

## P.O. Process

### Contract:

Receive a contract from each vendor, it will need to be signed prior to starting the purchase order process

- ✓ Event Coordinator will email the contract to Doreen Forslund, and CC Kayla, Doreen will sign it, and email it back to the Coordinator
  - [doreen.forslund@wisc.edu](mailto:doreen.forslund@wisc.edu)
- ✓ Once the Contract is signed, the Event Coordinator will upload it to Aestiva
- ✓ Event Coordinator will **email Kayla** to alert her that the Contract has been attached to Aestiva and to start the P.O. process

### Simplified Bid Sheet:

You need a simplified bid if the invoice will be over \$5000, and if it is not a contracted vendor.

Simplified bid sheet:

- ✓ The person planning the event will fill out the sheet with three different vendors' information along with any correspondence regarding the quotes. The lowest-priced option will be used unless you can justify why a different vendor should be chosen.

If you are not choosing the lowest priced vendor, you will need to provide a reason:

- Dates unavailable
- Not big enough room
- Proximity to the event
  
- ✓ Coordinators will upload the simplified bid sheet, quote correspondence, justification and contract to Aestiva
- ✓ Coordinator will **email Kayla** to alert her that the documents have been uploaded to Aestiva
  
- Kayla & Chad will email the bid sheet and contract to Debi

### Aestiva:

Person planning the event will create the Aestiva form, using the agreed upon instructions. (Reference Page 5 )

Person planning the event will attach the supporting documents as they are available:

- ✓ Agenda/Justification
- ✓ Attendance list
- ✓ Poster
- ✓ Event Meal Form

- ✓ Simplified Bid Sheet
- ✓ Signed Contract
- ✓ Invoice

### **L&S Approval:**

Chad will check WISDM to see if the vendor will need an updated W9. If the vendor needs to be updated, Chad will make the request.

Kayla and Chad will send the External Requisition Form (This form produces the purchase order #), simplified bid sheet, quotes and signed contract to Debi at L&S.

Kayla & Chad upload the External Requisition Form to Aestiva

Kayla will email the Coordinator letting them know that the forms have been sent to Debi, and that the vendor will receive the P.O. in 2-3 weeks.

### **21 N Park St. Approval:**

If Debi approves, then she will send the information to 21 N. Park St.

It is then assigned to a purchasing agent, who generates a P.O. for the vendor

The purchasing agent sends the P.O. to the vendor, and then it is official that the vendor will be used for the event

- We do not receive notification that the P.O. has been sent to the vendor
  - You can check the Requisition Inquiry to see the progress of the P.O., When the Inquiry list shows it has been assigned to an agent, it generally takes 2-3 days to be approved and sent to the vendor.
    - <https://www.busserv.wisc.edu/purch/requiry.aspx>
  - The Inquiry list shows when it is approved and sent to the vendor by displaying the full P.O. form; at this point you can follow up with the vendor to make sure they received the P.O.

### **Follow Up:**

- ✓ Optional: Two - three weeks after the Coordinator receives the email from Kayla notifying them that the forms have been sent to Debi, they will follow up with the vendor to see if they have received the P.O.

### **Blanket Order: Is an Open Purchase Order**

- This can be for invoices that are under or over \$5000
- They are event, vendor, and funding specific
- If we plan on using the same vendor for a future event, we would set up a Blanket P.O.
- If the vendor doesn't take a credit card, we will need to set up a Blanket P.O.
- The Blanket P.O. is made out for an estimated amount and is left open for a year
- If it is under \$5000 we do not need a simplified bid sheet

- A quote is all that is needed from the vendor to set up the Blanket P.O. for invoices under \$5000
- If it is over \$5000 - The first time we create the blanket order, we still need to go through the purchase order process: contract, simplified bid, and 3 quotes

Kayla and Chad will send the Blanket Order Request to Debi at L&S, we will need the details about the event, such as the estimated cost, and reasoning as to why we will use this vendor going forward.

Debi will send the approved Blanket Order to 21 N. Park St., who assigns a purchasing rep to the Blanket Order, the Purchasing Rep generates a P.O. to send to the Vendor.

Chad is mailed an annual request from 21 N. Park Street, based on the individual P.O. set up date, asking if we want to renew the vendor contract. Chad will give Kayla the requests for the coordinators vendors 90 days prior to them being due, and Kayla will contact the coordinator that is the point person for the vendor, and based on their feedback, Kayla will tell Chad which vendor contracts to renew.

#### Invoices:

- If the vendor sends the invoice straight to 21 N. Park St., we are not notified of the payment.
  - ✓ The Coordinator will ask the vendor to **send the invoice directly to them**, versus sending it to 21. N. Park St.
- When the vendor sends the invoice to the Department:
  - ✓ Coordinator reviews and approves invoice & Writes the date and their initials on the invoice
  - ✓ Optional: Coordinator calculates the split
  - ✓ Coordinator then emails the invoice to Kayla, or provides the hardcopy.
    - Kayla will calculate split
    - Foundation – Kayla will send the Foundation Request to Mary Machaj at L&S for approval, once approved the request is then sent to the Foundation, Foundation cuts a check for the vendor. Kayla will email the Coordinator letting them know the request has been made.
    - UW Funds – Kayla & Chad will email the UW Funds amount to accounts payable at 21 N Park St., and CC the Coordinator, then accounts payable cuts a check to the vendor and mails it. Chad receives a confirmation that accounts payable received the payment request, and forwards it to the Coordinator and to Kayla.
- ✓ Optional: The Coordinator can follow up with their vendor in four weeks to see if they have been paid
  - They can check WISDM by using the fund number and see if the amount has been posted, or they can call the vendor.
- ✓ The Coordinator will email Kayla if there are any issues with the payment.
  - When the invoice is paid, Kayla will complete the Aestiva Process. (See page 6)

**Accounts Payable:** Kayla and Chad need the following information when they send the payment request to (AP-Invoices@busvc.wisc.edu) at 21 N Park St.:

- Purchase order# (Found in the blue box of the Aestiva Record or the External Requisition Form)
- Invoice
- Amount that needs to be paid, which is calculated from the split
- For questions on the payment status Kayla will reach out to:
  - Mary Machaj with L&S who approves Foundation Requests, [mary.machaj@wisc.edu](mailto:mary.machaj@wisc.edu)
  - Sandy Balson with Accounts Payable at 21 N. Park St. [sandra.bolson@wisc.edu](mailto:sandra.bolson@wisc.edu)

## Aestiva

It is an internal system, used to track credit card purchases and events. Making an Aestiva order does not mean that your order has been placed or paid. Your Aestiva order is sent to Chad, who then places the order; or if it indicates that the order was already placed and paid, he sends it directly to Bob.

Make an Aestiva Order even if the order has been paid, and make a note in the payment section how it was paid. This allows the department to track the purchases and payments made on the card.

### Create New Form

- Requested By: Fill in your information
- Shipping Preference: Choose the **Travel or Event** option if applicable
- Vendor: Click on the document icon, find the vendor, or click "Add a vendor"

### Item No:

- If the order is for office supplies the item number would be the product code. If the product does not have a code, enter NA
- If the order is for an event, the item number would be the vendor name with Invoice #; there might be several line items to match the invoice and the various items for the entire event.
  - For example, an event might include lodging, airfare, a venue hall, food, and various services.
  - Create a line item per payment needed; this way Bob can receive each payment as it comes in, and close it once it is complete.
  - Create one Aestiva Form per event; include all event items on the same form.

**Units:** Each

### Description:

- If the order is for office supplies, the Description is used to provide details on the product to make it easy to find.
- If the order is for an event, the Description could look like: A person's name, meal name, lodging, room rental, AV,

**Qty:** # of products

**Class Code:** Choose from available options {Check with Chad or your supervisor with any questions}

**Unit Price:** Price of product

**Special Instructions:** Any additional information that the purchasing team should know, and it is also used by the coordinators and the purchasing team to update each other on the steps they have taken in the process

- If you are ordering a product that does not have a product code, enter the URL in the special instructions box
- If the order has already been paid, please make note of that here.

**Funding:** Choose from available options (Check with Chad or your supervisor with any questions)

**Amount:** Enter the Total amount

**Supporting Documentation:**

Invoice#: Fill in if applicable

Invoice Attached: Attach if applicable

Contract Attached: Attach once it is signed

Justification Attached: Can be used for agendas

Other Attached: Can be used for the Attendance List, Simplified Bid Form, Quote Correspondence, Event Meal Form

**Purchasing Documentation and Attachments/ Payment Status**

- If you have already paid 100% for the order, please fill out the following in this section:
  - Date Ordered
  - Payment Method
- If you need payment, (whether from Foundation or UW Funds), Do Not Fill Out this section.
  - Chad uses this section to see if he needs to pay for the order; if he sees a payment method chosen, then he assumes it has already been paid and sends it to Bob
  - Leave this section blank if you need payment or a purchase order created

**Click Submit:** This sends the Aestiva Form to Chad

***For events:***

When you receive the invoice for the event, open up the same Aestiva Record that you created for the event and update the line items and amounts.

***Searching in Aestiva:***

Use the Aestiva form (R) number

This will bring up the form whether it is opened or closed.

Make a point to include the Aestiva form (R) number in your documentation of the event

The Aestiva form Special Instructions box is where you will be able to see the various updates

***Closing Aestiva Form:***

The form is closed once everything on the form has a receipt to match.

If you are putting all of the vendor invoices on one form for one event, please make sure to put all pending payments on the form right away. You do not need to know that exact amount, but having it on the form will insure that it is not closed.

**Aestiva Process once an invoice has been paid:**

- The purchasing team will complete the following steps, once payment has been confirmed through WISDM and the vendor.
  - Check the PC Recon box
  - “invoice Date” – date payment posted (use the date from WISDM)
  - Confirm invoice amount. Attach Invoice if applicable
  - Mark “paid”
  - Attach pdf proof – (screen shot of the WISDM page)
  - Add comments if needed
  - Quinn closes Aestiva form