<table>
<thead>
<tr>
<th>Buying</th>
<th>Receiving &amp; Reports</th>
<th>Paying</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. | **Receiving**  
  • Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid. | **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. |
| **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. | **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. |
| **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. | **eReimbursement**  
  • For reimbursements to UW staff and Non-UW individuals for UW business-related expenses  
  • Not to be used for travel. |
| **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. | **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). |