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Procure to Pay



Confidentiality Reminder

Please remember that with all information, you are required to receive, manage, and treat all data as private, and confidential.



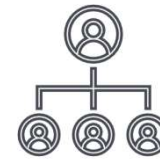
Organization Info

Position information



Financial Info

Any items relating to budgets



HCM Info

Any personal data relating to an individual



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Introduction



COURSE OBJECTIVES

- *Upon completion of this course, participants should be able to:*

- Comprehend the Procure to Pay Process
- Understand Key Terminology
- Navigate to the Purchase Requisitions Module
- Create a Requisition
- Understand Requisition Approvals
- Become Knowledgeable on Receiving in iO



COURSE AGENDA

- Overview & Key Terminology
- Purchase Requisitions in iO
- Creating a Purchase Requisition
- Requisition Approvals
- Purchase Orders
- Receiving
- Summary and Close



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Overview



Procure to Pay Process

Requisition



Preparer or
Procurement
Requester
requests goods
or services

Approvals



Necessary
parties approve
requisition

Purchase Order



Purchase Order
is created and
sent to supplier

Receipt



Goods
delivered/Services
rendered, and
Procurement
Requester creates
receipt

Invoice



Accounts
Payable receives
and processes
invoice

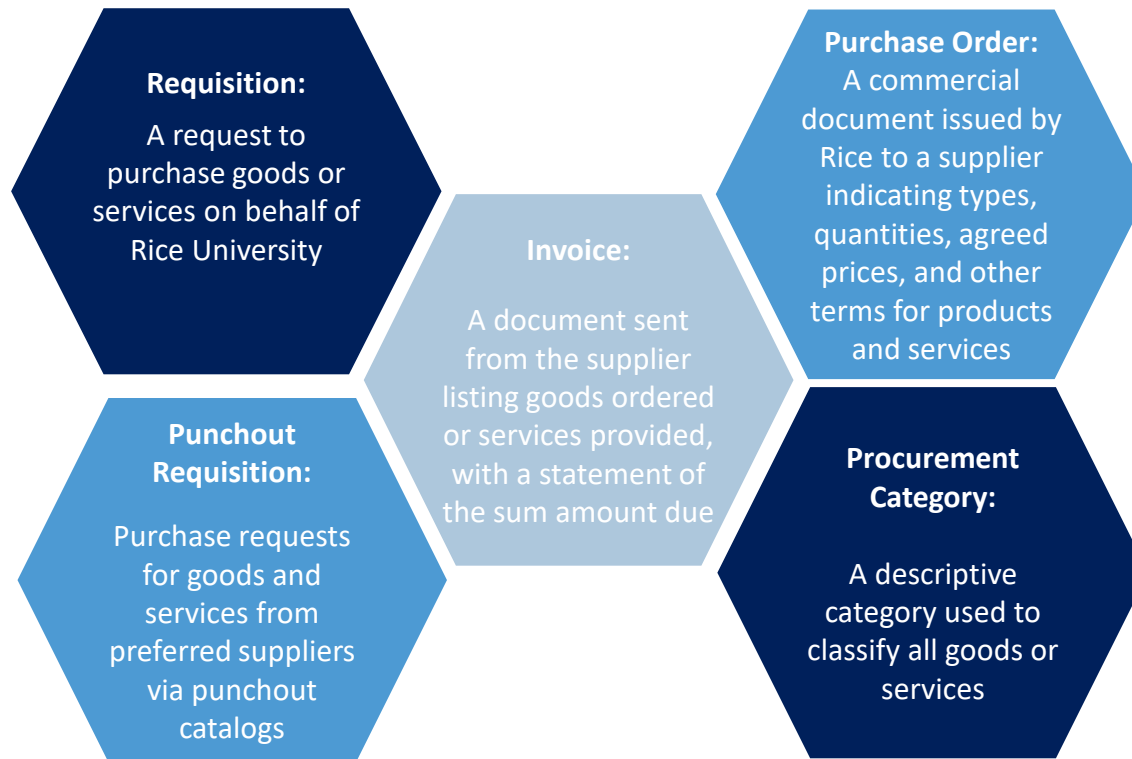
Payment



Accounts
Payable issues
payment to
Supplier



Key Terminology





Roles and Responsibilities



Procurement Requester

- A university employee with authorization to request to buy goods or services on behalf of Rice University



Approver

- A university employee with authority to approve requisitions based on dollar amount, funding source or procurement category



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Purchase Requisitions in iO



Requisition Line Types

Request Form

Order by Quantity

Use the **Order by Quantity** request form to add a requisition line to purchase **Goods** on behalf of Rice University

Order by Amount

Use the **Order by Amount** request form to add a requisition line to purchase **Services** on behalf of Rice University

Punchout

Punchout Requisitions

Punchout catalogs are an online collection of negotiated catalogs from preferred suppliers– a one-stop shop– with multiple suppliers selling goods and services to the campus community

Use the **Punchout** links to shop Supplier's websites, fill out a cart, and return to iO to purchase **Goods** on behalf of Rice University from select Suppliers





Navigation to Purchase Requisitions

Navigate to the **Procurement** heading and select the **Purchase Requisitions** tile

The screenshot shows a user interface for a procurement system. At the top left, there is a menu icon and the owl logo. The user's name, "Good afternoon, Katie Kissell", is displayed. A navigation bar contains several tabs: "Budgetary Control", "Cash Man", "Expenses", "Procurement", and "M". The "Procurement" tab is highlighted with a red box and labeled with a "1." in a grey box. Below the navigation bar, there is a section titled "APPS" containing several tiles: "Purchase Requisitions", "Purchase Agreements", "Purchase Orders", "My Receipts", and "Negotiations". The "Purchase Requisitions" tile is highlighted with a red box and labeled with a "2." in a grey box. A large grey box with the word "or" is placed between the "Procurement" tab and the "Purchase Requisitions" tile. At the bottom, there are tiles for "Catalogs" and "Suppliers", along with a plus sign icon. The top right corner contains icons for home, star, flag, a notification badge with "385", and a user profile icon "KK".



Navigating to Purchase Requisitions

1.  

←

Intercompany Accounting

Budgetary Control

Cash Management

Fixed Assets


Lease Accounting


Student Center


Academics


Academic Tools


Expenses


2. 


3.  Purchase Requisitions


 Purchase Agreements

 Purchase Orders

 My Receipts

 Negotiations

 Catalogs

 Suppliers

Select the **Navigator**, open the **Procurement** area and select **Purchase Requisitions**

sel!



Creating a Punchout Requisition

When should you create a Punchout Requisition?

- To capitalize on negotiated prices with Suppliers
- Your chosen Supplier is set up for Punchout shopping
- The goods you need to are available via Punchout Supplier's catalog

Rice University's Punchout Suppliers





Creating a Punchout Requisition

Scroll to the **Top Categories** area and select the Punchout supplier to browse their catalog





Creating an Order by Quantity Requisition

When should you create an Order by Quantity Requisition?

- You need to purchase Goods
- The Supplier you're planning to purchase from does not have a punchout catalog
- You have not found the goods in another Supplier's punchout catalog

Scroll to select the **Request Form**

Request Forms

• Order by Dollar Amount

• Order by Quantity



Creating an Order by Quantity Requisition

Populate the **Order by Quantity** form to create a requisition line

Create Request: Order by Quantity

Add to Shopping List

Add to Cart

Done



Line Type Goods

* Item Description

* Category Name

* Quantity

* UOM Name EA

* Price

Currency USD

All details regarding goods requested

Select Procurement Category that best describes your purchase

* Supplier

Supplier Site

Agreement

Supplier Contact

Phone

Fax

Email

Supplier Item

Both Supplier fields are required

If you have worked with P2P to create a contract, enter the agreement number here

Attachments

View

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						



Creating an Order by Dollar Amount Requisition

When should you create an Order by Dollar Amount Requisition?

- You need to purchase Services on behalf of Rice University

Scroll to select the **Request Form**

Request Forms

• Order by Dollar Amount


• Order by Quantity



Creating an Order by Dollar Amount Requisition

Populate the **Order by Dollar Amount** form to create a requisition line

Create Request: Order by Dollar Amount ?

[Add to Shopping List](#) [Add to Cart](#) [Done](#)  0

Line Type Fixed Price Services

Select Procurement Category that best describes your purchase

All details regarding services requested

Both Supplier fields are required

If you have worked with P2P to create a contract, enter the agreement number here

* Supplier

Supplier Site

Agreement

Supplier Contact

Phone

Fax

Email

Supplier Item

* Category Name

* Amount

Currency USD

Item Description

Attachments

View

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						



Want to add multiple lines to your requisition?

Same line type?

Ex. created a line for goods, now want to create another line for different goods on the same requisition



2 **Populate the request form again, add to cart**

Different line type?

Ex. created a line for goods, now want to create a line for services on the same requisition



3 **Select other request form, populate and add to cart**



Reviewing the Requisition

Punchouts and Request Form Requisitions must be reviewed in the cart here:

Header

Edit Requisition: REQ00000425 ?

Requisitioning BU GENERAL

* Description Temporary accounting and bookkeeping services for George R. Brown School of Engineering

Description of the Requisition is duplicative of the description of the first requisition line

Shop Check Funds Manage Approvals View PDF Save Submit

Requisition Amount 100.00 USD
Approval Amount 100.00 USD
Funds Status Not reserved
Attachments None +

Requisition Amount is the sum of all requisition lines

Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line

Actions View Format Freeze Detach Wrap

Line	Line Type	Item	Revision	Description	Additional Information Required	Category Name	* Quantity	UOM Name	* Price	Price (USD)	* Amount
1	Fixed Price Ser...			Temporary accounti		Professional Services...					100.00 USD
Total											



Reviewing and Submitting a Requisition



Line Details: Requester and Deliver-to Location



Billing: Project funded and/or CoA funded, Split distributions



Attachments: Note to Supplier or any additional attachments





What's next?

**Requisition routes
for approval**



**Requisition is auto-
sourced into a
Purchase Order**



**Purchase Order is
communicated to
Supplier**

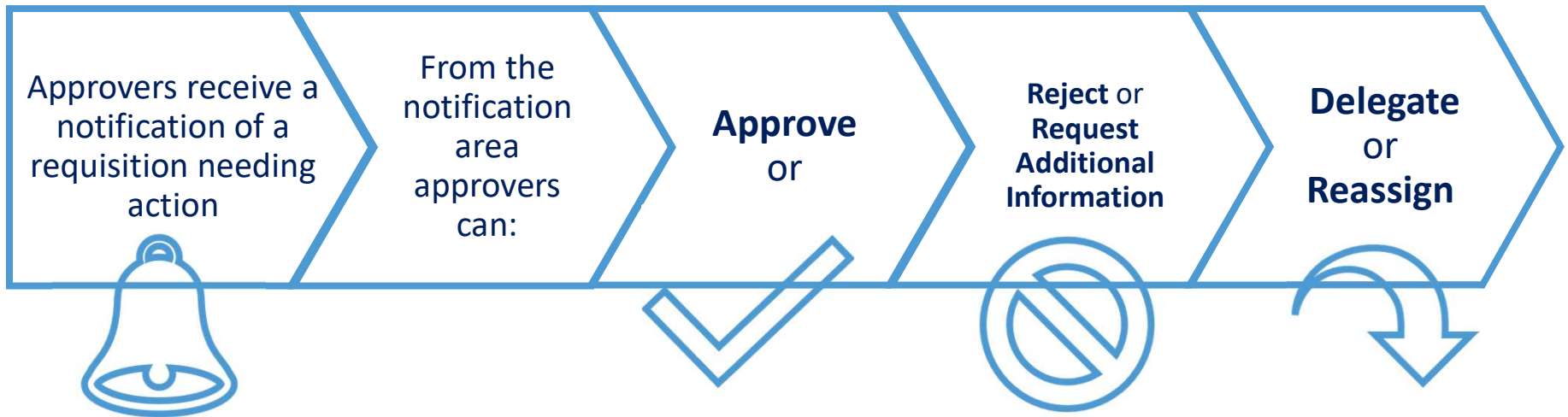




Requisition Approval Process

Punchout Requisitions

Request Form Requisitions





What should I look for as an approver?

Is this a good use of Rice University's funds?

Is the accounting information entered correctly?

Are any additional reviews required?

Is the requisition in accordance with Rice policy?

Is a contract already in place for the requested goods and services?

Is the delivery information correct?



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Purchase Orders in iO



What is a Purchase Order?

A Purchase Order (PO) is a commercial document issued by Rice University to a supplier indicating purchase type, quantities, agreed upon prices, and other terms for the purchase of goods or services



Once a requisition is approved, it will be automatically sourced into a PO



The supplier will receive the PO, fulfill the order, then send an invoice to Accounts Payable



A PO is then sent out to the supplier to process the order



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Receiving in iO



What is involved in Receiving?

Receiving is the act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy the items for immediate use.

1

• Supplier delivers goods and/or renders services and sends invoice to Accounts Payable



2

• Procurement Requester creates receipt in iO acknowledging that the products and/or services conform to the requirements of the PO so that the supplier may be paid



3

• Accounts Payable processes and pays invoice





Receiving Checklist

Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Remove Line

Requisition	Item Description	Supplier Item	* Quantity	UOM Name
REQ00000052	HP Paper 8.5x11 Offic...	B0090YJBYS	10,000	EA

* One receipt should only contain one PO

Receiving Checklist

- Confirm items are in good condition
- Services performed satisfactorily
- Items delivered to correct location
- Items delivered/completed on time
- All items necessary for operation/documentation included



Congratulations
on completing
this course. You
should now
understand:

- Key Terminology
- Purchase Requisitions in iO
- Creating a Purchase Requisition
- Requisition Approvals
- Purchase Orders
- Receiving



Thank You!

Questions?

Visit: <Insert Department Website>

Contact: <Insert Department Contact>

imagineOne Questions?

Visit: www.imagineone.rice.edu

Contact: imagineOne@rice.edu

Slide 32

AP46

just add the procurement info!

Anna Parks, 2/18/2021

The logo consists of a stylized owl's head and shoulders enclosed within a thin white circular border. The owl is facing forward with its eyes wide open.

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