

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

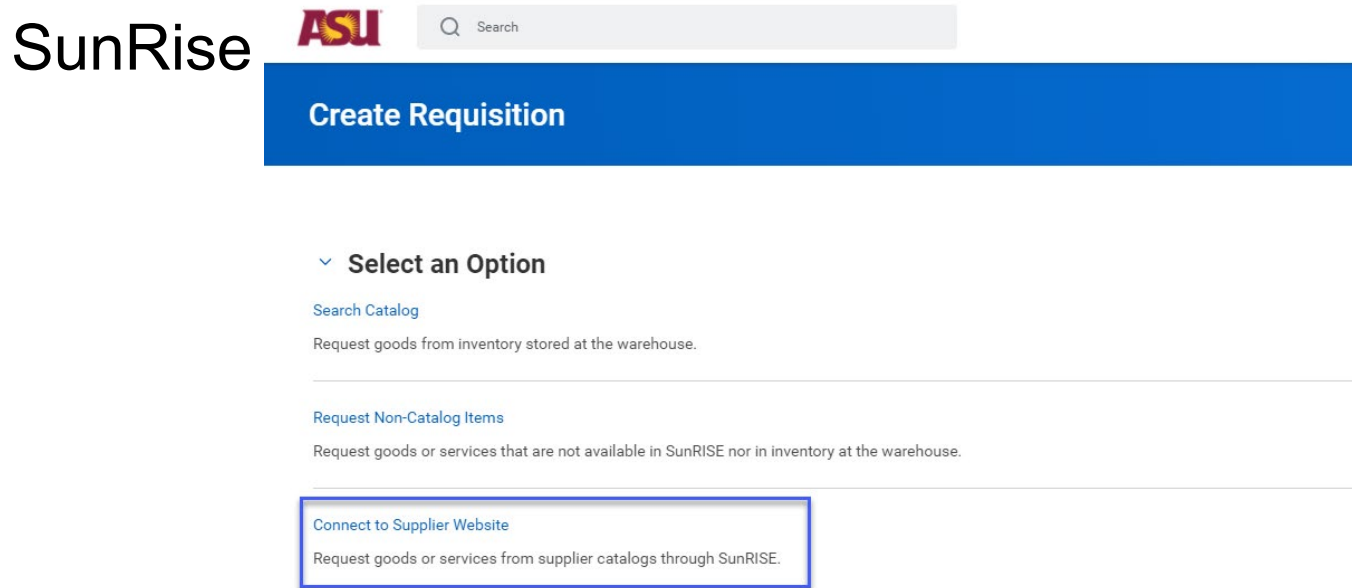
Pay an Invoice Requisition Type

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



The screenshot shows the SunRise ASU Procurement website interface. At the top left is the SunRise logo. To its right is a search bar with the ASU logo and a search icon. Below the search bar is a prominent blue button labeled "Create Requisition". Underneath this button is a section titled "Select an Option" with a downward arrow. This section contains three options, each with a blue link and a descriptive text:

- [Search Catalog](#)
Request goods from inventory stored at the warehouse.
- [Request Non-Catalog Items](#)
Request goods or services that are not available in SunRISE nor in inventory at the warehouse.
- [Connect to Supplier Website](#)
Request goods or services from supplier catalogs through SunRISE.

The "Connect to Supplier Website" option is highlighted with a blue rectangular border.

SunMart – ASU Procurement website

<https://cfo.asu.edu/sunmart>

SunRISE - Awarded Catalog Suppliers

Catalog Purchases - Buy what you need from established suppliers

SunRISE Supplier Catalogs and Punchouts

ASU Awarded Suppliers (Punchout and Hosted)

 Gift Cards Not Allowed					

ASU Non-Awarded Suppliers (Punchout and Hosted)

ASU Purchasing and Business Services

Revision May 25, 2021

SunMart – Awarded Suppliers

Business | Procurement | SunMart

SunMart

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:

Search

[Authorized Laboratory and Scientific Relocation Services](#)

[+]

[Audiovisual](#)

[+]

[Bus charters](#)

[+]

[Car rental](#)

[+]

[Compressed gases](#)

[+]

[Computer products](#)

[+]

ASU Purchasing and Business Services

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

Non Federal	Procurement Method Competition requirements	Procurement Review	Payment Method
Below \$10,000	Business purpose	Limited	Pcard; Purchase Order
\$10,001 - \$25,000	Single quote; small business	Limited	Purchase Order
\$25,001 - 100,000	Multiple Quotes; small business	Review of justification	Purchase Order
\$100,000 and above	Formal Solicitation – ITB, RFP	Issues bids and proposals	Purchase Order

Resources

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

Quick Reference Guide <https://www.asu.edu/purchasing/forms/quick-guide.pdf>

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><https://cfo.asu.edu/purchasing-forms>

PUR Policy Manual <https://www.asu.edu/aad/manuals/pur/index.html>

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

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