

PROCUREMENT OFFICE HOURS

December 12, 2023

AGENDA

#	TOPIC	OBJECTIVE	LEAD
1	Grants	<ul style="list-style-type: none">• Worktag Change Request Impacts on in Flight Invoices and PO's	Juan
2	Requisitions	<ul style="list-style-type: none">• Setups continued	Bridget
3	Misc Payments	<ul style="list-style-type: none">• Update	Bruce

Grants



Worktag Change Requests on Grants

> Process Overview

- GCA makes the change per department request
- Can come in via Award Portal or SAGE budget worksheet

> Impact

- This is creating issues on invoices/PO's that are in flight.

> Solution

- TBD – Working on identifying the exact changes that create issues. Is it everything?

Requisition Setup – Continued



PO Setups

- > Selecting a ship-to location
- > Importance of a delivery contact

HOW TO CREATE A REQUISITION HEADER IN WORKDAY

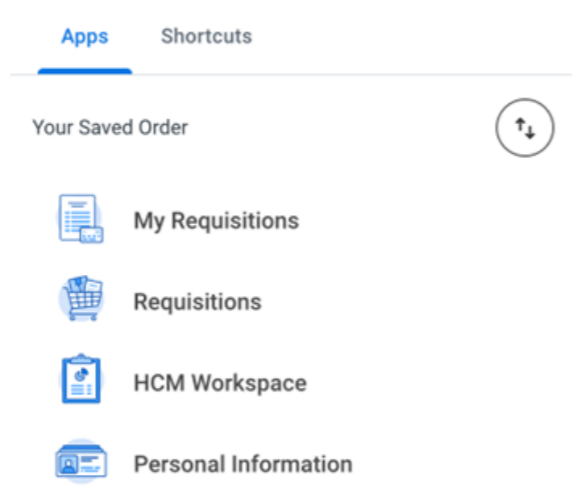
Instead of Setting a default Ship To location

Key Fields

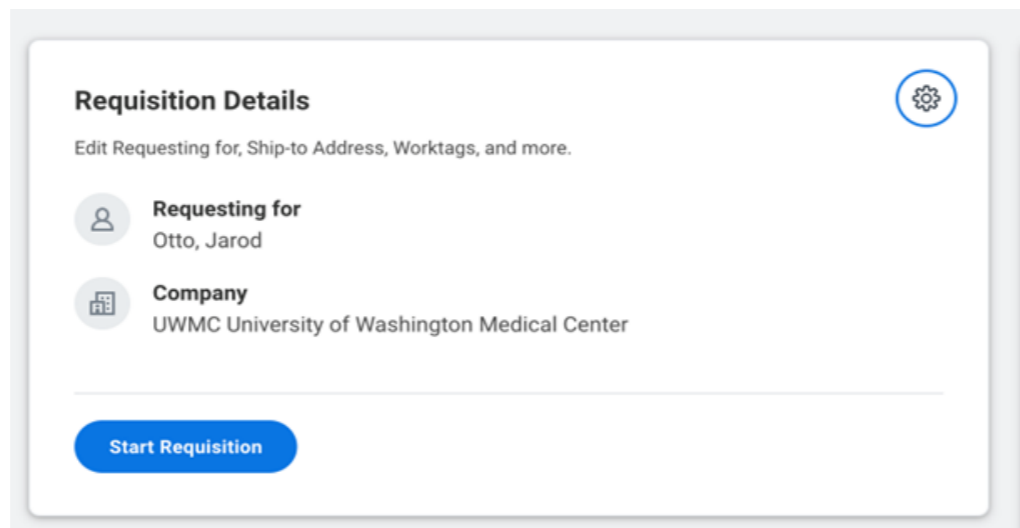
Key Fields	Description	Required (Y/N)
Requestor	The person initiating the requisition to purchase Goods and Services.	Required Field
Company	Entity for which the requisition is being created	Required Field
Currency	Purchasing Currency (e.g., USD)	Required Field
Requisition Type	Used to determine the type of goods or services being procured	Required Field
Deliver-To	The specific location in a building or location where goods will be delivered (e.g., UWMC – ML Medical Stores > A2: UW Medical Center Gas Cage)	Required Field
Ship-To	The location or building where goods will be delivered (e.g., UWMC University of Washington Medical Center, 4300 Roosevelt Way NE Box 354965, Seattle, WA 98105)	Required Field
Cost Center	The Cost Center to which the product cost will be posted	Required Field
Additional Worktags	Additional related worktags that are automatically pulled in from the Cost Center (e.g., Function, Fund, Location)	Auto-populate from Cost Center

Process Overview

- From the Apps menu, select **Requisitions**



From the Requisitions Details window, click the **Settings** (cog) icon



Note: This new screen pops up to enter additional information. Several fields will be auto-populated

1. Clear out the following fields:

- a. Company
- b. Requisition Type
- c. Cost Center
- d. Additional Worktags
- e. Deliver-To Location
- f. Ship-To Address

Requisition Details

Requesting for*

× Otto, Jarod

Company*

× UWMC University of Washington Medical Center

Requisition Type

× Goods and Services

Grant

Gift

Program

Cost Center

× Cost Center: CC102002 UWMSS | SCM ML Medical Store

Resource

Save **Cancel**

Requisition Details

Program

Cost Center

× Cost Center: CC102002 UWMSS | SCM ML Medical Store

Resource

Additional Worktags

× Function: FN210 7050 Central Services

× Fund: FD104 Clinical Enterprise Operating Fund

Deliver-To Location

× UWMC - NW Medical Stores

Ship-To Address*

× 0B1: NORTHWEST HOSPITAL LOADING DOCK, 1550 NORTH 115TH STREET, Seattle, WA 98133, United States of America

Currency*

× USD

Save **Cancel**

4. Re-enter the following key fields:

- a. Company
- b. Requisition Type
- c. Cost Center (e.g., CCxxxxxx): additional worktags will auto-populate from this worktag
- d. Deliver-to Location: use the *Deliver-To by Ship-To Locations* option
- e. Ship-To: auto-populated by Deliver-To selection

5. Click **Save**

6. You can now start the Create Requisition process in Workday

More notes on Requisition Setup

- > Ensure your Basis for Supplier Selection is in the Internal Memo field
- > Ensure Company and Worktags match the same company
- > Goods lines cannot be set up for multiple invoices (use Services lines instead)
- > Do not enter in any contract/quote data on the "Memo" field in the line items. This will print on the purchase order.
- > Your Spend Category will determine your PO's taxability

Miscellaneous Payments



Miscellaneous Payments (MP)

- > Miscellaneous Payments are used for reimbursements and one-time payment to Non-UW employees in Workday
- > MPs are for individuals – not companies!
 - If you plan to make more than one payment to the payee in a calendar year, register them as a UW supplier using the UW Internal [Supplier Request Form](#).
 - If the payee receives \$600 or more of taxable 1099 income in a calendar year, Tax IDs (SSN/TIN) are required for IRS reporting. Consult the [job aid](#) for guidance.
 - MPs are used for US Citizens, Resident Aliens, and Non-resident Aliens.
- > [Miscellaneous Payments | Procurement Services \(uw.edu\)](#)
 - Updated job aid
 - "Best Practices" tab

Create Miscellaneous Payment Request

Miscellaneous Payment Request (empty) Miscellaneous Payment Request Number (empty) Document Status (empty) Payment Status (empty) Requester Havelock, Bruce [C]

Primary Information

Document Date * 12/11/2023

Company * UW1861 University of Washington

Payee *

Currency *

Payment Type *

Request Category *

Due Date MM/DD/YYYY

Handling Code

Payment Details

Total Payment Amount 0

Control Total Amount 0

Memo

External Reference

Lines Miscellaneous Fields Attachments

Lines: 1 item

Item	Item Description	*Spend Category	Quantity	Unit Cost	Extended Amount
UW1861 University of Washington			0	0	

UNIVERSITY of WASHINGTON

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Quick Links

HOME HOW TO BUY HOW TO PAY FOR SUPPLIERS REPORTING TOOLS RESOURCES CONTACT US

Procurement

Miscellaneous Payments

Best Practices

What is Not Allowed

Other Considerations

Payment Types

Miscellaneous Payments are used for one-time payments to Non-UW employees that are US Citizens, Resident Aliens and Nonresident Aliens in Workday. They can be issued for the following scenarios:

- Non-UW employee services (formerly Payments to Individuals P2I)
- Non-UW employee travel reimbursement
- Non-UW employee non-travel reimbursement

Individuals with recurring or multiple payments will need to register as a vendor and pay through other Workday modules.

Visit the [Global Operations Support](#) website for more information about paying **foreign nationals**.

New! New guidance on the Miscellaneous Payment Enterprise Interface Builder (EIB)

In Workday:

- Review job aid [AP-J-01 How to Perform Miscellaneous Payments in Workday \(updated\)](#)

NEED HELP?

Procurement Customer Service:

- Email: pcshelp@uw.edu
- Phone: 206-543-4500
- M-F: 9:00 AM - 4:00 PM

HOTLINE

A 24-hour, anonymous resource for reporting violations of financial fraud, theft, embezzlement, ethics and waste of university resources.