



AggieBuy Post-Ordering

Process Overview, Managing Orders, Change Orders, Receiving,
And Unfilled Orders

August 2018

UC DAVIS SUPPLY CHAIN MANAGEMENT

Who's Here Today?

- ▶ Jim Hewlett, Communications Lead, Supply Chain Management
- ▶ Matt Czarnowski, AggieBuy Product Manager
- ▶ Kaitlyn McLane, AggieBuy Help Desk Analyst



Today's Agenda

- ▶ Overview of What Happens When AggieBuy PO is Created
- ▶ Managing Orders
- ▶ Change Orders
- ▶ Receiving Functionality in AggieBuy
- ▶ Unfilled or Partially Fulfilled Orders
- ▶ Q&A



Review of What Happens Before PO Created

- ▶ **Window Shopper Assigns cart to Requester*
- ▶ **Requester** Submits Requisition into routing
- ▶ **Department Approver Approves Requisition*
- ▶ **Fiscal Approver** (Fiscal Officer/Account Delegate) Approves Requisition
- ▶ **Organization Review Approves Requisition*
- ▶ **Special Conditions Review* (EH&S, Fleet Services, etc.) Approves Requisition*
- ▶ PO Create!



**Optional*

AggieBuy Purchase Order



- ▶ Created AFTER all approvals have been secured on Requisition
- ▶ PO routes to Equipment Management (Capital Asset purchases only) for Custodial Code/Building review and assignment of UCOP tags
- ▶ All POs begin with prefix **UCDAB**
- ▶ Automatically exports to each Supplier indicated on Requisition
 - ▶ If more than one supplier on Requisition, **multiple** POs are issued, one to each supplier
- ▶ Automatically exports to the Kuali Financial System (KFS) as well
 - ▶ A PO is automatically created in KFS, and this **encumbers the cited account(s)**

AggieBuy Purchase Order (in AggieBuy)

Purchase Order:
UCDAB000627 Revision 0
1748494

Supplier: Life Technologies
Status: Completed
Document Total: 7,563.28 USD
[View Related Documents](#)

Status

Purchase Order >

PO Documents

PO Approvals

Shipments

Change Requests

Receipts

Invoices

Comments

Attachment Overview

Status


Document Actions | History | ?

Expand All | Collapse All

> General Information

> Document Status

Supplier Name

Life Technologies  [more info...](#)

Phone

+1 760-603-7200

Supplier

Sent To Supplier [view](#)

Distribution Date/Time

6/8/2016 5:49 PM





Distribution

The system distributed the purchase order using the method(s) indicated below the last time it was distributed:
cXML (Electronic Integration)
Manual [view](#)

Workflow


✓ Completed
(6/8/2016 5:49 PM)

> Lines

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ Acetonitrile in Water (20%), S4B  more info...	400314	200mL EA	89.18	5 EA	445.90 USD	Sent To Supplier	none	⚠ Over Invoiced	Do not Match
2	✓ Solvent A3, 3.5% THF/Water, 960 mL  more info...	401464	960mL EA	158.34	5 EA	791.70 USD	Sent To Supplier	none	⚠ Over Invoiced	Do not Match
3	✓ R2B (N-methylpiperidine/Water/Methanol)  more info...	401535	1 each EA	732.60	5 EA	3,663.00 USD	Sent To Supplier	none	⚠ Over Invoiced	Do not Match
4	✓ Iodine-Water-Pyridine-Tetrahydrofuran Oxidizer Solution (0.02 M)  more info...	401632	450mL EA	427.00	5 EA	2,135.00 USD	Sent To Supplier	none	⚠ Over Invoiced	Do not Match
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.							Subtotal		7,035.60	
							Sales Tax		527.68	
							Use Tax		0.00	
							Shipping		0.00	
							Handling		0.00	
							Total		7,563.28 USD	

AggieBuy Purchase Order (in KFS, creates encumbrance)

Purchase Order ?	Backdoor Id jimbo is in	Doc Nbr: 44732715	Status: FINAL
		Initiator: enaberle	Created: 05:49 PM 06/22/2017
	Purchase Order #: 223059	Purchase Order Doc Status: Closed	

[expand all](#) [collapse all](#) 

Document Overview

▼ hide

Document Overview

* Description:	Aggiebuy UCDA000160 by LOSADO, ERIN	Explanation:	
Organization Document Number:	000160		

Financial Document Detail

* FY:	2017	Total Amount:	302.24
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Purchase Order Detail

* Chart/Org:	3 / VEAD	* Request Type:	S
PO Prefix:	UCDAB	Repair and/or Service Location:	
Federal Accounts Used?	No		
Receiving Required:	No		
Buyer ID:			
Assigned To User:		Purchase Order Confirmed Indicator:	N
Use Tax Indicator:	No	Requisition Source:	Fi
Account Distribution Method:	Proportional	Previous PO Number:	
Will any work be performed in the US?:		Begin Date:	
Will any work be performed in California?:		End Date:	

Delivery

▼ hide

Final Delivery

* Delivery Campus:	DV - UC Davis	* Delivery To:	ERIN LOSADO
Building:		Department:	BFTV ADMIN
* Address 1:	595 HILGARD LN	Phone Number:	15307529475
Address 2:	RMI NORTH	Email:	enlosado@ucdavis.edu
Room:		Date Required:	

AggieBuy Invoicing

- ▶ As AggieBuy Supplier ships item(s), they electronically invoice against the Purchase Order in AggieBuy
- ▶ Payment Request (PREQ) is automatically created in KFS
 - ▶ Charges the departmental account(s)
 - ▶ Releases the encumbrances



AggieBuy Invoice (in AggieBuy)

Purchase Order:
UCDAB001591T Revision
0
2628553

Supplier: Fastenal

Status: Completed

Document Total: 199.03 USD

[View Related Documents](#)

Status

Purchase Order >

PO Documents

PO Approvals

Shipments

Change Requests

Receipts

Invoices

Document Actions ▾ History 🖨 ?

Invoicing Summary ?

Invoice No ▾	Supplier Invoice Number	Invoice Date ▾	Due Date ▾	Invoice Type	Payment Status	Invoice Total	Invoiced By
1119073 📄	CASAM29309	5/23/2018	5/23/2018	Invoice	Payable	237.38 USD	System
						Total	237.38 USD


Invoice Line Details ?


Line No.	Product Name	Catalog No.	Unit Price	Qty / UOM Ordered	Extended Price	Invoice Qty / Cost	Status
1	16.9oz Fastenal[REG] Non-Flavored Purified Bottled Drinking Water - Order in increments of: 2016	1016164	0.2166 USD	100 EA	21.66 USD	100 / 21.66 USD	Net Invoiced
2	Fastenal Approved Vendor#140 Single Strand 1.750" Pitch Steel Cottered Offset Link - Order in increments of: 1	60229	13.3125 USD	10 EA	133.13 USD	10 / 133.13 USD	Net Invoiced
3	3/8 Chain Size-7500lb-WLL Fastenal Eye Steel Grap Hooks - Order in increments of: 5	0506936	6.1575 USD	5 EA	30.79 USD	5 / 30.79 USD	Net Invoiced


Invoices

1

KFS Payment Request for AggieBuy Invoice

Payment Request 	Backdoor Id jimbob is in use	Doc Nbr:	41849071	Status:	FINAL
		Initiator:	kfs	Created:	03:06 AM 10/21/2016
		Payment Request #:	426135	Payment Request Doc Status:	Department-Approved

[expand all](#) [collapse all](#)  * required field

Document Overview 

Document Overview


* Description:	Aggiebuy 42935651 for PO UCDA000160	Explanation:	
Organization Document Number:	223059		

Financial Document Detail

* FY:	2017	Total Amount:	14.56
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Payment Request Detail

Receiving Required:	No		
Use Tax:	No		
Account Distribution Method:	Proportional		
Will any work be performed in the US?:			
Will any work be performed in California?:			

Vendor Information 

Vendor Address

Vendor #:	187131-0	Remit to Vendor #:	187131-0
* Vendor Name:	OFFICEMAX - A BOISE COMPANY	Remit to Vendor Name:	OFFICEMAX INC
* Address 1:	75 REMITTANCE DR STE 2698	* City:	CHICAGO
Address 2:		State:	IL
Address 3:		Postal Code:	60675-2698
Province:		* Country:	United States

Managing Requisitions in AggieBuy

- ▶ Click on **Documents** on left blue bar link to access **Document Search** section, and then select **Requisitions** from drop-down menu:

The screenshot displays the AggieBuy web application interface. On the left, a vertical blue navigation bar contains links: Home, Shop, Documents (highlighted with a red circle), Catalogs and Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The main content area shows the 'Document Search' section. At the top of this section, there is a 'Search' button and a dropdown menu currently set to 'Requisitions' (also highlighted with a red circle). Below this, the 'Requisition Identification' section includes input fields for 'Requisition Number(s)' and 'Requisition Name'. The 'Requisition Information' section includes radio buttons for 'Any', 'Me', and 'Pick...' (with 'Any' selected), and input fields for 'Participant(s)', 'Prepared For', 'Prepared By', and 'Approved By'. There are also dropdown menus for 'Date' (set to 'Submit Date') and 'All Dates', and input fields for 'Total Amount', 'Supplier', and 'Business Unit'. A 'simple search' link is visible on the right side of the search area.



Managing Requisitions

- In search results, a **chasing arrows** symbol on the Requisition indicates a Requisition is still awaiting approval(s), click on document number to open Requisition, and then click on **PR Approvals** link on left side to see whose approval(s) still required

Requisition: 2260554
2018-05-16 nmann 02

Status: Pending
Document Total: 2.75 USD

Requisition >

PR Approvals

Comments

Attachment Overview

Show skipped steps ☐

Orientation Horizontal

Submitted
Nate Mann
5/16/2018 9:17 AM

Pre-Department Approval
Active
view approvers

Fiscal Approval
Future
view approvers
Expedite

Organizational Approval
Future
view approvers
Expedite



2260554

Sunbelt Controls

2018-05-16 nmann 02

Nate Mann

5/16/2018 9:17 AM



Managing Requisitions

- ▶ **Green** check mark indicates fully approved Requisition; click on document number to open Requisition and Click on **View Related Documents** link on left menu to see the corresponding **Purchase Order(s)** and any **Invoices** issued against the Purchase Order(s)

< Back to Search Results 2 of 1616 Results < >

Purchase Order:
UCDAB001590T Revision 0

Requisition: 2260763 View Print
Invoice: 1113317 View Print
View Related Documents

Status

General Information

Document Status

Supplier Name PerkinElmer Life Inc. more info...
Phone +1 617-350-9261
Supplier Sent To Supplier
Distribution Date/Time 5/16/2018 2:16 PM

Status

Purchase Order >



PerkinElmer Life Inc.

2018-05-16 davisrequester 04

Requester UC Davis





5/16/2018 2:12 PM

48.00

Managing Requisitions



- ▶ **Left red arrow** mark indicates that a Requisition has been withdrawn or otherwise returned to the AggieBuy requester for follow-up action

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requ
← 105631430 	CDWG	2018-07-11 dmontero@ucdavis.edu 02	DEBORAH MONTERO	7/11/2018 11:16 AM	
← 105629768 	Office Depot	2018-07-11 jgsempel@ucdavis.edu 01	JASMINE SEMPEL	7/11/2018 10:59 AM	
← 105487153  	Grainger Office Depot	2018-07-09 spgomez@ucdavis.edu 01	STEPHANIE GOMEZ	7/10/2018 4:33 PM	

Changes in AggieBuy

- ▶ Changes CAN be made to an AggieBuy Requisition while it is in routing (fiscal officer/delegate, other approvers can make edits, or send back to Requester to make changes)
- ▶ Once an AggieBuy Purchase Order has been created and exported to the AggieBuy supplier(s), changes generally CANNOT be made
 - ▶ The ONLY exception is if you contact the Supplier BEFORE they have shipped the items and only want to cancel the order
 - ▶ If you wish to add NEW or ADDITIONAL quantities to the order, you should create a NEW AggieBuy Requisition for those items



Receiving Functionality in AggieBuy

- **Optional**, but is a great way to ensure that you have a complete record, from purchasing to payment to **receipt**
- Some funding sources require receipt documentation to be kept on file for a specified # of years; uploading packing slips in AggieBuy is an easy way to ensure that receipt documentation can be easily accessed
- **Any** AggieBuy user can create a receiving document/upload a packing slip in AggieBuy; it does NOT have to be the person who created the original Requisition



Receiving Functionality in AggieBuy (Cap Assets)

- At this time, receipt of any **Capital Asset Purchases** in AggieBuy must be done in the **Kuali Financial System (KFS)** on the **Line Item Receiving** document (**Required**)
- You can also complete a Receiving document in AggieBuy for Capital Asset Purchases if you wish, but *it won't satisfy the KFS Line Item Receiving requirement*
- We're working to improve the Receiving process for Capital Assets in AggieBuy in the future; thanks for your patience.



Receiving Functionality in AggieBuy



- ▶ On a Purchase Order, under the **Document Actions** menu, select **Create Receipt**

Purchase Order:
UCDAB001562T Revision
0
2580914

Supplier: Agilent Technolo...

Status: Completed

Document Total: 3,328.18 USD

[View Related Documents](#)

Status

Purchase Order ▶

Status

> **General Information**

▼ **Document Status**

Supplier Name

Agilent Technologies [more info...](#)

Phone

+1 302-633-8902

Supplier

Sent To Supplier

Distribution Date/Time

3/26/2018 9:03 AM

Distribution

The system distributed the purchase order using the [method](#), [method](#) [date](#) and last [view](#) time it was distributed:

Document Actions ▼

History

Add Comment

Add Notes to History

Cancel PO

Finalize Revision

Create Receipt

Create Credit Memo

Create Invoice

Print Fax Version

Send Test PO

Receiving Functionality in AggieBuy



- **Receipt Name** can be used to give the receipt a special “name” that can be used to search for it later; for example, “Matt Office Depot Order 4-23-18”

Exact Match: PO No. UCDA001560T

Header Information

Receipt Name: 2018-04-23 jimhewlettadmin 02 Receipt Create Date: 4/23/2018 10:37:46 AM Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	4/23/2018 <small>mm/dd/yyyy</small>		Office Depot	Jim Hewlett (UC Davis)

RECEIPT ADDRESS

Location: Carrier:

Attn: Matthew Czarnowski

DELIVERY

Other:

Receiving Functionality in AggieBuy



- **Receipt Date, Packing Slip No., Carrier** are all important pieces of information to include
- To upload a packing slip, click on the **Attach/Link** button

Exact Match: PO No. UCDA001562T

Header Information

Receipt Name: 2018-04-23 jimhewlettadmin 01 Receipt Create Date: 4/23/2018 10:26:55 AM Source: Manual

Receipt No	Receipt Date	Packing Slip No.	Supplier Name	Received by
To Be Assigned	4/23/2018 mm/dd/yyyy		Agilent Technologies	Jim Hewlett (UC Davis)

RECEIPT ADDRESS

Location: Carrier:

Attn: Matthew Czarnowski
Room/Ste/Floor Ste 150
Dept. ACCOUNTING & FINANCIAL SERVICE
260 COUSTEAU PL
DAVIS, CA 95618
United States

Tracking No.

Attachments

Notes (1,000 Chars. Max)

DELIVERY

Other

Attach/Link

Receiving Functionality in AggieBuy





- Enter number indicating **Quantity** Received
- Under **Line Status**, you can also select **Returned** or **Cancelled**, as appropriate to your specific situation

Receipt Lines ?

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Line Status	Actions
UCDA8001560T 	1	2000 PLUS(R) Self-Inking Stamp, With Microban(R), P40 Medium, 13/16 x 2 3/16 Impression 	666312	1 EA		1	Received	<div>Remove Line</div> <div>Receive & Return</div>



Receiving Functionality in AggieBuy



- **Remove Line** button can be used to remove a line that is not included on that particular packing slip/receipt
- Clicking on **Receive & Return** button creates a new line for returned item; in other words, it documents **receipt** *and then* **return** of an item

Line Details ?

Show Receipt Details For Selected Lines: Remove Selected Items

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Line Status	Actions	
UCDAB001560T 	1	2000 PLUS(R) Self-Inking Stamp, With Microban(R), P40 Medium, 13/16 x 2 3/16 Impression 	666312	1 EA		1 <input type="text"/>	Received <input type="button" value="v"/>	<input type="button" value="Remove Line"/> <input type="button" value="Receive & Return"/>	<input type="checkbox"/>

Receiving Functionality in AggieBuy



- **Delete** button is used to delete a receiving document created in error (but once it's "completed," it cannot be undone)
- **Add PO** is used to create a receipt for a different PO
- **Save Updates** allows you to save changes for a document in progress
- **Complete** should be clicked once you have completed the Receiving document



Delete Add PO Save Updates Complete

Receiving Functionality in AggieBuy



- **Advanced Document Search** screen allows searches by **Receipts** (drop-down menu)

Search **Receipts** [simple search](#)

Receipt Identification

Receipt Number(s)

Receipt Name

Packing Slip Number(s)

Tracking Number(s)

Receipt Information

Participant(s) ☒ Any ☐ Me ☐ Pick...

Received By 🔍

PO Owner 🔍

Date

Supplier 🔍

Department 🔍

Business Unit 🔍

Receiving Functionality in AggieBuy



- Search results include **Receipt Number** (system-assigned), **Supplier Name**, **PO #**, and **Packing Slip No**

Results Per Page 20		Sort by: Best match	
Receipt No	supplier Name	PO No	Packing Slip No
269254	Agilent Technologies	UCDAB001562T	
266421	Bio-Rad Laboratories	UCDAB001568T	
266420	Bio-Rad Laboratories	UCDAB001568T	
266406	Bio-Rad Laboratories	UCDAB001568T	
220648	Office Max	UCDAB001388T	t6576u7
211430	Office Max	UCDAB001361T	
211422	Office Max	UCDAB001361T	
211421	Office Max	UCDAB001361T	
208928	Fisher Scientific Company LLC	UCDAB001324T	
208918	Fisher Scientific Company LLC	UCDAB001308T	
205151	Office Max	UCDAB001255T	
203231	Bio-Rad Laboratories	UCDAB001269T	
Results Per Page 20			

Receiving Functionality in AggieBuy



- When viewing a Purchase Order, click on the **Receipts** link on the **left** menu to see any accompanying Receiving documents completed against that Purchase Order

Purchase Order:
UCDAB001562T Revision
0
2580914

Supplier: Agilent Technolo...
Status: Completed
Document Total: 3,328.18 USD
[View Related Documents](#)

Status

Purchase Order >

PO Documents

PO Approvals

Shipments

Change Requests

Receipts

Invoices 2

Comments

Receipts [Document Actions](#) [History](#) [?](#)

Receipts [?](#)

Receipt No.	Receipt Date	Receipt Type	Received by
269254	4/23/2018	Quantity	Hewlett, Jim

Receipt Line Details [?](#)

No	Product Name	Catalog No.	Unit Price	Qty/UOM	Extended Price	Qty / Cost (In)	Qty / Cost (Out)	Status
1	Microplate labeler media kit, 0.25 inch 6.5 K	G5404-60005	523.80 USD	2 EA	1,047.60 USD	2		Net Received
2	Microplate labeler media kit, 0.25 inch 13 K	G5404-60013	1,027.80 USD	2 EA	2,055.60 USD	2		Net Received

Managing Open Orders in AggieBuy



- ▶ Review list of Open Orders on FIS Decision Support 364 Report (**Open Purchasing Orders**) or **Schedule** it to regularly email it to you!
 - ▶ The 364 report shows ALL open orders created in KFS and in AggieBuy
- ▶ Or, you can Review list of Partially or Non-Invoiced Orders directly in AggieBuy!

364 Report in FIS Decision Support



The 364 report includes ALL open orders, both created in KFS and in AggieBuy

Open Purchasing Orders (KFS) (FIS364)					
FIS Decision Support >> Purchasing KFS >> Open Purchasing Orders (KFS) >> Report Output					
Chart:		3			
Organization:		ACCT (Subordinate Orgs)			
PO Number	Order Date	Vendor	Order Amount	Paid-To-Date Amount	Remaining Balance
326373	08/17/17	AMAZON WEB SERVICES INC (415410-0)	2,203.28	351.71	1,851.57
330953	08/29/17	CYBERSOURCE CORPORATION (1004349-0)	4,170.00	3,194.02	975.98
367304	12/07/17	AVID TECHNICAL RESOURCES (1024049-0)	89,600.00	42,000.00	47,600.00
408302	03/28/18	AMERIT CONSULTING INC (248106-0)	70,886.40	28,133.04	42,753.36
424352	05/07/18	AVID TECHNICAL RESOURCES (1024049-0)	74,419.20	18,240.00	56,179.20
440424	06/13/18	TRICOR AMERICA INC (2319-0)	8,393.40	2,098.35	6,295.05
449474	07/06/18	KUALI FOUNDATION INC (243585-0)	50,000.00	25,000.00	25,000.00
449931	07/09/18	ORACLE AMERICA INC (12991-0)	9,487.36	0.00	9,487.36
450386	07/09/18	IRON MOUNTAIN INC (3103-0)	2,500.00	0.00	2,500.00
453434	07/16/18	W W GRAINGER INC (15709-0)	87.88	0.00	87.88
453704	07/17/18	COALFIRE SYSTEMS INC (463019-0)	19,705.00	0.00	19,705.00
455036	07/19/18	TABLEAU SOFTWARE (240787-0)	1,304.00	0.00	1,304.00
455365	07/19/18	OFFICE DEPOT INC (6738-0)	12.40	0.00	12.40
455366	07/19/18	OFFICE DEPOT INC (6738-0)	23.79	0.00	23.79

Seeing Non or Partially Invoiced Orders in AggieBuy

- Perform a document search in AggieBuy, select **Purchase Orders** from the drop-down menu and in the **Invoice Status** section, check the boxes for **No Invoices** and **Partially Invoiced**

Supplier Status

- ☐ Sent To Supplier
- ☐ Cancelled
- ☐ Partially Shipped
- ☐ Over Shipped
- ☐ Sent/Confirmed
- ☐ No Shipments
- ☐ Fully Shipped

Receipt Status

- ☐ No Receipts
- ☐ Partially Received
- ☐ Fully Received
- ☐ Over Received

Invoice Status

- ☒ No Invoices
- ☒ Partially Invoiced
- ☐ Fully Invoiced
- ☐ Over Invoiced

Matching Status

- ☐ Partially Matched
- ☐ No Matches
- ☐ Fully Matched

AP Status

- ☐ Open
- ☐ Closed
- ☐ Soft Closed

Status Flags

- ☐ With User Revisions
- ☐ With System Revisions

Seeing Non or Partially Invoiced Orders in AggieBuy



- ▶ When reviewing search results, the **Settlement Status** column will display whether the order has been **partially** or **non-invoiced**.

Results Per Page 500		Sort by: Best match		Page 1 of 1				
PO No	Supplier	Creation Date/Time	Requisition No.	Requisitioner	Supplier Status	Settlement Status	PO Total	
✓ UCDA081232	Office Max	1/29/2018 10:29 AM	98553669	ANDINA CASTILLO	Sent	Partially Invoiced Partially Matched With Substituted Invoice Items	115.19 USD	
✓ UCDA053724	Office Max	9/8/2017 10:22 AM	92713782	ANDINA CASTILLO	Sent	Partially Invoiced Partially Matched With Substituted Invoice Items	184.16 USD	
✓ UCDA046985	Office Max	8/4/2017 11:38 AM	91215272	ANDINA CASTILLO	Sent	Partially Invoiced Partially Matched With Substituted Invoice Items	187.55 USD	
✓ UCDA012338	Office Max	2/2/2017 12:17 PM	84021491	ANDINA CASTILLO	Sent	Partially Invoiced No Matches With Substituted Invoice Items	122.86 USD	

Managing Open Orders in AggieBuy



- ▶ **Check with end users** to see whether or not they have received items on any order(s) indicated as open
- ▶ Using the **Receiving** functionality as previously described is a good way to confirm if item has been received or not



Managing Open Orders in AggieBuy

- ▶ [Contact AggieBuy Suppliers](#) on orders where invoices have not been generated for received items, or for outstanding orders where no items or invoices have been generated
 - ▶ Add a **Comment** to the AggieBuy Purchase Order with any pertinent information; e.g., “Contacted XYZ Supplier on 8/20/18, spoke with Joe Smith, indicated that order will ship on 8/25/18 and invoice will be issued at that time.” You can also add one or more users to receive comment via email
- ▶ If supplier advises that item will soon ship or invoice generated, there is nothing additional you need to do

Managing Open Orders in AggieBuy



- ▶ If (and *only if*) AggieBuy Supplier indicates that order will not be fulfilled, then you should process the associated **Close Purchase Order** document in KFS
- ▶ The above should be done only after ensuring that all other items on order have already been received/invoiced
- ▶ Once an order has been closed in KFS, the associated liens/encumbrances will be automatically removed

Reasons NOT to Close Corresponding AggieBuy PO in KFS



- ▶ Because it's "old" (*some orders take time to fulfill*)
- ▶ Simply because the account is closing (*you can close order after contacting the supplier to ensure it won't be fulfilled*)
- ▶ Because you are tired of seeing it appear on your open orders report in FIS Decision Support (DS)

What Our Team Does to Assist with Open Orders



- ▶ We regularly remind suppliers to ship and invoice in timely fashion
- ▶ We also regularly advise suppliers to notify AggieBuy customers if orders will be delayed/backordered/unfulfilled, so that customers can close Purchase Orders as appropriate
- ▶ We review reports that may indicate an ongoing invoicing issue and work with the applicable supplier(s) to resolve it as soon as possible

A Few Other Things Our Team Does to Assist with Managing Orders




- ▶ AP Reconciliation Team reviews **Over Tolerance** Invoices
 - ▶ Invoices where **additional quantities, service charges, unit of measure changes, or amounts higher than the original PO** have been added are reviewed by our AP Team
 - ▶ AP Team reaches out to applicable supplier(s) to address discrepancies and to get corrected invoice issued or a Credit Memo issued to the account as needed

Junk and Clutter Folders “Trap” Some Notifications!

- ▶ Check your email Spam/Junk/Clutter folders for Supplier notifications; unfortunately some Supplier notices can end up there!
- ▶ You may want to consider [turning off the Clutter folder](#)
- ▶ You also may need to “train” your Outlook client to [stop identifying messages from suppliers as “junk” mail](#)

A Note About Email Notifications

- ▶ Preparing an AggieBuy Requisition for someone else who wants to receive the email order status updates?
 - ▶ In **General** section of cart checkout, change the name in the **Prepared For** field
 - ▶ This can be helpful when orders are being created by a shared service/cluster organization
 - ▶ This individual in the **Prepared For** field will receive any communications from the AggieBuy supplier

▼ General	
Status	 Pending
Submitted	Fiscal Approval
	7/27/2018 1:09 PM
Cart Name	2018-07-27 nathan.mann@ucop.edu 02
Prepared for	Nate Mann
Prepared by	Nathan Mann
Buyer	no value
Note to all Suppliers	no note

Q&A Time



Need Additional Help?

- ▶ AggieBuy Help Desk: ab-help@ucdavis.edu
- ▶ UC Davis Procurement Website: <http://procurement.ucdavis.edu>



Thank You For Your Time Today!

