



# Procure to Pay Training

Procurement and Payment Services

# Trainers

- Louis Christoffer
  - Procurement Officer
- Tonya Parton
  - Payment Services Manager
- Brandon Wallace
  - Procurement & Payment Services Accountant (supplier setup/maintenance)



# Agenda

- Procurement
  - Types of procurement
  - NDCC, Policy, & Procedure
  - Process in Jaggaer
- Accounts Payable
  - Invoicing
- Suppliers
  - Searching Suppliers
  - Requesting New Suppliers

# Agenda

- Questions
  - Submit in chat
  - Anytime throughout training





# Procurement



# Why Procurement?

- Procurement: The acquisition of commodities or services
- Purpose:
  - To demonstrate prudent use of funds entrusted to UND by constituencies
  - Best interest of UND
    - Considering quality & service
    - Within fair and ethical standards
    - Competitively solicited
- Requester must give reasonable estimated value





# Why Procurement?

## NDCC 54-44.4 – Main Procurement Chapter

- State to provide comprehensive purchasing services based on sound procurement practices & principles
- Fair and equal competition to all qualified persons
- Each agency/institution responsible for own purchases
  - Competitive cost
  - Consistent quality
  - Within appropriate time
  - Performance details required





# Why Procurement?

- How does this benefit me?
  - Saves UND time and money (Big Picture)
  - Ensures proper usage of funds
  - Develops relationship with suppliers & opens doors to deeper discounts
  - Adherence to NDCC, NDUS Procedure, and NDSBHE & UND Policy
- Why does this matter to me?
  - **Purchases are made in compliance to policy, procedure, and law**







# Process Overview

- Descriptions

- Catalog: items/services that can find on our market place shopping site
  - Jaggaer punch-out or hosted catalogs
- Non-Catalog: used when purchasing item/service not included in an existing market place catalog
- Payment Request: form used to pay invoices when a PO has not been issued
- Requisition: a cart that has been reviewed and submitted by a requester.
  - Requisitions have catalog items, non-catalog items, and payment requests in them





# Process Overview

Where do I start?

- Initial questions to ask yourself:
  - a. What is the cost?
  - b. Existing contract?
    - i. State, coop, UND
  - c. More than one supplier?
  - d. T&C's or contract?





# Process Overview

If part of existing contract...

- Use catalog, non-catalog, or payment request to order.
  - **You will need your contract # when placing the order**

No existing contract but under \$10,000, obtain at least one quote.

- Best practice is 3 quotes
- Use catalog, non-catalog, or payment request to order.
- If terms and conditions, send to legal for review.



# Process Overview

- Purchases over \$10,000
- First – identify type of procurement action needed





# Procurement Types

- Solicitation
  - Bid
  - Request for Proposal (RFP)
  - Request for Qualifications (RFQ)
  - Request for Information (RFI)
- Alternate Procurement Request (APR)
- State & Cooperative Contracts
- Emergency Purchases
- Exempt or Direct Purchases





# Procurement Types - Bid

- A process by which bids are received and opened at a specific time in response to a solicitation for a well-defined commodity or service.
  - Award is made to lowest responsible bidder (lowest cost meeting specs)
- Start – complete sourcing request in Jaggaer
  - What should the request include?
    - Well-defined set of specifications – be as detailed as possible. **Do not assume anything!**
    - Delivery Date – date the item or service needs to be delivered or completed by
    - Funding – funding should be determined prior to requesting a bid
- Timing – typically takes 4-6 weeks from request to order/contract



# Procurement Types – RFP

- Process by which sealed proposals are received and opened at a specific time in response to a solicitation for a certain commodity.
  - Awarded to highest score based on stated evaluation criteria. (technical & cost)
- Start – complete sourcing request in Jaggaer
  - What should the request include?
    - Well written scope of work
    - Evaluation criteria
    - Evaluation committee members
    - Funding – funding should be determined prior to requesting an RFP
- Timing – avg. time 8-16 weeks from request to contract/order

# Procurement Types – RFQ

- Same as RFP except evaluate on qualifications only – no cost
- Start – complete sourcing request in Jaggaer
  - What should the request include?
    - Well written set of qualifications
    - Evaluation criteria
    - Evaluation committee members
    - Funding – funding should be determined prior to requesting an RFP
- Mainly Architects or Engineers
- Timing – avg. time 8-16 weeks from request to contract/order







# Procurement Types – RFI

- Public solicitation where UND posts a problem and companies respond providing potential solutions.
- Purpose of RFI
  - Market research
  - Developing SOW on RFP
  - RFI is non-binding – contract cannot be issued
  - Bidders may choose not to respond because of the work involved
- Timing – depends on depth of request





# Procurement Types – APR

- Situations where procurement cannot follow entire competitive procurement process
- Justification Types
  - Sole Source
  - Experimentation
  - Used commodity available on short notice
  - Replacement part from manufacturer (no commercial substitute)
  - Compatibility essential to currently owned equipment
  - Granting agency approves non-competitive proposals





# Procurement Types – APR

- Start
  - Submit Alternate Procurement Request Form in Jaggaer
- What should request include?
  - Thorough answers to questions (leave no room for assumption)
- Rule of thumb: APR's cannot be too detailed
- APR's can cover multiple requisitions but must be specified in the APR that purchases are recurring
  - Estimate of all total future purchases is required
- Timing – generally within 2-5 days, dependent on amount of detail by requester



# Procurement Types – State Contracts

- Contracts held by the State of North Dakota Office of Management and Budget (OMB)
- All state agencies may use
- Benefits – may use immediately
- Start
  - Submit requisition in Jaggaer referencing state contract # on the non-catalog or payment request form and in the requisition
- Timing – immediate



# Procurement Types – Coop Contracts

- Held by third party organization to which UND is a member
- Solicitations issued by organization on behalf of members
- Process vetted by UND procurement
  - E&I
  - Omnia
  - NASPO
  - Sourcewell
  - TIPS
  - NCPA
  - MMCAP Infuse
  - Intalere
- Timing - immediate





# Procurement Types – Emergencies

- Seriously hampers operation of UND
- Damage more costly if procured normally
  - Loss of life or assets
- Examples
  - Gas leak
  - Water main break
  - Severe water leakage into building
- Complete Emergency Purchase Form in Jaggaer
- Timing – immediate



# Procurement Types – Exempt Purchases

- Determined by NDCC 54-44.4-02
  - Land, buildings, space, or rental thereof
  - Utilities
  - Public books, maps, periodicals, & technical pamphlets
  - Maintenance of equipment by mfg. or authorized agent
  - Process
    - Complete requisition in Jaggaer and select exempt – **cite statute or policy**
- Timing - immediate



# Process Overview

- Purchases over \$10,000
- First – identify type of procurement action needed
- If
  - not on existing contract
  - not exempt
  - not classified as emergency (damage to life or limb)
- Procurement officer required to be involvement
  - Either solicitation
  - APR







# Process Overview

No existing contract, not exempt or emergency, over \$10,000

1. Complete sourcing request or APR
2. Once solicitation is complete or APR is approved, place order in Jaggaer using catalog, non-catalog, or payment request
  - a. Procurement to flip bids into order or contract
3. Requisition turned into PO and sent to supplier
4. Create receipt
  - a. Item received or service completed
    - i. Do not have to wait for invoice





# Invoicing



# Invoices with a Jaggaer Purchase Order

- Requisition -> Purchase Order -> Supplier
- Supplier Ships Item -> Item received by Dept -> Dept receipts item
- Supplier sends Jaggaer invoice
- Invoice is Matched electronically based on the quantity and price of the Purchase Order
- Once the invoice has a 3-way match the invoice is Payable and go to PeopleSoft for payment





# Invoices without a Jaggaer Purchase Order: Non-PO Invoices

- Department orders an item outside of Jaggaer
- Supplier sends Jaggaer an invoice without a Jaggaer PO#
- Follows workflow rules/approvals the same as a requisition
- Once the invoice is fully approved through workflow, the invoice is Payable and goes to PeopleSoft for payment




# Invoices without a Jaggaer Purchase Order: Payment Requests

- Department orders an item outside of Jaggaer
- Supplier sends Department an invoice (email/paper) without a Jaggaer PO# -> Department uses the Payment Request form

## [Payment Request Form:](#)

- Enter the invoice information requested on the form, as shown on the suppliers invoice.

Invoice Information	
Supplier Inv #	<input type="text"/>
Invoice Date	<input type="text"/>  mm/dd/yyyy
<small>NOTE: Invoice Date is the Date listed on the Invoice, NOT the date the invoice is entered into Jaggaer.</small>	

- This is now a draft cart – assign to a requestor or Proceed to checkout and follow Requisition process
- Once the Requisition is fully approved through workflow, a purchase order is created and 30 minutes later, an invoice created.
- The invoice is Payable and goes to PeopleSoft for payment

## Forms and Links

[Non-Catalog Purchase Form](#)

[Payment Request](#)

[Alternate Procurement Request \(APR\)](#)

[Request New Supplier](#)

[Emergency Purchase Request](#)

[Access Request Form](#)

# When will my invoice be paid?

- Payments are made from PeopleSoft based on the invoice that is sent from Jaggaer.

Invoice • V3244520 ▾

Summary Matching Supplier Messages Com

**General**

Invoice Type	Invoice
Pay Status	Payable
Invoice Number	V3244520
Supplier Invoice No.	93184745
Supplier Name	<b>GENSCRIPT USA INC</b>
Invoice Owner	Aparajita Baral
Business Purpose	research
Invoice Date	9/16/2021
Discount Date	no value
Due Date	10/16/2021
Terms	0% 0, Net 30

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit UND01 Invoice No 93184745  
Voucher ID V3244520 Invoice Date 09/16/2021 Action ▾  
Voucher Style Regular Voucher  
Total Amount 270.40 \*Pay Terms 30D 30D  
Supplier Name GENSCRIPT USA INC

**Payment Information** Find | V

Payment 1

*Remit to	0000117499	Gross Amount	270.40	USD	Scheduled Due	10/15/2021
Location	PRIMARY	Discount	0.00	USD	Net Due	10/16/2021
*Address	2				Discount Due	
					Accounting Date	

GENSCRIPT USA INC  
860 CENTENNIAL AVENUE  
PISCATAWAY, NJ 08854-3918

# Payment Terms Information

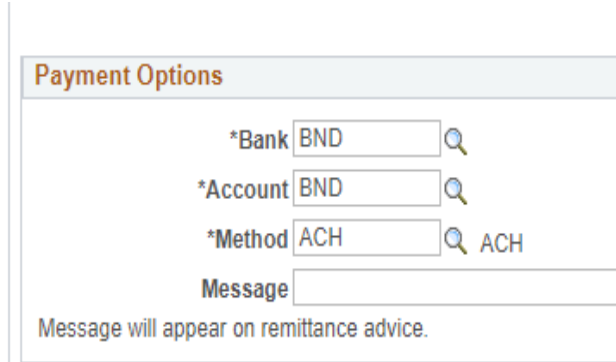
- UND has Net 30 payment terms as a standard business practice
- UND will accept an early payment discount (such as 2% 10, Net 30) if the Supplier offers it
- UND will not pay early without a UND Contract in place stating different payment terms
- Contact the Payment Services Manager to discuss Payment Term questions



# What format will the invoice be paid in?

*UND is striving to be a digital, contactless payment system.*

- Payment types are made from PeopleSoft



The screenshot shows a 'Payment Options' form with the following fields:

- \*Bank: BND
- \*Account: BND
- \*Method: ACH
- Message: (empty)

Message will appear on remittance advice.

- Payment types of Check, ACH, & SUA



# Frequently Asked Questions

- How can I tell if my invoice has been paid?
  - In Process
  - Payable
  - Paid
  - Cancelled

Search Invoices Save As Pin Filters Export All

Filters My Searches

Created Date: Last 90 days Quick search Add Filter Clear All Filters

Page 1 of 44 1-200 of 8740 Results 200 Per Page

Invoice Number	Supplier Invoice Number(s)	Supplier	PO Number	Invoice Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Invoice Source	Invoice Type	Pay Status	Total Amount
<a href="#">V3244838</a>	1JDY-46PC-6YMP	AMAZON.COM	J000039458	Pending	9/20/2021 10:52:28 AM	10/20/2021	-	0.00 USD	9/20/2021 10:52:28 AM	Electronic (Supplier System)	PO Invoice	In Process	227.98 USD
<a href="#">V3244837</a>	5605615	TOSHIBA BUSINESS SOLUTIONS USA INC	J000039516	Complete	9/20/2021 10:45:35 AM	10/3/2021	-	0.00 USD	9/20/2021 10:45:35 AM	Automated	PO Invoice	Payable	2.61 USD
<a href="#">V3244836</a>	5605645	TOSHIBA BUSINESS SOLUTIONS USA INC	J000039515	Complete	9/20/2021 10:45:02 AM	10/3/2021	-	0.00 USD	9/20/2021 10:45:02 AM	Automated	PO Invoice	Payable	55.90 USD

- What if I want my payment held for pickup?



# Frequently Asked Questions Continued

- How often are payments made?
  - PayCycles: Tuesdays, Thursdays, & PayDays
- What if I need my payment made sooner?
- What if I need information printed and mailed along with payment?



# Frequently Asked Questions Continued

- The supplier did not give us an invoice, how do we make a payment?
  - <https://campus.und.edu/finance/forms.html>

## Accounts Payable Forms

- [Invoice for Services](#) <sup>(DOC)</sup> - Used when an individual is required to provide an invoice for services
- Can we pay off of a statement, quote, or proforma invoice?

# Virtual Credit Card

- What is it?
- Which Suppliers are Paid by Virtual Card?

The logo for Office DEPOT virtual card, featuring the words "Office" and "DEPOT" in red, with "virtual card" in blue below them.

Office  
DEPOT  
virtual card

# Virtual Credit Card

- Does this change anything for the Purchase Order?
- How can I tell if it's been paid?

Purchase Order • J000039460 Revision 0 ▾

Status Summary Revisions **1** Confirmations Shipments Change Requests Receipts Invoices Comments Attachments History

General Information		Document Status	
PO/Reference No.	J000039460	A/P status	<b>Open</b>
Revision No.	0	Workflow	✓ Completed (9/19/2021 10:38 PM)
Supplier Name	DELL MARKETING LP		

- Why isn't my PO closing?



# Suppliers

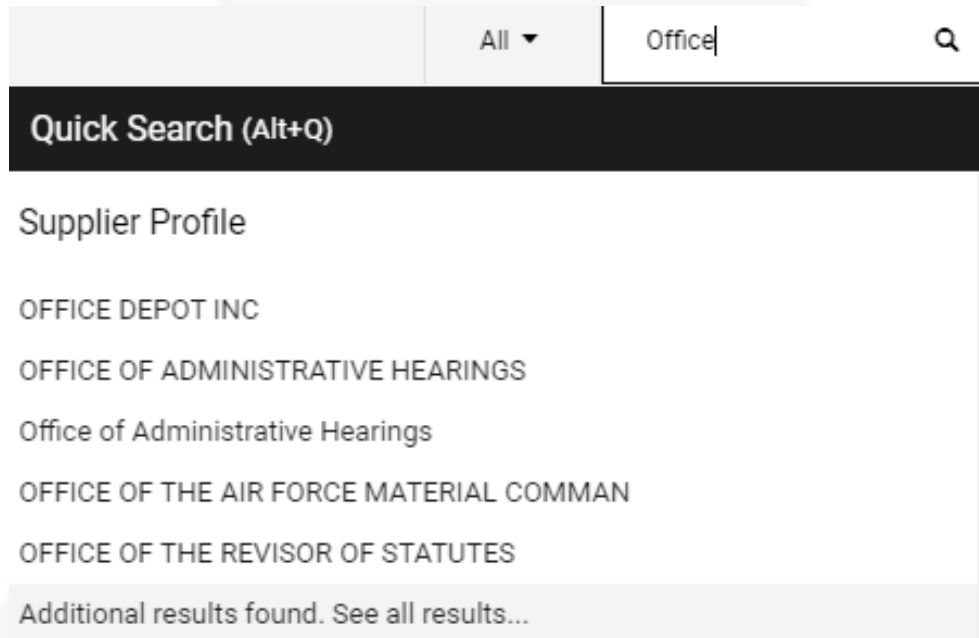
# Supplier Overview

- Supplier records and payments have been housed in the PeopleSoft Finance system for both Jaggaer and Perceptive Content use
- When Jaggaer was launched we synced a large amount of those suppliers, based on usage and if we paid them recently, from PeopleSoft to Jaggaer
- If you are unable to find a supplier please use one of the Request New Supplier options and we will either find the corresponding PeopleSoft supplier record and sync it with Jaggaer or create a new record in both systems

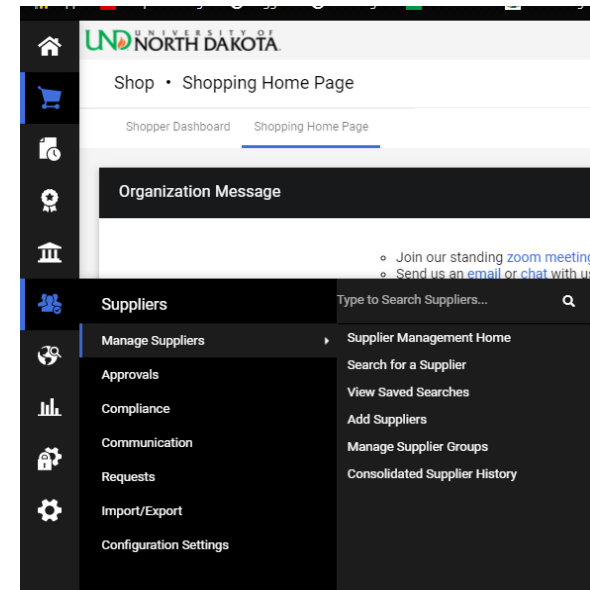


# Finding a supplier

- Upper-right search bar



- Suppliers tab





# Supplier Records

- Supplier 360 tab:
  - In/Out of Network
    - Must be In Network to be used
  - DBA's
    - Supplier should come up if searched by legal name or DBA

## Supplier 360

### Supplier Details

**DAYDREAMS SPECIALTIES LLC**

In Network	<b>Legal Name</b>	STREIFEL, JOLANDA
Active	<b>DBA</b>	DAYDREAMS SPECIALTIES ...
Non-Catalog	Aliases	-
	Supplier No.	0000007347
	3rd Party Ref No.	0000007347 WH=NONE
	Date of Last Order	8/27/2021
	Diversity	-
	Registration Status	Invited

Business Description

*There is no business description available for this supplier.*

# Supplier Records

## Relevant Supplier Information

- Tax ID # General Tab-Tax Identification Number
- Address Contacts and Location-Addresses
- Payment Terms Contacts and Locations-Fulfillment Center-Ordering-Terms and Conditions
- PO Distribution Contacts and Locations-Fulfillment Center-Order Distribution-Email (HTML) Body
- Payment Method Accounts Payable-Payment Method



# P-Card Only Suppliers

- Some suppliers will not accept PO's/Payments from Jaggaer and need to be ordered with a P Card on a website, in-store, or some other method.

**ADDGENE INC**  
Doing Business As: PLEASE PLACE ORDERS USING P CARD ON WEBSITE

**Non-Catalog Purchase Form**

Form Number	4406072
Purpose	Procurement Request
Status	Incomplete

Instructions

**Suppliers** ✓

Attachments ✓

Item Attribute Defaults - (...) ✓


**Suppliers**

---

Supplier **ADAFRUIT INDUSTRIES, LLC**  
PRIMARY-1099: 150 VARICK ST, NEW YORK, New York 10013-1218 United States


[> Modify Search](#)

Supplier Name	Doing Business As
 ADAFRUIT INDUSTRIES, LLC	PLEASE USE P CARD ON COMPANY'S WEBSITE TO PLACE ORDERS

**PETCO** 

Doing Business As : PLEASE USE A P-CARD ON WEBSITE OR IN STORE

---

Registration Status None  
Registration Type Main Profile 

[View Supplier Registration](#)

# Requesting a New Supplier

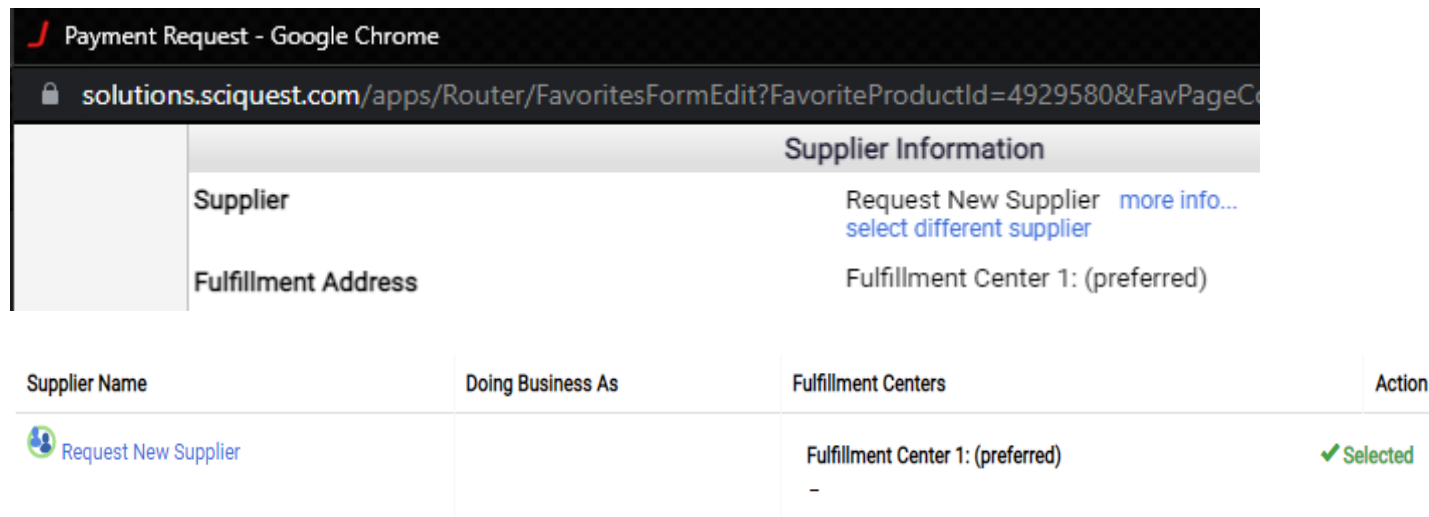
- Request New Supplier Form- I have a supplier I need in the future
- Non-Catalog Purchase Form-Request New Supplier- I am ready to place an order and the supplier is not in Jaggaer
- Payment Request-Request New Supplier-I have an invoice to pay and the supplier is not in Jaggaer

# Request New Supplier Form

- Form is located on the top right of the Jaggaer home page
- Complete as much information as possible
- Attach relevant information including W9's, quotes, other helpful information to identify the correct supplier
- Should receive an email when the supplier is setup including the name it is setup under
- Does not establish a catalog, only allows the supplier to be used for Non-Catalog Orders or Payment Requests

# Request New Supplier


- Ready to place an order or make a payment to a supplier who isn't setup yet?
  - When doing a Non-Catalog or Payment Request search for "Request" and select the supplier named "Request New Supplier"
  - Submit the order/payment with "Request New Supplier" and it will be updated



The screenshot shows a web browser window titled "Payment Request - Google Chrome" with the URL `solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=4929580&FavPageC`. The page displays a "Supplier Information" section with the following details:

Supplier	Request New Supplier <a href="#">more info...</a> <a href="#">select different supplier</a>
Fulfillment Address	Fulfillment Center 1: (preferred)

Below this section is a table listing suppliers:

Supplier Name	Doing Business As	Fulfillment Centers	Action
 Request New Supplier		Fulfillment Center 1: (preferred) -	✓ Selected

# Foreign Suppliers

- It is preferable to use U.S. based supplier if at all possible to decrease risks of good/services not arriving, additional work for department & PPS, delays in supplier setup, shipping delays, additional fees, tax reporting risks, etc..
- Generally foreign suppliers should be paid using a P Card if the supplier will accept it AND there isn't an additional fee or the fee is less than the \$35 International Wire Fee
- If the supplier is not able to be paid with a P Card the department must decide if they will be paid via check or International Wire

# Foreign Suppliers-continued

- Checks-Mailing a check, especially overseas, can take a long time and there can be issues the supplier depositing a U.S. check in a Non-U.S. Bank
- International Wires-The International Wire Transfer Form (right-side of Jaggaer homepage) must be attached to the order/payment and the department will have the \$35 fee included in the payment



**Questions???**



# Resources

## Top of Jaggaer Homepage

- Join our standing [zoom meeting](#) from 1:00 - 2:00 PM on Wednesdays
- Send us an [email](#) or [chat](#) with us
- Review our training material: [Finance Training Site](#) or [TTada's Training Site](#)

**Links to training material on Jaggaer home page – right side**

