

**PO Operators Meeting
June 4, 2007
Campus Center Auditorium**

Announcements, etc

Betsy Blunt and Lorell Perrault from Microbiology gave a demonstration on how they utilize the marketplace and placed a live requisition. Thank you Betsy and Lorell!

FY08 blanket purchase orders or increases to blanket purchase orders that may roll into FY08 for any marketplace vendor will be reviewed and the department will be contacted. A current list of marketplace vendors is in your handout.

Reminder that all "V" purchase orders will be closed prior to rollover. Patty Roper is working with Controller's Office grants staff to make a decision as to how subcontract purchase orders will be addressed.

All requisitions that are in an open or denied status will be cancelled beginning with requisitions created in January and working up from there.

Procurement has added information to their website:

<http://www.umass.edu/procurement/>

If you click on Buyer Assignments on the site and look up the Dept ID that is associated with your requisition(s), you can find the buyer assigned to your department.

Questions and Answers

- What do I do when I place a marketplace order and the vendor claims they never received it?
 - Contact Procurement right away.
 - You can also call the vendor and place the order as confirming.

- Whom should we call in Procurement?
 - Santo Tomasine, 5-1090. If Santo is unavailable, call John Martin at 5-1099.
 - You can always call the Help Desk at 5-2119

- Are marketplace purchase orders actually purchase orders?
 - Yes, they are just like any other purchase order but are dispatched electronically rather than printed and mailed. You can tell if your purchase order was processed through the Marketplace by looking at the Dispatch method in PO Inquiry/Header Details. Marketplace purchase orders are dispatched via EDX.
- What about invoices?
 - Invoices are sent to Accounts Payable electronically from the marketplace vendors as well.
- Where is the control in payment if the invoice is electronic?
 - Invoices are loaded into the system and create vouchers with payment terms of "net 30." This means that the expense will hit your budget but the check will not be cut for thirty days. These are standard payment terms for all vendors; it also allows you time to contact Accounts Payable if you do not wish an invoice to be paid
- Does the marketplace take into account additional discounts for large orders?
 - No, if you have a very large order and will receive a better price by bidding, then you should still bid the items.
- Who should place the marketplace orders? I don't have the time.
 - It depends on your department. Some departments have a central person or two or three who handle all the orders, others may choose to have PIs or lab staff trained to create their own orders. Santo Tomasine is available to come out to a department to demo the marketplace to interested staff. If a new user would like to place orders, they must get a user id and be trained. Access request form can be found here:
<http://www.umass.edu/af/systems/gettingstarted.htm>
- Is W.B. Mason as quick with credits as they are with invoices? We frequently have to send items back
 - Yes, credits are as quick as invoices.
- Does anyone else find the old way much easier with dealing with WB Mason? I cannot find many items that are in the catalog or website in the marketplace

- There was a situation where items could not be found on WB Mason's marketplace list, but that has been solved now per John Martin. If you cannot find an item, please call Procurement.
- Do we have to enter the "dashes" that are included in an item number when entering the item for W.B. Mason?
 - Yes, you must copy the number exactly as it is depicted. If dashes are missing the item will not take.
 - Each marketplace vendor is slightly different in how catalog numbers are accepted.
- What are the implications for audit with electronic invoices? What if an auditor requires a copy of the invoice?
 - The electronic version of the invoice is acceptable to the auditors. Call the Controller's Office if there are questions.
- If "V" purchase orders are to be closed, what happens if an invoice comes in?
 - Just as in prior years, if an invoice comes in on a purchase order that had to be closed as part of year end cleanup, Accounts Payable will direct pay the invoice. Use judgment. If payments will be ongoing, a new PO is required.
- My orders from Outreach need to be shipped to off campus locations but those locations are not available as "ship to's." How can I fix that?
 - Description only: choose the ship to of "OTHER" and enter the actual shipping address as a comment. Click Send to Vendor checkbox.
 - Marketplace: "OTHER" is not acceptable for the marketplace because comments are not sent to the vendor. If you need an off-campus ship to created for marketplace orders, email Patty Roper at roper@admin.umass.edu with the full address needed. Chances are very good that the Location is already in the system and we just need to create a ship to code.
- 8.9 does not carry the document id, such as purchase order number or invoice number, when navigating around the pages. Can that be changed?
 - We will ask if it can be changed.
- Is there any way we can have the requisition name carry forward to the purchase order reference field?

- We put in an enhancement request for this.
- We will also create a version of REQ_ALL_REQ_TO_PO_XREF query with prompt on requisition name
- You can email your Procurement buyer and request that it be added to your purchase order

- AP_ALL_MTCHG_NO_RECEIVER times out on me
 - Make sure that you are putting in a department OR buyer id and the business unit. If you try to put in department AND buyer id, it will run long, perhaps time out and for sure bring back no data.
 - We will also look to see if we can tune the query so it runs better.

- Is there any way to add the receiving requirement to orders for non-capital equipment? Say an order for \$10,000 worth of paper?
 - Receiving is controlled by category. Only those categories that are for capital equipment require receiving.
 - The Receiving Requirement can be changed on a purchase order line by a Procurement Department buyer. The total value of the purchase order must be at least \$1,000 for it to impact vouchering.