding PO line number you are invoicing against for a given charge.
- Please refer to the attached GHX Best Practices Guide as well for technical and other best practices when submitting an invoice including Accepted file formats
 - ❑ Quantity of invoices per email (for large invoices that span multiple pages, try to stick to one invoice per PDF)
 - ❑ Quantity of invoices per PDF file (no more than 12 PDFs per email)
- Please monitor the email address you provided GHX for responses. They will use this email address to communicate any issues with invoices that failed, were rejected, or otherwise need resent to GHX.
- Please always include on the invoice the item number and/or item description that are consistent with the Workday purchase order.

Supplier – Underpayment of Tax Timeline

Timeline

- > Milestones for R1423: Under payment of sales tax to supplier but correct in UW books:
 - Security roles updated: 3/15 - complete
 - Fix data: 3/22
 - EID with data load: 3/29
 - Request manual journal entry / have spreadsheet data to provide to Tax Office: 4/5

Quick Updates

- > Follow-up on the Company Specific Del-To address validation that was announced on a newsflash a few weeks ago
- > New Procard Verification To-Do Task – To be announced on a Procurement Services Newsflash



APPENDIX



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