Enhancements to Submission of NONPO Invoice Supporting Documentation and W-9 forms
June 07, 2022
June 13, 2022

Presenters:
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Agenda
1. Definitions
2. Enhancements-Webforms
3. Current W-9 submission process
4. New W-9 submission process
5. Current NONPO invoice documentation submission process
6. New NONPO invoice documentation submission process
7. Webform demonstrations
8. Useful resources and upcoming events
9. Questions
1. Definitions
Definitions

• Quantum Financials
  ▪ UMB’s financial system. Used to process and record transactions.

• Supplier Registration
  ▪ Mechanism used in Quantum Financials to add a new supplier into the financial systems to receive payment
1-Definitions (cont’d)

• W-9 form
  ▪ IRS form used to provide the correct taxpayer identification number (TIN) to the person/business entity required to report income paid to the individual/business entity
  ▪ State of Maryland requires October 2018 revised version
  ▪ Must have a wet signature or a digital signature that includes the date and time stamp (Adobe verified signature)
  ▪ Signature date cannot be older than one year
1-Definitions (cont’d)

• NONPO Invoice
  ▪ Non purchase order payments initiated by the department in Quantum Financials.
  ▪ Also called payment requests or check requests
  ▪ Includes but not limited to: research study participants, honorariums, stipends, and other miscellaneous reimbursements.

https://www.umaryland.edu/media/umb/af/procurement/guides/Payment-Type-Table.pdf
Part 2: Enhancements: Webforms
2 – Enhancements: Webforms

To improve the efficiency of processing NONPO invoices, the following two webforms have been created:

– W-9 submission webform
– NONPO invoice documentation submission webform
3. Current W-9 Submission Process
3 – Current W-9 Submission Process

When is a W-9 needed?

– If the supplier is a new supplier and will be paid via the state payment method
– If the supplier will receive a payment ≥ $100
– If there is a change to the name or address of an existing supplier
– If the supplier registration team identifies a discrepancy between the State’s records and Quantum Financials
3 – Current W-9 Submission Process (cont’d)

W-9 Submission:

• Current process:
  – W-9s are submitted to the supplier registration team via email to request updates to supplier information.
  – Central office does not retain copies of W-9s. This results in multiple submissions if a W-9 cannot be located
  – Interruption in service when the secure feature is not operating
Part 4: New W-9 Submission Process
4 – New W-9 Submission Process

W-9 Submission:

• Effective July 1, 2022:
  – W-9s will be submitted via an online webform—replacing the email requirement.
  – W-9s will be retained for one year from the date submitted via the webform.
  – Please note: This webform does not replace the requirement to submit a supplier registration request for a new supplier.
Part 5: Current NONPO Invoice Documentation Submission Process
5 – Current NONPO submission

NONPO Invoice Documentation Submission:

• Current process:
  – Supporting documentation for NONPO invoices is currently emailed to the NONPO email inbox.
  – Volume of emails can be challenging due to the multiple payment methods being used and the inconsistent email subjects.
  – Current method of using [secure] emails often causes retrieval issues within the central office. Difficult for some schools to submit documentation.
Part 6: New NONPO Invoice
Supporting Documentation
Submission Process
6 – New NONPO submission process

NONPO Invoice Supporting Documentation Submission:

• Effective July 1, 2022:
  – NONPO invoice supporting documentation will be submitted via an online webform-replacing the email requirement.
  – Documentation will be stored in ImageNow, removing the hurdle of emails either expiring or being deleted in error.
  – Use of the online webform will reduce processing times by eliminating some of the manual steps completed by Disbursements.
Part 7: Webform Demonstration
Part 8: Useful Resources and Upcoming Events
8 – Useful Resources

• Quantum Financials Training and Support:
  – https://www.umaryland.edu/quantum/training-and-support/

• Quantum UPKs:
  – https://cf.umaryland.edu/upk/quantum/PlayerPackage/index.html?Guid=f4c7c798-0b6b-4e89-bcb5-786b4cc57060
8 – Useful Resources (con’t)

• Quick Reference Guides for Purchases and Payments

(Page includes guides for general procurement processes, procurement dollar thresholds and limits, a payment type table, and invoice and payment workflow.)
• Travel Talks

  – Bi-weekly meeting to discuss travel specific questions or concerns.

  • Upcoming meetings: June 15\textsuperscript{th} and June 29\textsuperscript{th} from 10:00 – 11:00 AM

  • Register here:
    – https://cf.umaryland.edu/cits_training/show_schedule.cfm?cid=203
Contact Information

• For questions or concerns related to supplier registration, please email supplierregistration@umaryland.edu

• For questions or concerns related to NONPO invoices, please email rs-bfnonpo@umaryland.edu
Questions?