A leap forward. Transforming systems.
Empowering People!

Business Process Education
— Purchasing and Paying for Goods and Services with Quantum

July 2, 2019
Disclaimer

➢ This is not meant to be TRAINING – training will be offered closer to Go-Live – some will be required to get Quantum access

➢ Today’s purpose is to start exposing users to business process changes and new terminology

➢ PCard is covered in a separate session

➢ Some business processes are still evolving
**Agenda**

Business Processes under Quantum

- What is Not Changing
- What is Changing
- Business Processes
  - Requisitions
  - Purchase Orders and Agreements
  - Receiving
  - PO Invoices
  - NONPO Invoices for Payment Requests (formerly PUR02, EZ Pay, Working Fund)
  - Supplier Registration
What is Not Changing

- **Purchasing options**
  - Requisition ($5,000 and above)
  - PCard (less than $5,000)
  - Payment Requests (non-travel payments/reimbursements, working fund checks)

- **Requisitions created and approved in departments**

- **Strategic Sourcing and Acquisition Services (SSAS) will sign agreements with suppliers and create POs**
What is Not Changing

➢ Receiving needed to complete the match with POs and invoices

➢ Financial Services – Disbursements (AP) receives invoices from suppliers

➢ Payment Request Forms and hard copy supporting documentation must be sent to AP – State requirement

➢ SSAS will monitor payment requests to identify any that should be on a PO
What is Changing

- Chart of Accounts – forms
- Catalog and Non-Catalog Requisitions
- Temporary Requisitions
- Buyer Created or Touchless POs
- Change orders
What is Changing

- Purchase Agreements and Invoices viewable in Quantum
- 100% Receiving - no $5,000 threshold
- Payment requests (e.g., PUR02, EZ Pay, Working Fund) created and approved in Quantum as NON PO invoices
- Supplier registration process - new
Business Process
Requisitions
Non-Catalog - Catalog – Smart Form - Temporary

Non-Catalog Requisition
  • SSAS will still create PO and send manually

Catalog Requisition
  • Internal or External (Punch-Out)
  • Auto creates a PO and sent via email (Internal Catalog) or electronically (External Catalog)
  • Self-Serve - No human intervention after department approval (Touchless)
## Non catalog Requisition

**Requisition: 1000000091**

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Category Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Status</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Utility Services</td>
<td>Electricity</td>
<td></td>
<td></td>
<td>100,000.00</td>
<td></td>
<td>Approved</td>
<td>Liquid</td>
</tr>
</tbody>
</table>

**Requisitioning BU**
- PO

**Entered By**
- Stacy Holton

**Description**
- Utility Services

**Creation Date**
- 06/20/2019

**Status**
- Approved

**Requisition Amount**
- 100,000.00 USD

**Approval Amount**
- 100,000.00 USD

**Funds Status**
- Liquidated

**Attachments**
- None

### Line 1: Details

- **Requester**: Stacy Holton
- **Requested Delivery Date**: 06/20/2019
- **Destination Type**: Expense
- **Buyer**: Joseph Evans
- **Suggested Supplier**: BALTIMORE GAS AND ELECTRIC
- **Supplier Item**
- **Billing**
  - **Deliver-to Location**: 670 W. Baltimore Street
Thank you for choosing Rudolph's for all of your office needs!

Rudolph's Supply is proud to be the office supplier for

UNIVERSITY OF MARYLAND, BALTIMORE

Sales Executive
Mark Mooney
mmooney@rudolphsupply.com
(443) 461-1451
Smart Form Requisitions

- Consultant – to set up a consultant relationship
- Subrecipient – to set up a subrecipient relationship
- Change Order – to request a change to an approved PO
Business Process - Requisitions

- Temporary Requisitions
  - In response to user requests
  - To reserve funds for a future planned expenditure
  - Auto approved – no workflow
  - No PO generated
  - Needs to be manually canceled
Business Process - Requisitions

Approvals

• Workflow approval notices will go to all department approvers
• Multi-Department – Approval needed from each department
• Departments will use dashboard to monitor approval status and progress to PO
• SSAS will check accuracy of Purchasing Categories and notify departments of corrections
• Financial Services - General Accounting will not approve Requisitions
Dept. Approvals Notification

Pending Notifications

- **Action Required**: Approve Requisition 1000000045
  - Sakti Nandi
  - 3 weeks ago

- **Action Required**: Approve Requisition 1000000043
  - Sakti Nandi
  - 3 weeks ago
Business Process - Requisitions

- Amendments
  - Only for Non-Catalog Requisitions and before PO
  - Required if Requisition is rejected/returned to department by SSAS
  - Catalog Requisitions cannot be amended

- Departments can track Requisition lifecycle
  - Status, Approvals, Reassign Ownership
  - Printable Requisitions
Printable Requisition

Requisition: 1000000091

Requisitioning BU: PO
Entered By: Stacy Holton
Description: Utility Services

Creation Date: 06/20/2019
Status: Approved
Justification:

Funds:
Approval:

Requisition Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>Category Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Amount (USD)</th>
<th>Status</th>
<th>Fund</th>
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<td></td>
<td>Utility Services</td>
<td>Electricity</td>
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<td></td>
<td>100,000.00</td>
<td>Approved</td>
<td>Liquid</td>
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Rows Selected 1  Columns Hidden 13

Line 1: Details

Requester: Stacy Holton
Requested Delivery Date: 06/20/2019
Deliver-to Location Type: Internal
Deliver-to Location: 670 W. Baltimore Street
# Printable Requisition

**INTERNAL USE ONLY - THIS IS NOT A PURCHASE ORDER**

University of Maryland Requisition

## Requisition Details

- **Requisition Number:** 100000091
- **Requisitioning BU:** PO
- **Entered By:** Stacy Holton
- **Requisition Amount Status:** Approved
- **Requisition Amount:** 100,000 USD

## Purchase Line

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Amount (USD)</th>
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<tbody>
<tr>
<td>1</td>
<td>Utility Services</td>
<td></td>
<td>USD</td>
<td></td>
<td>100000.00</td>
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</table>

- **Requester:** Stacy Holton
- **Deliver-to Address:** 670 W. Baltimore Street, Baltimore, MD 21201, UNITED STATES
- **Supplier:** BALTIMORE GAS AND ELECTRIC
- **Supplier Site:** 1-PO BOX 13070

## Distribution Details

<table>
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<tr>
<th>Distribution</th>
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<th>Percentage</th>
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<td></td>
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**End of Report**
Business Process
Purchase Orders and Agreements
Business Process - Purchase Orders

- Auto created for Catalog Requisitions (Touchless)
- Buyer created for Non-Catalog and Smart Form Requisitions
- No PO for Temporary Requisitions
- Approvals - Workflow within SSAS based on approval thresholds
- Buyers will be able to close PO
Business Process - Purchase Orders

- Change Order
  - Departments will create Change Order Smart Form Requisition to amend an already approved PO
  - Cannot be done for Catalog PO – must create new Requisition
  - SSAS Buyers will use department created Smart Form Requisition to initiate change to existing PO
Business Process - Agreements

- Purchase Agreements will be available in Quantum for departments to access
- SSAS will keep Agreements updated
- Blanket Purchase Agreements (BPA)/Standing Orders/Internal Catalog
- Some Agreements will only be accessible to specific departments
Business Process
Receiving
Business Process - Receiving

- Departments must Receive on all PO goods and services – no longer using a $5,000 threshold
- Invoices will not be paid until Receiver is done
- Requestors will get system notifications of Invoices on hold awaiting Receipt
- You can Receive on behalf of others
- No longer need to send Receipt information to AP
Business Process
PO Invoices
Business Process - PO Invoices

- PO Invoices should still be received in AP
- AP will redact any Personally Identifiable Information (PII) and scan Invoices into Quantum
- Chart of account/project distribution details - pulled from PO
- Departments will have access to view Invoices - based on role
- Invoices can be placed on hold if not validated (e.g., missing documentation/receipts, amount/quantity does not match PO)
PO Invoice

Invoice: TR-3403 LYP 6/20/19

- Business Unit: PO
- Legal Entity Name: University of Maryland
- Supplier or Party: BALTIMORE GAS AND ELECTRIC
- Supplier Site: Baltimore
- Address: P.O. Box 1475, Baltimore, MD 21203
- Invoice Date: 06/20/2019
- Invoice Amount: 6,000.00 USD
- Unpaid Amount: 6,000.00 USD
- Payment Currency: USD
- Conversion Rate Type: Conversion Rate
- Conversion Date: 

**Lines**

<table>
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<th>Line</th>
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<th>Description</th>
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<th>Quantity</th>
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Summary Tax Lines

Shipping and Handling
Business Process
NON PO Invoices for Payment Requests
Business Process – NON PO Invoices for Payment Requests

- Departments will create Non PO Invoices for Payment Requests
  - General Working Fund (GWF) payments
  - State payments
  - RSTARS transfers
- Replaces PUR02 and EZ Pays
- Department approval will be via workflow
- Will see more details in Quantum (Working Fund, RSTARS)
Business Process – NON PO Invoices for Payment Requests

- Departments will still complete and send hard copy request forms, original invoices and supporting documentation to AP
- AP will mask PII and attach documentation in Quantum
- AP will receive Non PO Invoices via workflow – will hold until hard copy documentation is received
- SSAS will be part of the workflow and will monitor for requests that should be on PO
NON PO Invoice

Invoice Details

Invoice Date: 06/11/2019
Invoice Type: Standard
Business Unit: NONPO
Payment Business Unit: NONPO
Payment Terms: Immediate
Supplier or Party: GROB, MICHELE
Supplier Site: Primary
Address: 5491 ROSS COURT, NEW MARKET, MD-21774
Attachments: None

Items

<table>
<thead>
<tr>
<th>Line</th>
<th>Amount</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>UOM Name</th>
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</table>
Business Process
Supplier Registration
Business Process - Supplier Registration

New suppliers must be registered and spend authorized to pay invoices

PO Invoices

- SSAS Buyers will initiate supplier registration
- SSAS Supplier Manager will approve and change to Spend Authorized

NON PO Invoices (payment requests)

- Departments will select from existing suppliers or initiate supplier registration if new
- AP will approve and change to Spend Authorized
- Department will get bell notification when supplier is spend authorized
- If duplicate supplier registration is received, AP will notify department of existing supplier
Supplier Registration

Register Supplier

Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

Registration Details

- **Company**: Swanson Catering II
  - **Request Reason**: Check Request
  - **Justification**: State Payment
  - **Procurement BU**: 
  - **Business Relationship**: Prospective

Company Details

- **Tax Organization Type**: Corporation
- **Supplier Type**: State
- **Corporate Web Site**: swansonfood.com
- **D-U-N-S Number**: 
- **Tax Country**: United States
- **Taxpayer ID**: 811234567
- **Tax Registration Number**: 

Contacts

- **Name**: Pogliano, Laura
  - **Job Title**: UMB
  - **Email**: lpogliano@umaryland.edu
  - **Administrative Contact**: 
  - **Request User Account**: 

Addresses

- **Address Name**: Primary
  - **Address**: 123 Main Street, Baltimore, MARYLAND 21214
  - **Phone**: 
  - **Address Purpose**: Ordering, Remit to

Business Classifications

- None of the classifications are applicable
Stay Tuned for More Quantum Information

Quantum website – www.umaryland.edu/quantum

Business Process Education Sessions
COA Sessions
Training
Roles