PROCUREMENT OFFICE HOURS

December 12, 2023





#	ΤΟΡΙϹ	OBJECTIVE	LEAD
1	Grants	 Worktag Change Request Impacts on in Flight Invoices and PO's 	Juan
2	Requisitions	 Setups continued 	Bridget
3	Misc Payments	• 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
 - $_{\odot}\,$ 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**





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

- 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

Requesting for *		
× Otto, Jarod	∷≡	
Company*		
× UWMC University of Washington Medical Center	≣	
Requisition Type		
\times Goods and Services	:=	
Grant		
	:=	
Gift		
	∷≡	
Program		
	:=	
Cost Center		
× Cost Center: CC102002 UWMSS SCM ML Medical Store	∷≡	
Resource		

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., CCxxxxx): 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 (MF

- 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 <u>Supplier Request Form</u>.
 - 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 Nonresident Aliens.
- > <u>Miscellaneous Payments | Procurement Services (uw.edu)</u>
 - \circ Updated job aid
 - "Best Practices" tab

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