

Buying	Receiving & Reports	Paying
<p><b>Catalog Ordering</b></p> <ul style="list-style-type: none"> <li>For purchases from contracted suppliers listed in the ARIBA punchout or hosted catalogs.</li> <li>No dollar limit on purchases from contract suppliers.</li> </ul>	<p><b>Receiving</b></p> <ul style="list-style-type: none"> <li>Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid.</li> </ul>	<p><b>Non-PO Invoice</b></p> <ul style="list-style-type: none"> <li>For payments to suppliers for goods already received.</li> <li>Supplier did not require a Purchase Order at the time of order.</li> <li>Payment of purchases under the <a href="#">Direct Buy Limit</a></li> <li>See <a href="#">exception items list</a> for goods/services not allowed.</li> </ul>
<p><b>Non-Catalog Ordering</b></p> <ul style="list-style-type: none"> <li>Goods not available in catalogs and/ or supplier is unable to convert quotes on their catalog.</li> <li>Fixed quantities and/ or dollar amounts.</li> <li>Purchases over <a href="#">Direct Buy Limit</a> will be reviewed by a buyer.</li> <li>Goods not yet ordered.</li> <li>Supplier requires a Purchase Order.</li> <li>One-time purchases.</li> </ul>	<p><b>ARIBA Reports</b></p> <ul style="list-style-type: none"> <li>Web-based reports within ARIBA available for various categories of data, including order status, invoices, eReimbursements and open balances.</li> </ul>	<p><b>Payments to Individuals (P2I)</b></p> <ul style="list-style-type: none"> <li>For payments relating to honoraria, royalties, awards/prizes, non-UW scholarships, services, expenses, and performers.</li> <li>Payments over the <a href="#">Direct Buy Limit</a> will be reviewed by a buyer.</li> </ul>
<p><b>Blanket Purchase Orders (BPO)</b></p> <ul style="list-style-type: none"> <li>For blanket or standing orders of goods/services over a period of time (including Subawards).</li> <li>Purchases over the <a href="#">Direct Buy Limit</a> will be reviewed by a buyer.</li> <li>Department will perform ARIBA receiving and allow invoices to be paid.</li> </ul>	<p><b>Procurement Desktop Reports</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>eReimbursement</b></p> <ul style="list-style-type: none"> <li>For reimbursements to UW staff and Non-UW individuals for UW business-related expenses</li> <li>Not to be used for travel.</li> </ul>
<p><b>Sourcing</b></p> <ul style="list-style-type: none"> <li>For purchases over the <a href="#">Direct Buy Limit</a> where competitive bids are required.</li> <li>Sourcing events managed by Central Office based on department scoping and evaluation criteria.</li> </ul>	<p><b>MyFinancial.desktop (MyFD)</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>eTravel</b></p> <ul style="list-style-type: none"> <li>For reimbursements to UW staff or visitors for expenses incurred during business travel.</li> <li>Parking (not at duty station).</li> </ul>