AggieBuy Post-Ordering

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

August 2018
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)

<table>
<thead>
<tr>
<th>Lines</th>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
<th>Supplier Receiving</th>
<th>Invoicing</th>
<th>Matching</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Acetone in Water (20%), 548</td>
<td>400314</td>
<td>200 mL EA</td>
<td>89.18</td>
<td>5 EA</td>
<td>445.90 USD</td>
<td>Sent To Supplier</td>
<td>Over Invoiced</td>
<td>Do not Match</td>
</tr>
<tr>
<td>2</td>
<td>Solvent A, 2% THF/Water, 900 mL</td>
<td>401554</td>
<td>900 mL EA</td>
<td>136.34</td>
<td>5 EA</td>
<td>718.70 USD</td>
<td>Sent To Supplier</td>
<td>Over Invoiced</td>
<td>Do not Match</td>
</tr>
<tr>
<td>3</td>
<td>24 (N-methylpiperidino/Water/Methanol)</td>
<td>402151</td>
<td>1 each EA</td>
<td>712.60</td>
<td>5 EA</td>
<td>3723.00 USD</td>
<td>Sent To Supplier</td>
<td>Over Invoiced</td>
<td>Do not Match</td>
</tr>
<tr>
<td>4</td>
<td>Tetrabutylammonium Oxidizer Solution</td>
<td>401939</td>
<td>400 mL EA</td>
<td>427.00</td>
<td>5 EA</td>
<td>2135.00 USD</td>
<td>Sent To Supplier</td>
<td>Over Invoiced</td>
<td>Do not Match</td>
</tr>
</tbody>
</table>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The rates shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 7,035.80
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)
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

**Purchase Order:** UCDAB0015917 Revision 0

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Fastenal Status</th>
<th>Completed</th>
<th>Document Total</th>
<th>View Related Documents</th>
</tr>
</thead>
</table>

## Invoices

### Invoicing Summary

<table>
<thead>
<tr>
<th>Invoice No</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Invoice Type</th>
<th>Payment Status</th>
<th>Invoice Total</th>
<th>Invoked By</th>
</tr>
</thead>
<tbody>
<tr>
<td>11150073</td>
<td>CASAM259209</td>
<td>5/22/2019</td>
<td>5/22/2019</td>
<td>Invoice</td>
<td>Payable</td>
<td>237.38 USD</td>
<td>System</td>
</tr>
</tbody>
</table>

### Invoice Line Details

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Product Name</th>
<th>Catalog No.</th>
<th>Unit Price</th>
<th>Qty / UOM Ordered</th>
<th>Extended Price</th>
<th>Invoice Qty / Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16.9oz Fastenal REG Non-Flavored Purified Bottled Drinking Water - Order in increments of: 6</td>
<td>1016164</td>
<td>0.2166 USD</td>
<td>100 EA</td>
<td>21.66 USD</td>
<td>100 / 21.66 USD</td>
<td>Net Invoiced</td>
</tr>
<tr>
<td>2</td>
<td>Fastenal Approved Vendor#140 Single Strand 1.750&quot; Pitch Steel Cottered Offset Link - Order in increments of: 1</td>
<td>60229</td>
<td>13.3125 USD</td>
<td>10 EA</td>
<td>133.13 USD</td>
<td>10 / 133.13 USD</td>
<td>Net Invoiced</td>
</tr>
<tr>
<td>3</td>
<td>3/8 Chain Size: 7/8000B-WLL Fastenal Eye Steel Grap Hooks - Order in increments of: 5</td>
<td>0006930</td>
<td>6.1375 USD</td>
<td>5 EA</td>
<td>30.70 USD</td>
<td>5 / 30.70 USD</td>
<td>Net Invoiced</td>
</tr>
</tbody>
</table>
KFS Payment Request for AggieBuy Invoice
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:
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
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)
Managing Requisitions

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

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Supplier(s)</th>
<th>Requisition Name</th>
<th>Requisitioner</th>
<th>Requisition Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>105631430</td>
<td>CDWG</td>
<td>2018-07-11 <a href="mailto:dmonterc@ucdavis.edu">dmonterc@ucdavis.edu</a> 02</td>
<td>DEBORAH MONTERO</td>
<td>7/11/2018 11:16 AM</td>
</tr>
<tr>
<td>105629768</td>
<td>Office Depot</td>
<td>2018-07-11 <a href="mailto:jgsenel@ucdavis.edu">jgsenel@ucdavis.edu</a> 01</td>
<td>JASMINE SEMPEL</td>
<td>7/11/2018 10:59 AM</td>
</tr>
<tr>
<td>105487153</td>
<td>Grainger, Office Depot</td>
<td>2018-07-09 <a href="mailto:srgomez@ucdavis.edu">srgomez@ucdavis.edu</a> 01</td>
<td>STEPHANIE GOMEZ</td>
<td>7/10/2018 4:33 PM</td>
</tr>
</tbody>
</table>
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
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”
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.
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
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
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
Receiving Functionality in AggieBuy

- **Advanced Document Search** screen allows searches by **Receipts** (drop-down menu)
Receiving Functionality in AggieBuy

- Search results include **Receipt Number** (system-assigned), **Supplier Name**, **PO #**, and **Packing Slip Number**
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.
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!
The 364 report includes ALL open orders, both created in KFS and in AggieBuy.

## Open Purchasing Orders (KFS) (FIS364)

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Order Date</th>
<th>Vendor</th>
<th>Order Amount</th>
<th>Paid-To-Date Amount</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>326373</td>
<td>08/17/17</td>
<td>AMAZON WEB SERVICES INC (415410-0)</td>
<td>2,203.26</td>
<td>351.71</td>
<td>1,851.57</td>
</tr>
<tr>
<td>330953</td>
<td>08/29/17</td>
<td>CYBERSOURCE CORPORATION (1004349-0)</td>
<td>4,170.00</td>
<td>3,194.02</td>
<td>975.98</td>
</tr>
<tr>
<td>367304</td>
<td>12/07/17</td>
<td>AVID TECHNICAL RESOURCES (1024049-0)</td>
<td>89,600.00</td>
<td>42,000.00</td>
<td>47,600.00</td>
</tr>
<tr>
<td>409302</td>
<td>03/28/18</td>
<td>AMERIT CONSULTING INC (248105-0)</td>
<td>70,888.40</td>
<td>28,133.04</td>
<td>42,753.36</td>
</tr>
<tr>
<td>424352</td>
<td>05/07/18</td>
<td>AVID TECHNICAL RESOURCES (1024049-0)</td>
<td>74,419.20</td>
<td>18,240.00</td>
<td>56,179.20</td>
</tr>
<tr>
<td>440424</td>
<td>06/13/18</td>
<td>TRICOR AMERICA INC (2319-0)</td>
<td>8,393.40</td>
<td>2,098.35</td>
<td>6,295.05</td>
</tr>
<tr>
<td>449474</td>
<td>07/05/18</td>
<td>KUALI FOUNDATION INC (243585-0)</td>
<td>50,000.00</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>449931</td>
<td>07/05/18</td>
<td>ORACLE AMERICA INC (12591-0)</td>
<td>9,487.36</td>
<td>0.00</td>
<td>9,487.36</td>
</tr>
<tr>
<td>450366</td>
<td>07/05/18</td>
<td>IRON MOUNTAIN INC (3103-0)</td>
<td>2,500.00</td>
<td>0.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>453434</td>
<td>07/15/18</td>
<td>WW GRAINGER INC (15709-0)</td>
<td>87.88</td>
<td>0.00</td>
<td>87.88</td>
</tr>
<tr>
<td>453704</td>
<td>07/17/18</td>
<td>COALFIRE SYSTEMS INC (463019-0)</td>
<td>19,705.00</td>
<td>0.00</td>
<td>19,705.00</td>
</tr>
<tr>
<td>455030</td>
<td>07/19/18</td>
<td>TABLEAU SOFTWARE (240787-0)</td>
<td>1,304.00</td>
<td>0.00</td>
<td>1,304.00</td>
</tr>
<tr>
<td>455365</td>
<td>07/19/18</td>
<td>OFFICE DEPOT INC (6738-0)</td>
<td>12.40</td>
<td>0.00</td>
<td>12.40</td>
</tr>
<tr>
<td>455366</td>
<td>07/19/18</td>
<td>OFFICE DEPOT INC (6738-0)</td>
<td>23.70</td>
<td>0.00</td>
<td>23.70</td>
</tr>
</tbody>
</table>
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**.
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.

<table>
<thead>
<tr>
<th>PO No</th>
<th>Supplier</th>
<th>Creation Date/Time</th>
<th>Requisition No.</th>
<th>Requistioner</th>
<th>Supplier Status</th>
<th>PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCDAB081232</td>
<td>Office Max</td>
<td>1/29/2018 10:29 AM</td>
<td>90551669</td>
<td>ANDINA CASTILLO</td>
<td>Partially Invoiced</td>
<td>115.19 USD</td>
</tr>
<tr>
<td>UCDAB053724</td>
<td>Office Max</td>
<td>9/8/2017 10:22 AM</td>
<td>92713782</td>
<td>ANDINA CASTILLO</td>
<td>Partially Invoiced</td>
<td>184.16 USD</td>
</tr>
<tr>
<td>UCDAB046985</td>
<td>Office Max</td>
<td>8/4/2017 11:38 AM</td>
<td>91215272</td>
<td>ANDINA CASTILLO</td>
<td>Partially Invoiced</td>
<td>187.55 USD</td>
</tr>
<tr>
<td>UCDAB012338</td>
<td>Office Max</td>
<td>2/2/2017 12:17 PM</td>
<td>84021491</td>
<td>ANDINA CASTILLO</td>
<td>Partially Invoiced</td>
<td>122.86 USD</td>
</tr>
</tbody>
</table>
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
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!