



# UBCO PROCUREMENT WORKDAY WEDNESDAY

21<sup>ST</sup> SEPTEMBER 2022

PRESENTER: REBECCA WAY

# TODAY'S AGENDA

- Introduction to Procurement at UBC
- Procurement and Workday
- High level process overview
  - Regular Goods and Services
  - RFX and Sole Source
  - IT Procurement
  - Punchout Catalog's
  - Equipment & Furniture Purchases
- Requisitions, Purchase Orders and Change Orders – tips and tricks
- Match Exceptions
- Supplier set up
- Contracts and Signing
- Pre- Qualification of Vendors
- Supplier/Vendor Performance Management



# THE UBCO PROCUREMENT SERVICES:

- Dedicated UBCO Team!
- Training and support for all Purchasing requirements
- Lead the process of any Public Procurement or Sole Source initiatives
- Contract preparation, negotiation and signatories in agreement with UBC policies
- Issuing Purchase Orders, Change Orders and tracking Deliveries, including facilitating Customs clearances
- Reconciling Open Purchase Orders
- Sourcing vendors and quotes
- Assistance with Match Exceptions for payment
- Assistance with Warranty Claims
- And Many More!



# PROCUREMENT TEAM – [UBCO.PROCUREMENT@UBC.CA](mailto:UBCO.PROCUREMENT@UBC.CA)

## **Strategic buying advice and management support:**

Rebecca Way, Manager, Procurement  
250.807.9552

## **Large Purchases >\$75k all categories:**

Ryan Chernoff, Procurement Officer  
250.807.8613

## **IT hardware, software and/or services & Furniture Purchases:**

Stacey Broderick, Buyer  
250.807.9149

## **General Purchases – all categories (ex. IT and Furn)**

Chrystal Matthews, Buyer  
250.807.8517



ALL  
OKANAGAN  
BASED  
TEAM!



## UBC PROCUREMENT POLICIES AND HANDY LINKS

- [Procure to Pay | UBC Finance](#) – Gives you an overview of the Procure to Pay Process (end to end)
- [Purchasing Policy \(ubc.ca\)](#) – Links to official Policy document
  - Integrity, Performance Management, Best Value, Open and Fair Access, Community and Environmental Leadership



# GENERAL PROCUREMENT PROCESS

## Purchases under \$3,500

- No Purchase order is required
- Supplier must be set up on Workday
- A non-PO invoice can be submitted for payment to AP at [ubc.invoices@ubc.ca](mailto:ubc.invoices@ubc.ca)
  - AP will consider all currency equal for low dollar purchases. Less than \$3,500 in any currency will be paid via this method.
  - P-card transactions will still be on the CAD equivalent. One time bump can be granted by contacting Procurement for pre-approval and attaching approving email to one time bump request
- [Credit Cards | UBC Finance](#) – Links to all information on p-card's
- [Workday - Apply, Change or Cancel UBC Visa Corporate Credit Card \(service-now.com\)](#)  
Knowledge article on how to request a p-card, increase the limit or cancel your card.
- Shipping – Please make sure on your orders all delivery information is clear



# GENERAL PROCUREMENT PROCESS

## Purchases \$3,500 < \$75,000 CAD

- Purchase Order required in Workday
- Supplier must be set up in Workday
  - Requisition can be sent to Buyer without Supplier, but can not be completed until Supplier is setup.
- Three quotes requested (where possible) – attach all quotes – even unsuccessful ones to requisition
- IT approvals for IT goods, software and services – INC # on requisition
- Research Computing approvals for Research IT goods, software and services – INC #
- Facilities Planning approval required for Furniture and Large Equipment Purchases
- Turnaround time for:
  - Buyer Review – 48 hours
  - Issue PO – 24 hours



# NON – PO INVOICES - EXEMPTIONS

- [PO Exemption List](#)
  - List of Purchase categories that do not require a PO
  - Supplier must still be on Workday
- AP will send the Invoice to the Cost Centre Approver for coding AND to select the exemption type under the “Statutory Invoice Type” field.

Supplier Invoice    Invoice Number SI-0000321068    Payment Status Unpaid

<b>Invoice Information</b>	<b>Terms and Taxes</b>	<b>Invoice Reference Information</b>
Company * × UBC The University of British Columbia ...	Payment Terms * × Net 30 ...	Ship-To Address
Supplier * × Snap Marketing Inc. DBA, Snap Printing ...	Discount Date (empty)	Handling Code
Remit-To Connection × CAD *EFT PO Box 22027 Capri Centre Kelowna, BC CAN ...	Due Date 2022-09-08	On Hold
Currency * × CAD ...	Due Date Override 2022-09-08	Supplier Document Received
Invoice Date * 2022-08-09	Default Payment Type *EFT	Supplier's Invoice Number
Invoice Received Date 2022-09-07	Override Payment Type	External PO Number
Accounting Date Override YYYY-MM-DD	Reference Type	Referenced Invoices
Control Total Amount 5,531.52	Default Tax Option Calculate Tax Due to Supplier	Statutory Invoice Type Search
Total Invoice Amount 5,531.52	Default Tax Code	Supplier Contract
Freight Amount 0.00	Default Withholding Tax Code	Total Contract Amount 0.00
Other Charges 0.00	Tax Amount 592.66	Document Link
Worktag Split Template	Withholding Tax Amount 0.00	Memo INV 6062
Tax Only	<input type="button" value="Update Tax"/>	Approver

- PO Exempt 01 - Pre-Approved Lease or Rental of Property - Canada
- PO Exempt 02 - Advertising and Journal Publications - Canada
- PO Exempt 03 - Clinical Trials, Patient Care Research and Billed Appointments - Canada
- PO Exempt 04 - Conferences and Excursions - Canada
- PO Exempt 05 - Non-Employee Individuals (Token of Appreciation, Royalty, Scholarships, Awards) - Canada
- PO Exempt 06 - Investment and Securities - Canada
- PO Exempt 07 - Professional Development and Memberships - Canada
- PO Exempt 08 - Pre-Approved Legal Services - Canada
- PO Exempt 09 - Public or Health





# GENERAL PROCUREMENT PROCESS

## Purchases >\$75,000 CAD

- Purchase Order required in Workday
- Legislated Trade Agreements
- Competitive bid
  - Procurement works with you to develop the bid documents and evaluation criteria; and
  - With the evaluation team (you and others with relevant knowledge and experience) to select the winning vendor/supplier
  - Turnaround time
    - Simple – Minimum 3 weeks
    - Complex – 4 to 12 weeks (depending on complexity)
- Sole Source purchase
  - Needs to be approved on legislated criteria.
  - Notice of Intent (NOI) posted publicly
  - Turnaround time - 2 week process (providing no contest)

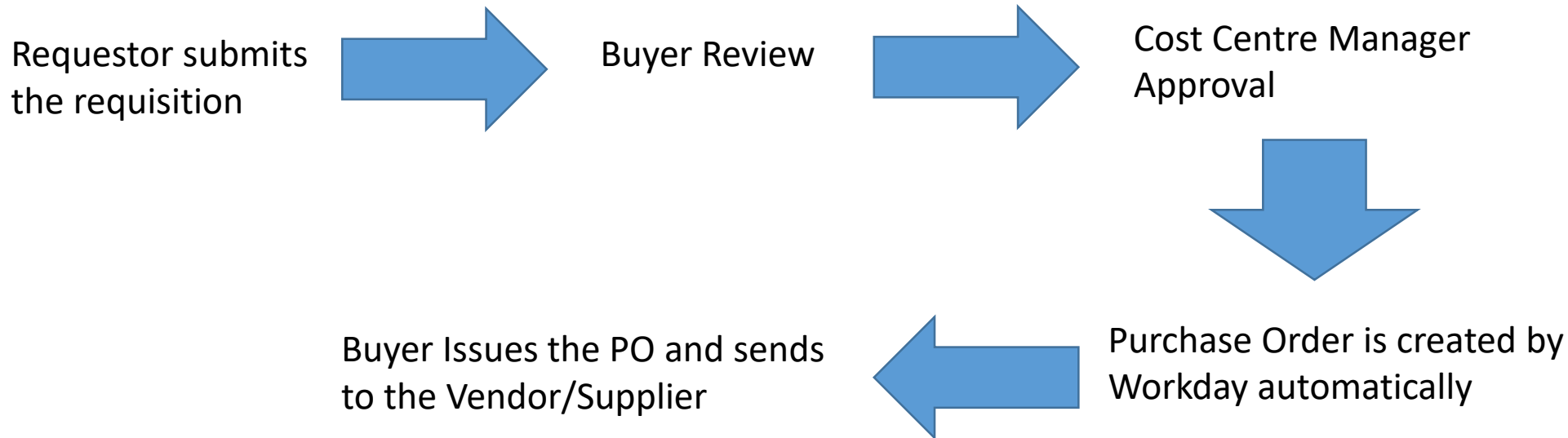


# WORKDAY PROCESS FLOW

Purchase Type:

## 1. Purchase Requisition

- a. Used for goods and services under \$75,000



**Note-** If a contract is required for services the Buyer will create the contract and send with completed PO

## 2. Bill Only (retroactive)

- a) Used only for PO's when you already have an invoice to be paid. Should not be regular.
- b) Follows same steps as type 1, but isn't sent to the vendor



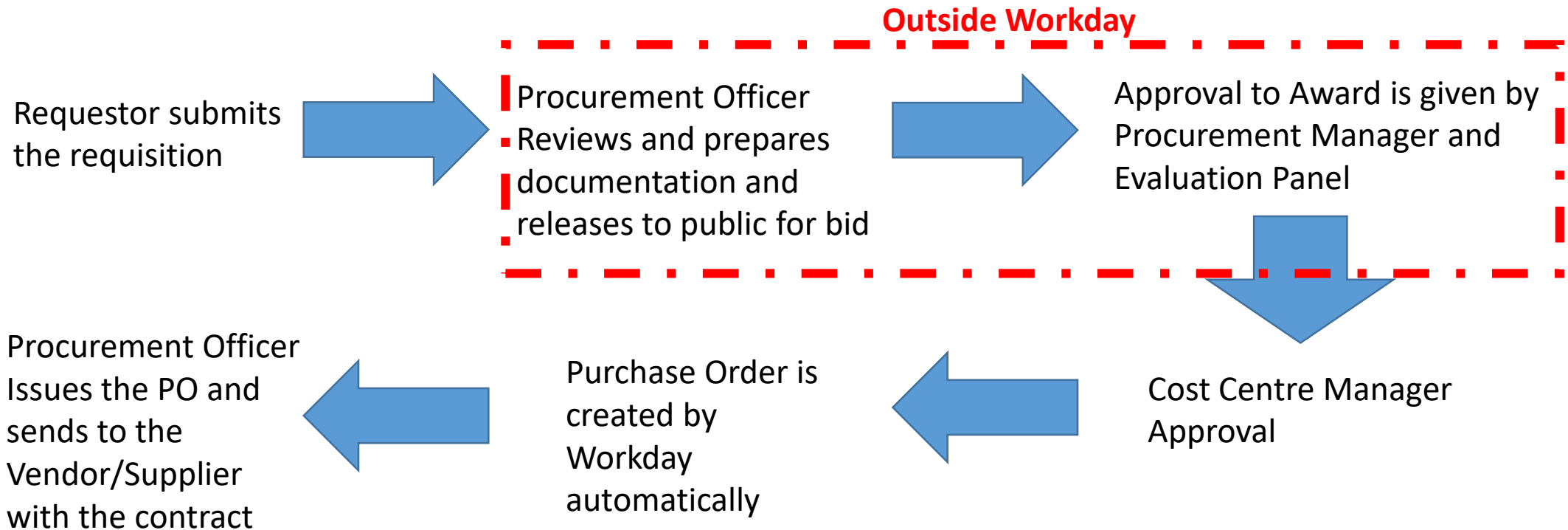
# WORKDAY PROCESS FLOW

## 3. Pay by Credit Card

- a. This is rarely used and not linked to any internal p-card processes. Don't use.

## 4. RFX / Competitive Bid Process

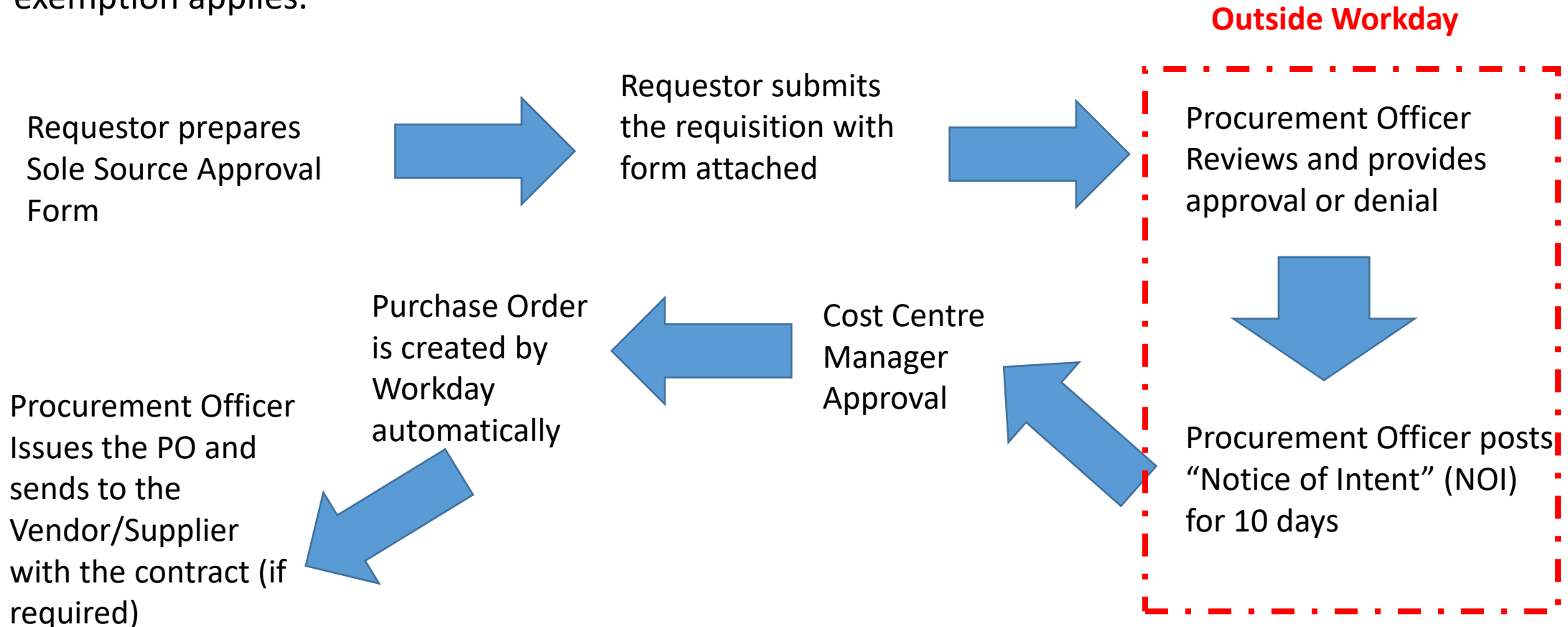
- a. Used for all purchases with a value above \$75k that are not already on a contract



# WORKDAY PROCESS FLOW

## 5. Sole Source

a. To be used for goods and services over \$75,000 where only one supplier exists or an approved exemption applies.



# WORKDAY – WHERE TO GO?

## Menu

Apps

Shortcuts



My Recent Purchase Orders



UBC Procurement



Procurement



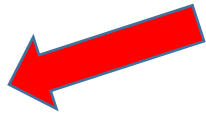
Processes Awaiting Me



Pay



Purchases



## Actions

Create Requisition

Create Receipt

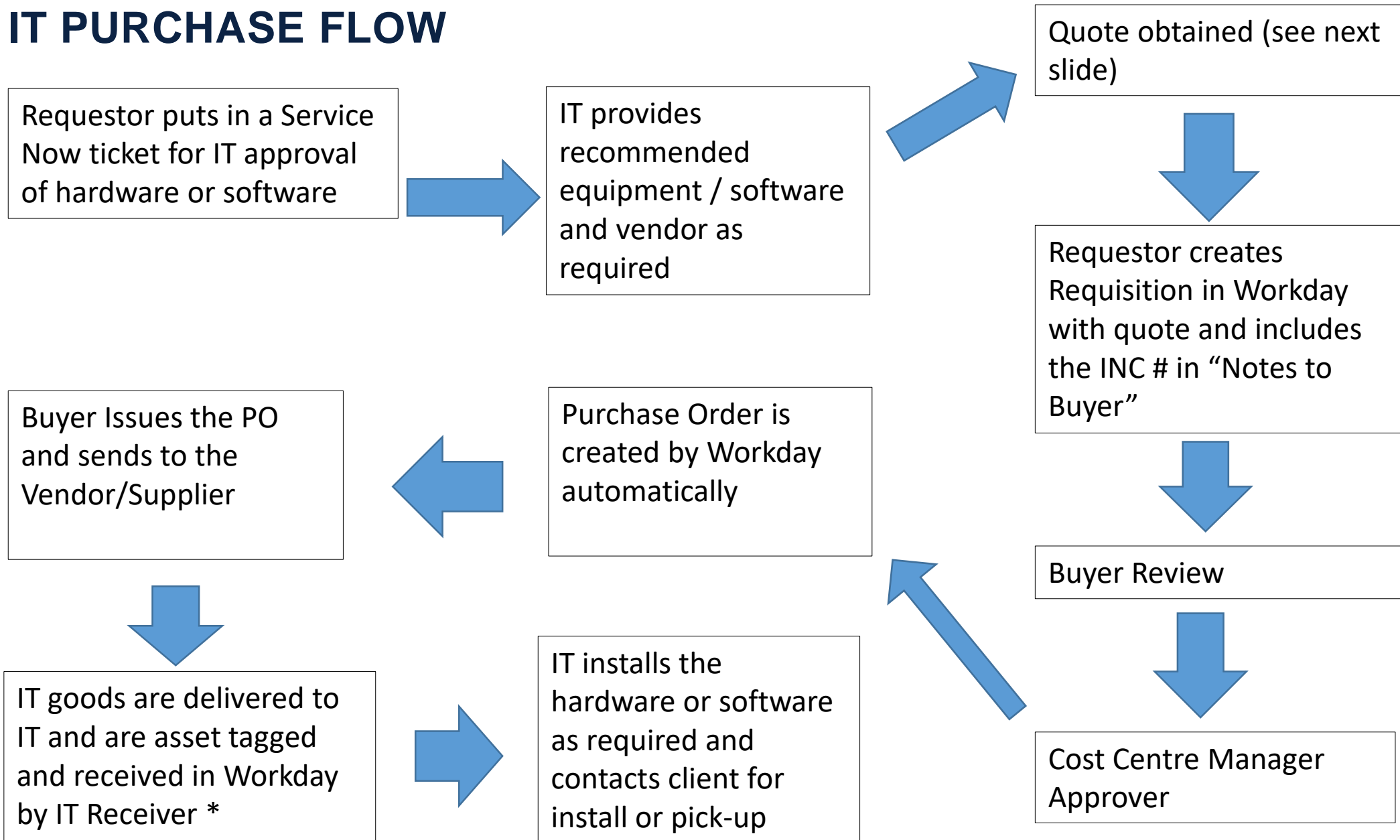
Create Supplier Request

Create Template

Edit Receipt



# IT PURCHASE FLOW



\*Does not apply for small items such as keyboards or software; Please note it may take 5-10 working days to template new desktops or laptops after delivery



# IT PURCHASING – WHO GETS THE QUOTES?

- Lean Initiative conducted in 2022 to streamline IT purchasing process to stop duplication of work and make better use of limited resources
  - Research Computing quotes will be sourced by the Research Computing team of experts
  - Non-Catalog Order quotes, once requirements are obtained from the IT Team, UBCO IT Buyer (Stacey) will get quotes from the relevant IT Supplier
    - Apple and Dell orders
  - AV and Classroom Equipment quotes will be sourced by the IT AV experts
  - Software quotes are obtained by Requestor – after IT consultation and may require a Privacy Impact Assessment
  - [Campus Wide Software Licenses \(ubc.ca\)](https://www.ubc.ca) – link to software we have campus wide licenses already in place
  - All requisitions are created by the department (you) no matter who gets the quote



## PUNCH OUT ORDERS – CATALOG ORDERS

- Punch out order is the orders placed through the integrated Workday Catalogs
  - Staples
  - Microserve
  - VWR / Fisher
- Reviewed by Okanagan buyer - completed by Vancouver Buyer
- Make sure your shipping information is very clear – Use the “Notes to Supplier”
- Credit Notes – Wait on receiving items UNTIL you have the credit note. Credit note should reference PO (so it credits your worktags).
- Any purchases through catalog’s do not need pre-approval by Procurement if over the \$75,000 limit. A contract already exists so no further Procurement process will apply.





# EQUIPMENT AND FURNITURE PURCHASES

- Equipment Pre- Purchase form – for all large equipment, equipment that requires connection to building systems, IT, or furniture should be completed and approved by Infrastructure Development.
- Need to have approvals that the intended site is able to handle the equipment and the relevant connections can be made BEFORE we commit to the purchase.
  - E.g. - Don't want to have equipment we can't fit in the elevator OR falls through the floor because it is too heavy OR requires additional unknown budget to connect to ventilation
- Furniture Pre-Qualified Vendor List and Discounts
- Dedicated Furniture Buyer – Stacey Broderick



# REQUISITION – TIPS AND TRICKS

- Start the Requisition as soon as possible
  - Procurement will require – quote, supplier set up, Program/ Grant/ Gift or Project code
  - Date required – put in the date you want the items by (realistic) or date promised
  - If you don't know the all the information please reach out to a Buyer for help!
  - If you don't know your worktag or the correct one to use please reach out to your Finance Manager for help!
- Requisition should look like the quote – 3 lines on quote = 3 lines on requisition
- Multi-year contracts should have a new PO generated each year, or a change order for the subsequent years added
- Put any information you want to share INTERNALLY with the Buyer in “Notes to Buyer”
  - Supplier contact information (email)
  - Urgency of purchase
  - Any other relevant information
- Put information you want to share with the supplier/vendor in “Notes to Supplier” (this will print on PO)
  - Shipping Information - “Please ship attention to: <name>, <department>”
  - Any other relevant information the supplier needs to know



# SUPPLIER SET UP

- All suppliers need to be set up with accounts on Workday to be paid or issued PO's
- Process is handled by UBC Vancouver based Supplier Set Up team
- Can be started by UBC staff in Workday OR the Supplier
- [Workday - Supplier Self Registration \(service-now.com\)](https://service-now.com)
- New suppliers must be validated by a UBC employee in Workday, this can be each department or it can be Procurement. It will be the name the supplier puts in their set up request if they set up themselves.
- Suppliers can NOT update their own information in Workday.
- Any Workday user can request the changes to existing supplier accounts.
- [Supplier Information Requirements | UBC Finance](#) DO NOT create a new vendor if there is a name change or a banking information change. Timeline is dependent on the number of requests and if the supplier needs to provide more information.
- Get in early as Purchase Orders or Payments can not be made until complete.



# CHANGE ORDERS

- Required when you change the PO from the original quote – add/remove services, goods, or agree to a substantial price change
- Changes are made to the Purchase Order NOT the Requisition
- Will trigger the approval process for Buyer Review and Cost Centre Manager
- If a PO has been closed or fully used up, a change order can NOT be made a new requisition will be required.

**A change order is NOT required to add Freight, or if the cost variance is within 10% or \$1,000 whichever is lessor.** Procurement will override those Match Exception variances to the PO without approvals. If the variance is significant or the freight is excessive Procurement will reach out to the department to confirm the charges and perform a change order.



## RECEIPT TIPS AND TRICKS

- Receipt can be done by original requestor OR a Cost Centre Receiver
- Receipts are the Workday version of writing “Ok to Pay” on invoices. If the PO, Invoice and Receipt match the payment will be made without any further approvals.
- If the original requestor leaves UBC or moves to a different position Procurement can change the requestor so the new person responsible can take over receiving duties.
- Receiving should NOT be done IF there is a dispute over payment. Only receive if you are happy with the goods and are ok to pay invoices.
- Do NOT Receive the Taxes on \$ PO's – creates an additional receipt and can lead to automatic payment of invoices you don't want to pay
- Workday CAN NOT differentiate between receipts and invoices for \$ PO's. It will apply the receiving to the oldest invoice. Please contact Procurement for help in putting disputed invoices “on hold” with AP.



# MATCH EXCEPTIONS

- 3 way match – Purchase Order, Receiving and Invoice
- Match Exception will ALWAYS trigger when this doesn't happen
- Procurement responsibility to monitor Match Exceptions and provide assistance where required
- Procurement Match Exceptions
  - Price Variance – unit cost – individual item pricing is different
  - Price Variance – total – overall cost is different
  - Additional Lines – including freight charges
- Department Match Exceptions
  - Missing Receipt
  - Receipt Quantity Variance – Receipt entered but not as many items as invoiced
  - Receipt Amount Variance – Receipt entered but not enough \$ as invoiced
- [Workday - Match Exception \(service-now.com\)](https://service-now.com) – or contact a Buyer for help to walk you through the process
- **Note** – some invoices might have more than one ME events, e.g. missing receipt AND a price variance



# CONTRACTS

- Signing Resolution 15
  - All goods and services contracts are prepared and signed by Procurement
- Types of goods and services that require a contract:
  - Any Services
  - Construction
  - Goods purchase that includes installation provided by supplier
  - Maintenance agreements
  - Software Agreements
- UBC Contracts are preferred – Vendor prepared contracts may need Legal Counsel Review



# CONTRACTS

- Procurement will work with you to prepare the contract. We will facilitate sign off of contract!
- Procurement will review vendor provided contract terms and conditions and negotiate with the supplier changes to ensure UBC is covered. We will provide you advise on the risks involved in the contracts.
- Contract as UBC – NOT UBCO! Leverage existing contracts Vancouver may have signed, with potential savings with time and money.
- Contract Management System
  - Project to centralize all contract documents





# BC NET AND OTHER COLLECTIVE AGREEMENTS

- UBC is part of BC Net – Collection of post secondary institutions to band together to get bulk discounts for services
- Choose to participate depending on interest
- Categories include
  - IT
  - Facilities
  - Housing and Hospitality
  - Furniture
  - Others as per demand by institutions
- Try to leverage where it makes sense for us and we can't get a better deal alone
- UBC Vancouver and UBC Okanagan to join forces and tender for services together



# PRE QUALIFICATION OF VENDORS

- Contracts for pre-qualified vendors are negotiated by Procurement
- [List of UBC Approved Suppliers | UBC Finance](#)
- Existing contracts with suppliers that don't need a new contract or procurement process. Can just use a PO with a Scope of Work related to that "job".
- Current project for Okanagan Trades Suppliers in many categories underway. Will include all sub-trades for different groups (Infrastructure Development, Facilities, Housing, CMO) to be able to leverage.
- Less paperwork!
- If you have a supplier you use regularly that involves contracts, please reach out and we can do a pre-qualification process and a master contract!



# SUPPLIER PERFORMANCE MANAGEMENT

- Procurement is here to help!
- We want to know if a Supplier is not performing, if they are invoicing wrong, etc. We can help!
- Escalate to a formal contract dispute – as a last resort if required
- Make note of badly performing suppliers for future projects



# TRAINING

- Procurement can provide one on one customized training for individuals or groups
- Contact us to schedule and we can tailor training for your specific needs either in person or virtual
- Team is happy to walk you through issues you are having with Procurement in Workday in the moment!



# QUESTIONS?

