

Buying	Receiving & Reports	Paying
<p>Catalog Ordering</p> <ul style="list-style-type: none"> For purchases from contracted suppliers listed in the ARIBA punchout or hosted catalogs. No dollar limit on purchases from contract suppliers Purchases from non-contract suppliers over the Direct Buy Limit will be reviewed by a buyer. 	<p>Receiving</p> <ul style="list-style-type: none"> Mechanism for users to confirm goods/services are received and in good condition and allow invoices to be paid. 	<p>Non-PO Invoice</p> <ul style="list-style-type: none"> For payments to suppliers for goods already received. Supplier did not require a Purchase Order at the time of order. Payment of purchases under the Direct Buy Limit See exception items list for goods/services not allowed.
<p>Non-Catalog Ordering</p> <ul style="list-style-type: none"> Goods not available in punchout or hosted catalogs. Purchases over Direct Buy Limit will be reviewed by a buyer. Goods not yet ordered. Supplier requires a Purchase Order. See the exception items list for guidance on specific goods/services. 	<p>ARIBA Reports</p> <ul style="list-style-type: none"> Web-based reports within ARIBA available for various categories of data, including order status, invoices, eReimbursements and open balances. 	<p>Payments to Individuals (P2I)</p> <ul style="list-style-type: none"> For payments relating to honoraria, royalties, awards/prizes, non-UW scholarships, services, expenses, and performers. Payments over the Direct Buy Limit will be reviewed by a buyer.
<p>Blanket Purchase Orders (BPO)</p> <ul style="list-style-type: none"> For blanket or standing orders of goods/services over a period of time. Purchases over the Direct Buy Limit will be reviewed by a buyer. Department will perform ARIBA receiving and allow invoices to be paid. See the exception items list for guidance on specific goods/services. 	<p>Procurement Desktop Reports</p> <ul style="list-style-type: none"> Web-based reports developed by Procurement Services. Reports available for various categories of data, including Accounts Payable reports for invoice status, payment details, Non-RIP invoices pending, Use Tax reversals and more. 	<p>eReimbursement</p> <ul style="list-style-type: none"> For reimbursements to UW staff and Non-UW individuals for UW business-related expenses Not to be used for travel.
<p>Sourcing</p> <ul style="list-style-type: none"> For purchases over the Direct Buy Limit where competitive bids are required. Sourcing events managed by Central Office based on department scoping and evaluation criteria. 	<p>MyFinancial.desktop (MyFD)</p> <ul style="list-style-type: none"> Provides access to online financial reports for UW's Financial Accounting System (FAS) and ARIBA transactions which are used for monitoring budget balances and reconciling transactions. 	<p>eTravel</p> <ul style="list-style-type: none"> For reimbursements to UW staff or visitors for expenses incurred during business travel. Parking (not at duty station).