Pay an Invoice Requisition Type
an exception
Pay an Invoice Requisition Type Defined

Standard practice = issue a purchase order before the supplier delivers a good or performs a service

- This requisition type is an exception
- Use infrequently – when there is no alternative
- It is After the Fact.

ASU Procurement must review all requisitions of this type regardless of the dollar amount – this slows the process and adds little value after the fact
Pay an Invoice Requisition Type History

The Past
July 2018 – Workday Implementation
• Used to pay for purchases made through Advantage
• No purchase order sent to the supplier
• No terms and conditions to govern purchase
• Never intended as a replacement for Payment Voucher, LVPO, DPSO

The Present
July 2020 – Current state
• The supplier receives a “confirming” purchase order
• Goods and services lines must be itemized to match the invoice

The Future
FY 22 – Additional requirements
• Questionnaire within requisition flow – requester must explain why the purchase order wasn’t done prior to delivery
• Dean/VP approval may be required
Pay an Invoice Requisition Type
Actions to take

• Plan ahead, issue a purchase order to authorize the purchase; not to pay the invoice
• Encumber the funds to cover your purchase
• Do not fear change orders
• Reduce time and resources used to review and approve
• Meet payment requirements (Net 30)
• Seek help as needed
  • There’s more than one way to create a PO
  • Understand the No Purchase Order Required list
  • Use Pcard when appropriate
  • Work with contracted suppliers – they are ready and waiting for ASU purchase orders
How to find suppliers

Existing awards, ASU approved suppliers

SunRise – Connect to Supplier Website in FMS

SunMart – ASU Procurement website
https://cfo.asu.edu/sunmart
SunRISE - Awarded Catalog Suppliers

Catalog Purchases - Buy what you need from established suppliers
SunMart – Awarded Suppliers

SunMart is a listing of contracted suppliers for the purchase of goods and services for ASU. Supplier listings are organized below by commodity category and include links for access to online ordering where available. To order products available below, login to SunRISE, or call the supplier to place your order.

Use your Purchasing Card for easy ordering. If you are unable to use a P-Card and submit a requisition in the Financial Management System for your purchase, please include the following information in the external memo field: This purchase is governed by insert Contract or Request for Proposal number for the supplier.

Visit ASU’s web-based shopping application SunRISE.

If the item is being imprinted with any ASU approved logo or wordmark, including the ASU Pitchfork, then a licensed vendor must be used to procure the product.

Supplier categories:

- Authorized Laboratory and Scientific Relocation Services
- Audiovisual
- Bus charters
- Car rental
- Compressed gases
- Computer products

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How to find suppliers

Help from Procurement

Single Shop Trade awards – for FDM
Existing awards/contracts of others, including State Contracts
Use of eSourcing – electronic bidding
    Prospective suppliers will soon register for solicitations
    informal bids may be completed by Procurement

Small Business Resources
    Workday Supplier Classifications
    Diversity and Small Business Programs page
    Procurement has access to minority and small business databases (WBEC and PSWMSDC)

Market and industry research
    Peers
    Google search
How to get quotes

Contact suppliers
via phone (simple requirements)
via email (complex needs)
request written quote that includes product/service description, pricing, delivery, etc.

Provide the supplier
ASU’s need and requirements/specifications
a timeline to respond
contact information for questions
send the same request to multiple suppliers

Ask the supplier if they
have been awarded competitively bid contracts for the ASU need/requirement
are a small business, based on the Arizona definition
less than 100 employees or less than $4 million revenue
How to get quotes

Review quotes; compare products/services, prices

Remember the objectives:
• promote overall economy for the purposes intended,
• encourage competition in satisfying the University's needs
• not be unduly restrictive
• use small business, unless impracticable

Attach the quotes to your requisition
Support Needed – Small Business

Requisitions $10K-$100K
less than 100 employees or less than $4 million revenue

Requester - Internal notes
Small business used? If not, explain why
near future – prompt in FMS

Buyer - reviews internal notes for justification over $25K or as needed

Informal Quote Summary (IQS) will not be used
Procurement will not see most requisitions $10K-$25K;
the IQS will be modified to delete small business reference
Support Needed – Multiple Quotes

Requisitions more than $25K and not exceeding $100K:

Requester - Attaches multiple quotes - more than one; to demonstrate a fair and reasonable price

Buyer - reviews quotes for over $25K or as needed

Informal Quote Summary (IQS) if requester:
  cannot obtain multiple quotes
  solicited multiple quotes but only rec’d one quote
  received multiple quotes but did not choose the lowest bid
## Putting it all together

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<th>Procurement Review</th>
<th>Payment Method</th>
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<td>Limited</td>
<td>Pcard; Purchase Order</td>
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<tr>
<td>$10,001 - $25,000</td>
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<tr>
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<td>Issues bids and proposals</td>
<td>Purchase Order</td>
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Resources

Procurement Website  https://cfo.asu.edu/procurement


Diversity and Small Business Programs  https://cfo.asu.edu/purchasing-diversity

SunMart  https://cfo.asu.edu/sunmart

Documentation needed for requisitions  https://cfo.asu.edu/procurement-guide; Orders and requisitions tab

Purchasing Forms  https://cfo.asu.edu/purchasing-forms


ProcureBot  https://procurementchat.asu.edu/ba/asu/procurement-assistant

Do Business with ASU  https://cfo.asu.edu/business/do-business-asu 

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