PROCUREMENT OFFICE HOURS

December 19, 2023

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AGENDA

#	TOPIC	OBJECTIVE	LEAD

1	**Supplier Invoice Unit Exceptions and Approvals**	• Demo files and data to be published for unit / department queue management
		   o Grant Manager Approvals
		   o PI Approvals
		   o Requisition Requestor Receipt Creation
			Pramilla, Al, David

2	**Requisition and Payment**	• Reminders	Lynn
3	**Focused Q&A**	• Contracts & Sourcing, A/P, and Travel	Lynn, Bruce, Teresa

•Supplier Invoicing Demo

- Demo files and data to be published to support unit / department queue management
  - Grant Manager Approvals
  - PI Approvals
  - Requisition Requestor Receipt Creation

Requisition and Payment – Reminders

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Requisition and Payment Reminders

> Remember to include a basis for supplier selection for orders over the Direct Buy Limit (currently 10k), https://finance.uw.edu/ps/how-buy/sole-source-purchasing

> Do not include the sole source in the memo field on the line item as that field is visible to suppliers, include it in the Internal Memo field (underneath the Memo to Suppliers field) or attach it to your RQ.

> Remember to check the external box on supplier quotes and M&E certificates

> For orders with multiple line items, creating one Service line as a lot charge is recommended for easier invoice matching

> Zero dollar line items and negative dollar line items will cause your Requisition to get "stuck" and not issue. A workaround is to put a penny on the line item instead of zero.

> The worktags and company on the line item must match: for example, you cannot use a UW1861 Worktag or Cost Center if the Company on the line item is SOM

Invoice and Payments Checklist:

In order to check on payment for a supplier:

-        Check your PO. Are the invoices uploaded? (If not, please have the vendor submit them to: uwashington@ghxinvoicing.com)

-        Has receiving been done? (Remember to receive all your invoices, even catalog orders: https://finance.uw.edu/ps/how-to-buy/receiving)

-        Are there any errors or match exceptions that need to be cleared on your side? (Report R1166 in Workday will identify these)

-        If all of the above are in place, please contact A/P for payment status at pcshelp@uw.edu

Focused Q&A

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Q&A Topics

> Contracts & Sourcing

> A/P

> Travel

APPENDIX

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FUTURE DISCUSSION TOPICS

#	TOPIC	OBJECTIVE	TENTATIVE DATE
1	**Dept Quick Update**	• updates at the beginning (started with AP but think it might be good for the other depts) of office hours to each week highlight what they are working on and any asks or focus for depts so that we are working together, providing a bit of 2 way visibility.	Each Tues?
2	**How to Cont.**	• How to Set Requisition Header which is the replacement for setting a default ship to location. How they find or get their Ledger accounts, we are getting responses back that they don't know that information or where to go to find it.	12/12?
3	**UW Connect**	• Navigation, key forms	12/12
4	**Reports**	• Demo and discuss difference between R1149, R1131, Exception reporting. Demo R1514.	
5	**PO**	• Continued	12/12
6	**Jasmine**	• Comm to highlight – she will give name/topic when ready	
7	**Spend Category**	• Updates to include freight, APR's, etc.	1/9

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