Agenda

- Procurement Processing for Research

- Training Hub Overview

- Q & A

Title: Procurement Processing for Research

How to Purchase

Requisition ➡ Medical and non-medical goods and services can be requisitioned within Workday.

PCard ➡ A purchasing card, or PCard, is used to charge non-travel expenses.

Supplier Invoice Request ➡ Formerly known as a check request, supplier invoice requests are used when a requisition does not have a PO.
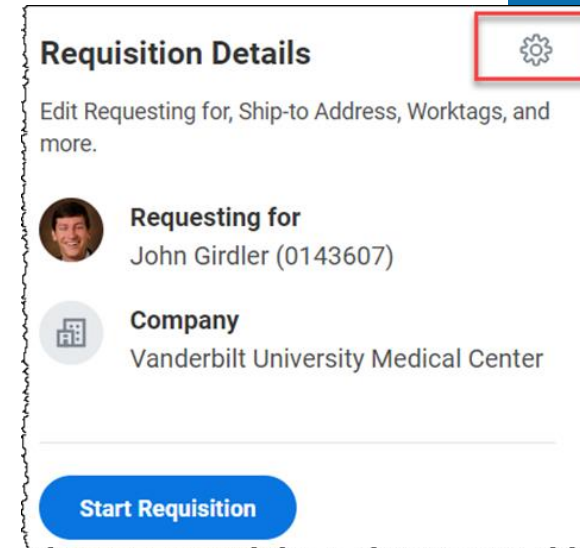
Miscellaneous Payment Request ➡ Miscellaneous payments can be requested for honorariums, subject participants, or other one-off payments. These payments will be managed using a separate online form.

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DELIVER-TO/SHIP-TO

- **Deliver-To Address (choose first)** – The specific location within a building that an item will be delivered to. This will automatically populate the correct Ship-To Address linked to the Deliver-To Address.

- **Ship-To Address (do not change)** – The building that an item will be shipped to from a vendor. This will automatically populate based on the Deliver-To chosen.

If a **Ship-To Address** is entered first and is the incorrect location to be partnered with the submitted **Deliver-To Address**, the order will not process correctly which will result in Workday errors and/or shipping issues.

Requisition Details ⚙

Edit Requesting for, Ship-to Address, Worktags, and more.

Requesting for
John Girdler (0143607)

Company
Vanderbilt University Medical Center

Start Requisition

Change your default Deliver-To using the gear icon before creating a requisition. This will apply the locations you save for new requisitions going forward.

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DELIVER-TO/SHIP-TO - UPDATES

- ~400 New deliver-to/ship-to locations were added in May 2023 to facilitate direct delivery to the research areas

  - Confirm available deliver-to/ship-to locations from the SCM Extract Locations Report

  - Ensure the ship to address includes the deliver-to information

  - Request new deliver-to/ship-to's via Pegasus Ticket

- Central Receiving Role

  - Receive packages delivered to central receiving

  - Notify requestors that packages are available for pickup

  - Ensure deliveries are organized for ease of location

- Resolved identified 25 character limit with Fisher that was causing incorrect addresses printed on the labels by Fisher (late June)

- Tracking orders and delivery

- Working with Fedex on this process

Hotline: Questions about your deliveries, reach out to Elise Jackson

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PURCHASING REMINDERS

Templates for Clinical Areas ➡

Requisition Templates 1 item

Select	Name
☐	Weekly Restock

Required Memo field ➡

Memo

Special printer paper needed to print labels for Supply Chain department.

High Priority check box ➡

Alert

1. Page Alert
   - High-priority requisitions may incur extra costs for overnight delivering, and please notify the requisition approver

Split Cost option ➡

Splits

0

Bear Claw Questionnaire ➡

Inbox

Actions	Archive

Viewing: All   Sort By: Newest

Requisition: REQ1001006, Requester: Anita Knapp
Amount: $75,000

Complete Questionnaire

'Federal Procurement Standard Justification' for Requisition: REQ1001006, Requester: Anita Knapp
Amount: $75,000.00 ...

Contract Selection ➡

Supplier Contract

× CON-004280: CE7651AC - VHPC ConMed Smoke Evacuation

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PROCURE TO PAY WORKFLOW

Requisition Created
VUMC Requestor

→

Requisition Approved
Cost Center Manager*

→

PO Reviewed, Approved, and Issued
Purchasing Agent/Buyer

Items Received and Receipt Created
VUMC Receiver

→

Invoice Created and Paid
Disbursements
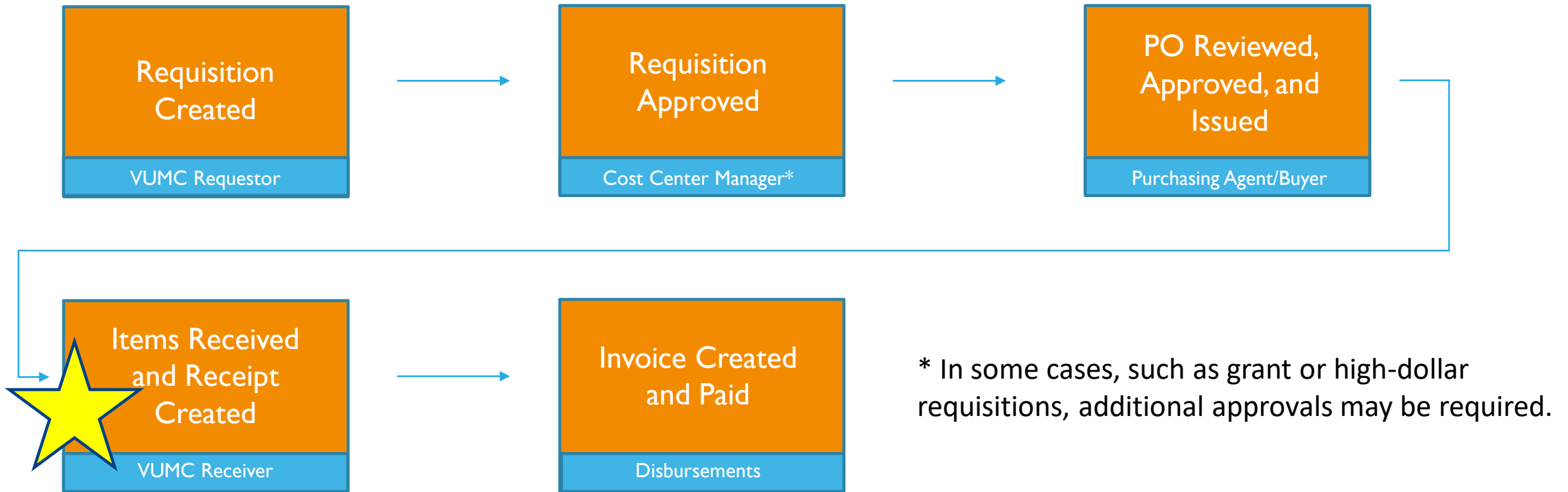
* In some cases, such as grant or high-dollar requisitions, additional approvals may be required.

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MATCH EXCEPTIONS

- For questions or assistance, please reach out to vumcapexceptions@vumc.org

PARTIAL RECEIPTS
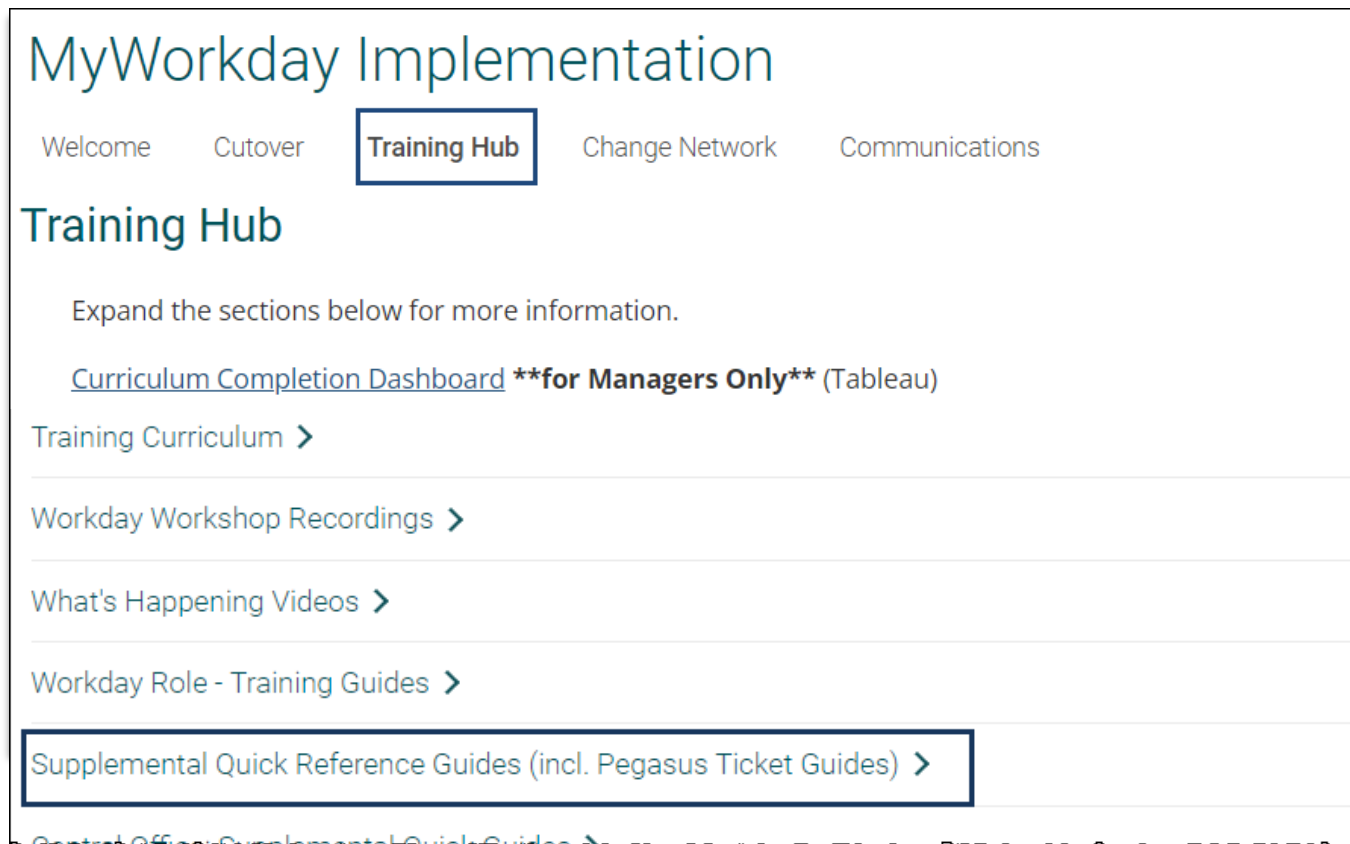
Only goods/services that have been delivered to the appropriate location should be received in Workday.

- If a blanket PO is created, the entire PO should not be received (unless it has been fully delivered)

- Each time goods/services are delivered to the appropriate location they need to be received at the individual line item level within the PO.

- Goods/Services **SHOULD NOT** be received based on the invoice.

Training Hub:

Training Hub

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - Workbook: MyWorkday Curriculum Dashboard

- Quick Reference Guides can be found on the MyWorkday Training Hub

MyWorkday Implementation

Welcome   Cutover   **Training Hub**   Change Network   Communications

Training Hub

Expand the sections below for more information.

Curriculum Completion Dashboard **for Managers Only** (Tableau)

Training Curriculum >

Workday Workshop Recordings >

What's Happening Videos >

Workday Role - Training Guides >

Supplemental Quick Reference Guides (incl. Pegasus Ticket Guides) >

Workday Workshop Recordings

- **Purchasing and Receiving in Workday** will be taught:

  - [July 27 @ 3:00pm](#)
  - Monthly

- There are also additional Workday Workshop recordings and resources available on the [Workday Implementation Page](#)

Workday Workshop Recordings ∨

Click below to watch a recording of a previously scheduled Workday Workshop.

Topic	Original Date	Slides	Recording	Q&A
Purchasing & Receiving	Thursday, 4/27	Slides	View Here	
Journal Entries	Friday, 4/28	Slides	View Here	
Expense Reports & Payment Cards	Tuesday, 5/2	Slides		Q&A
Contingent Workers	Wednesday, 5/10	Slides	View Here	Q&A
One-time Payments	Tuesday, 5/16	Slides	View Here	Q&A
Transfers & Job Changes	Wednesday, 5/17	Slides	View Here	
Locations	Tuesday, 5/23	Slides	View Here	Q&A
Deliver-To and Ship-To Locations	Tuesday, 5/23	a subset of the Location Workshop	View Here	QRG
Leaves of Absence Processing	Thursday, 5/25	Slides	View Here	Q&A

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WalkMe Extension

- WalkMe 'Guide Me' Assistance is available for key workflows

  - Updating Personal Information
  - Purchasing
  - Receiving
  - Expense Reports
  - Delegation
  - Payroll Costing Allocations
  - PTO

[WalkMe Add-in Manual Installation & Macs](#)

Check-In Survey

CREATING A REQUISITION

DEMO

Appendix

Ordering Methods

1. **Catalog**: primarily used by clinical staff, same items from Item Master.

2. **Non-Catalog**: primarily used by non-clinical staff.

3. **Supplier Website**: interfaces with ePlus and resembles eProcurement.

4. **Templates**: pre-configured Requisition Templates for clinical supplies & past Requisitions to choose from.

5. **Procurement Favorites**: list of frequently used procurement items that you have marked as favorite.

Ordering Methods

Search Catalog

Request Non-Catalog Items

Connect to Supplier Website

Add from Templates and Requisitions

Select from My Procurement Favorites

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REQUISITION TYPES

- **Blanket Order** - Used when a business needs the same goods/services on a recurring basis over a specified period, such as an entire year.

- **Bulk Buy** - Buyer obtains large quantities at lower cost to leverage economies of scale.

- **Capital** - Capital purchases; used to make a substantial investment in long-term fixed assets. This can include purchasing machinery and equipment; land, buildings, or other infrastructure; furniture and fixtures; and software. Requests for capital must first be entered and approved within Capital Planning, where a Capital Request ID will be issued. This Capital Request ID is required for capital requisitions, in addition to a Trackable Spend Category, a Project ID, and a Location ID.

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REQUISITION TYPES

- **Equipment Rental -** Tends to be shorter term rentals. An example would be hospital beds.

- **Purchased Services -** Used for a variety of services. Service purchase orders are by amount only and typically configured for 3-way match. Includes consulting and service maintenance agreements.

- **Supplies -** All supplies and general purchases.

- **TMS Facilities -** Used for the TMS facility purchases that require a work order number.

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DELIVER-TO/SHIP-TO HEADER

SCM EXTRACT LOCATIONS

- The **SCM Extract Location** report lists all available Deliver-To Locations and the Ship-To Locations they are attributed to.

- By selecting the **Ship-To** option in the Location Usages filter, all Ship-To locations will be included in the report.

Note: The filter button in the top righthand corner of the report will allow you to filter the results by a specific location.

FILTER BY WORK SPACE TO SEE DELIVER-TO LOCATIONS

Filter by address, room, suite, floor as needed

RECEIVING ROLES

Central VUMC Receivers

- Individuals who work in the receiving department.
- Receives all deliveries that come through VUMC and then will deliver to the Deliver-To Locations
- Has access to all receiving functions in Workday and can review all orders
- Uses a Handheld Device to complete many processes

Non-Central VUMC Receivers

- Individuals who work in another department but may order or receive supplies for their department
- Receives only department-specific items
- Only have access to certain necessary functions in Workday
- Uses Workday to complete all processes

VUMC RECEIVER

- eProcurement Creators (Legacy) were given the **VUMC Receiver** role at Go-live
  - Request this security role assignment by submitting a Pegasus Ticket
- **If a PO was created for Goods or Services, creating a receipt is required**
  - Don't wait for invoice – create the receipt once received
  - For Goods:
    - Use quantity
  - For Services:
    - Use dollar amount (estimate amount received)
  - Disbursements needs to know it is ok to pay supplier – creating a receipt triggers the payment
  - Receipt Adjustments should be utilized to make changes to a receipt already processed
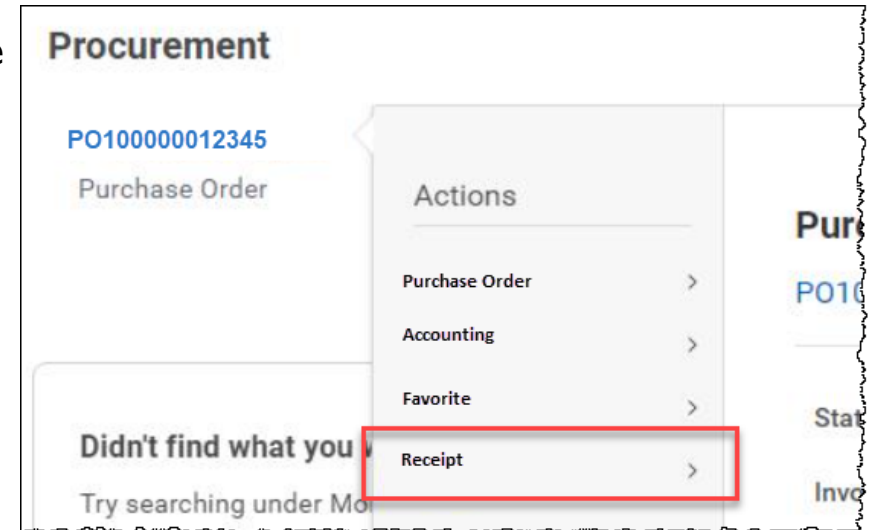
RECEIVING NOTES

- Invoices should ideally be sent directly from Supplier to Disbursements

    - Invoices that are sent to Departments can continue to be sent to vumc_electronic_invoices@vumc.org

- Month and Year End Close

    - For received goods or services within timeframe of a month or year, Workday will do an automatic accrual for departments regardless of Accounts Payable processing it in time

- Quick Reference Guide

    - WDSC-503-Q1 Create a Receipt

CAPTURE GOODS DELIVERY

Received by Central Receiving
(Supply Chain)

➡

Label created indicating final Deliver-to Location
(Supply Chain)

➡

Delivered to Requestor
(Supply Chain)

⬇

Requestor captures the delivery in Workday, acknowledging the delivery
(Requestor)

⬅

Requestor sees goods have been delivered
(Requestor)

Capture Proof

Received By	✕ Artie Fischel (1111111) ⋯ ☰
Deliver-To	✕ Mount Juliet, TN ⋯ ☰
Signee	Artie Fischel
Memo	Delivered 8/8/22

pexels-rodnae-productions-7363116.jpg
✓ Successfully Uploaded!

Confirm Delivery ☑

Goods Delivery Run   GDT0000033-1 Open

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PURCHASE ORDER STATUS

- Within a PO you can see the following statuses:
  - PO Payment
    - Documented as **Status**
  - Invoice
  - Receiving
  - Tracking

- The **Business Documents** column at the goods/services line level will show any attached invoices/documents for that line.

CANCELLATIONS, BACK ORDERS, RE-ORDERS ETC.

- For any of these reasons, if you want to cancel a PO, you should reach out to the Buyer directly via email or vumcprocurement@vumc.org to tell them you want a PO to be cancelled
- Actions to take in these scenarios is based on the way the Supplier is going to react to what I do
  - **Example:** Goods were never received by VUMC and Supplier agrees goods were never shipped

Invoices **CANNOT** be partially paid
Purchase Orders **CAN** be partially paid

- These partially paid orders are listed as such in the **Status** field in a PO header.

- For example, imagine there is a blanket order with $10,000 worth of goods.
  - There have been two invoices created, one for $500 and another for $600.
  - The $500 invoice has been paid and has been received against the $10,000 PO (which is now in partially paid status)
  - The $600 invoice has not yet been paid so it is currently a match exception because it is still pending a receipt.

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RECEIPT ADJUSTMENT

- The quantity of goods/services received can be edited via a **Receipt Adjustment**

- For example, a blanket order of $50,000 has been made and all $50,000 of goods were received accidentally instead of just the $5,000 of goods that have actually been delivered.
  - This creates an additional $45,000 expense to your cost center and an additional $45,000 liability instead of $5,000.
  - Create a receipt adjustment for $45,000 so that the received value is reduced to $5,000.

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