

Changes to Check Request/Payman

- Procurement Services is eliminating the manual check request process
- US Dept of Homeland Security check requests should now be processed as a non-PO invoice in Ariba.
- If you do not have a non-PO invoice access in Ariba, see the Procurement Services website for instruction how to obtain Ariba access:
<http://finance.uw.edu/ps/how-to-pay/nonpo>

Please note: You must complete a separate non-PO invoice per check.
Ariba will not send you separate checks if combined into one invoice.

Home Dashboard

Common Actions

Create

- Requisition
- Reimbursement
- Payment to Individual
- Contract Request
- More...

Manage

- Reconcile Invoice
- Core Administration
- Reports
- More...

Recently Viewed

- INV1-853644 INV1-853644
- XP20543 test Awards WH
- XP20542 test Awards WH
- IRQMFS4-8481...RQMFS4-848147
- XP20541 Unti...to Individual
- More...

News

EVAL Site:

- eProcurement News**
<http://f2.washington.edu/fm/ps/>
- eTravel News**
<http://www.washington.edu/admin/finserv/travel/etravel.html>

If you need assistance please contact the following accounts:
 eProcurement: pcshelp@uw.edu
 eTravel: traveluw@u.washington.edu

Search

Card Application Title:

Payment to Individual ID:

Requisition

Purchase Order

Contract

Invoice




More...

To Do

ID	Date ↓	From	Status	Title	Required Action
 IRO-In-None-NonWA-853104	11/20/2017	Aristotle B. Gempesaw	Reconciling	IRO-In-None-NonWA-853104	Reconcile
 IRLH20161005_1-850499	11/2/2017	Laurie A Hunt	Reconciling	IRLH20161005_1-850499	Reconcile
 WPC13348	10/27/2017	Donald Wilcox	Submitted	R20 Post Deployment CC Report Issue - DW - 5	Approve
 WPC13347	10/27/2017	Donald Wilcox	Submitted	R20 Post Deployment CC Report Issue - DW - 4	Approve

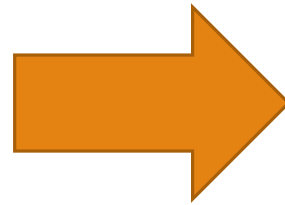
[View List ...](#) (100)

My Documents

ID	Title	Date ↓	Status
 INV1-853644	INV1-853644	4/5/2018	Submitted
 INV9021-1-853615	INV9021-1-853615	3/27/2018	Reconciled
 INV9019-1-853590	INV9019-1-853590	3/20/2018	Reconciled

Please log in to Ariba

The screenshot shows the ARIBA SPEND Home tab navigation menu. The menu is organized into several sections: 'Home' (with sub-tabs 'Create', 'Search', 'Manage', 'Recent'), 'Card Application', 'Card Limit Increase', 'Contract Request', 'Contract Review', 'Contract-based Invoice', 'Credit Memo', 'Customer Request', 'Expense Report', 'Non-PO Invoice', 'Payment to Individual', 'PO-based Invoice', 'Reimbursement', 'Requisition', 'Travel Authorization', 'Travel Profile', 'Reconcile Invoice', and 'Core Administration'. The 'Non-PO Invoice' option is highlighted in blue.



The screenshot shows the 'Direct Invoicing' page for invoice INV853647. The page is divided into two main sections: 'Direct Invoicing' and 'INV853647'. The 'Direct Invoicing' section contains three steps: '1 Create Header', '2 Add Items', and '3 Summary'. The 'INV853647' section contains a form with the following fields: 'What is this expense for?' (dropdown), 'Supplier Invoice #' (text), 'Title' (text), 'Invoice Date' (calendar, set to Thu, 05 Apr, 2018), 'Supplier' (dropdown, set to (none selected)), 'Supplier Sales Order #' (text), 'On Behalf Of' (dropdown, set to Hae Soon Hong), 'Supplier Contact' (text, set to (no value) [select]), 'Remit To Address' (text, set to *(no value) [select]), 'Quote or Contract #' (text), 'Payment to an individual' (radio buttons, set to Yes), 'Food or beverages' (radio buttons, set to Yes), 'Remittance Note' (text), and 'My Labels' (text, set to Apply Label...). The 'SHIPPING - ENTIRE INVOICE' section is partially visible at the bottom.

On the home tab, click on 'Create', then 'Non-PO Invoice'.
This will take you to the invoice creation page.

INV853647

Next ▶ Exit

What is this expense for? * ← “Goods and Services”

Supplier Invoice #: * ← Visa Recipient (if it fits, okay to leave blank)

Title: ← “US Dept of Homeland Security \$XXX fee for ‘xxxx’”

Invoice Date: * ← Date prepared

Supplier: ← “US DEPT OF HOMELAND SECURITY”

~~Supplier Sales Order #:~~

On Behalf Of: ← This should be your name

Supplier Contact: ← This will auto-populate when you selected the supplier.

Remit To Address: ← Select appropriate Address from list

~~Quote or Contract #:~~

Payment to an individual: Yes No ← ‘No’ to both

Food or beverages: Yes No

Remittance Note: ← Name of fee being paid

~~My Labels: Apply Label~~

Fill in the form with your respective check request information.
Please ensure the supplier is “US DEPT OF HOMELAND SECURITY”.

What is this expense for?

*

If multiple invoices are expected, will the aggregate spend exceed the \$10K direct buy limit (regardless of time)?


Yes No

US DEPT OF EDUC	US DEPT OF EDUC	170737	Select
US DEPT OF HEALTH & HUMAN SVC	DEPT OF HEALTH & HUMAN SVC	124207	Select
US DEPT OF HOMELAND SECURITY	US DEPT OF HOMELAND SECURITY	173663	Select
US DEPT OF INTERIOR	US GEOLOGICAL SURVEY	117205	Select
US DEPT OF JUSTICE	US DEPT OF HOMELAND SECURITY	173663	Select

SHIPPING - ENTIRE INVOICE

Ship From:

*

Ship To: 

*

Deliver To(Room/Name):

*

- The 'ship from' field should be auto populated.
- 'Ship to' and 'Deliver to' fields should correspond to your department and location.

The above highlights additional selections that must be made in the invoice page.
The supplier must match the one highlighted in the screenshot, with '173663'.

What is this expense for? * Goods And Services ▼

If multiple invoices are expected, will the aggregate spend exceed the \$10K direct buy limit (regardless of time)?
 Yes No

Supplier Invoice #: * RecipientName

Title: US Dept of Homeland Secur

Invoice Date: * Thu, 05 Apr, 2018 📅

Supplier: US DEPT OF HOMELAND SECURIT... ▼

Supplier Sales Order #: ⓘ

On Behalf Of: Hae Soon Hong ▼

Supplier Contact: US DEPT OF HOMELAND SECURITY [select]

Remit To Address: ⓘ * US DEPT OF HOMELAND SECURITY [select]

Send Check to UW Campus Box: Yes No

UW Box Number: * 354976

Dept. Contact: * UW Staff Name

Quote or Contract #:

Payment to an individual: ⓘ Yes No

Food or beverages: Yes No

Remittance Note: ⓘ I-140 Petition fee

My Labels: ⓘ [Apply Label...](#)

SHIPPING - ENTIRE INVOICE

Ship From: * US DEPT OF HOMELAND ▼

Ship To: ⓘ * PURCHASING & ACCOU! ▼

Deliver To(Room/Name): * haesoonh

Please be sure to select 'Yes' to 'Send check to UW campus Box'
Enter pickup details.
Click "Next" once your page is complete.

INVRecipientName-853648

◀ Prev

Next ▶

Exit

By adding an item, you are indicating that the associated goods or services have been delivered, and that payment can be made.

There are no catalog items available.

You can create a non-catalog item.



◀ Prev

Next ▶

Exit

You will be taken to this page where you will need to create a line item to invoice.

Click on the underlined 'non-catalog' link.

INVRecipientName-853648 OK Cancel

Fill in the fields to create an item to add to the invoice.

Full Description: * I-140 Petition fee for 'Recipient Name'

Commodity Code: **Miscellaneous** Supplier Auxiliary Part ID:

****For Commodity Code Help**

Quantity: 1

Unit of Measure: each

Price: \$460.00 USD

Amount: \$460.00 USD

Account Code: 032900 (LICENCES & PE)

Supplier Part Number: * RecipientName I-140 Petitio

~~Manufacturer Part Number:~~

Update Total

OK Cancel

'Miscellaneous'

Fill out the form as outlined above, click on "Update Total" once done to save.

Account code should be 032900.

Click 'OK' to move forward.

INVRecipientName-853648

Add Shipping Item

Add Special Handling Item

Add More Items

Summary

When you select **Add Taxes and Charges at Line Level**, any header-level tax and charge lines are deleted.

Header Charges

<input type="checkbox"/> Description ↑	Account Budget	Amount
No items		

Line Items

Show Details

<input type="checkbox"/> No.	Description	Account Budget	Qty	Unit	Price	Amount
<input type="checkbox"/> 1	I-140 Petition fee for 'Recipient Name'	032900 143751	1	each	\$460.00 USD	\$460.00 USD
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Update Total"/>						

Subtotal: \$460.00 USD
Total Tax: \$0.00 USD
Total: \$460.00 USD

You will change budget number

Add Shipping Item

Add Special Handling Item

Add More Items

Summary

Your page should look like this.

Check either box and click 'edit' to proceed. We will change the budget number on the next page.

LINE ITEM DETAILS


Market Price:
Type: Non-Catalog Item
No.: 1
Manufacturer Part Number:
Description: I-140 Petition fee for 'Recipient Name'
Reference Date: *Thu, 5 Apr, 2018
Supplier Part Number: RecipientName I-140 Petitio
Supplier Auxiliary Part ID:
UOM: each
Amount: \$460.00 USD
Commodity Code: Miscellaneous
Price: \$460.00 USD
Qty: 1
Contact: US DEPT OF HOMELAND SECURITY [select]

ACCOUNTING - BY LINE ITEM

Account Code: 032900 (LICENCES & PE
Object SubObject: 0329
Sub SubObject: 00
Budget Number: 143751 (EPROCUREMENT
Organization Code: 2050202040 (PROCUREMENT SRVCS) Bien:2017
Task:
Option:
Project:




SHIPPING - BY LINE ITEM

You will arrive at this page. The circled portion is what you will alter.

Account Code: 

Object SubObject:

Sub SubObject:

 Budget Number:  

Organization Code:

Task:

Option:

Project:

Use your budget number along with appropriate codes if you have any.

Click 'OK' at the bottom of the page to move forward.

You can continue to edit the invoice before submitting it for approval.

Summary

Approval Flow

TITLE - INVOICE

[Add Header Taxes & Charges](#)

What is this expense for? Goods And Services

If multiple invoices are expected, will the aggregate spend exceed the \$10K direct buy limit (regardless of time)?

No

Supplier Sales Order #: [i](#)

Supplier: US DEPT OF HOMELAND SECURITY

Supplier Contact: US DEPT OF HOMELAND SECURITY

Remit To Address: US DEPT OF HOMELAND SECURITY

Send Check to UW Campus Box: No

Invoice ID: INVRecipientName-853648

Title: US Dept of Homeland Security \$700 fee for 'Recipient Name'

Supplier Invoice #: RecipientName

Invoice Date: Thu, 05 Apr, 2018

Quote or Contract #:

Payment to an individual: [i](#) No

Food or beverages: No

Telephone:

Remittance Note: [i](#) I-140 Petition feeMy Labels: [i](#) [Apply Label...](#)

Header Charges

<input type="checkbox"/> Description ↑	Account Budget	Amount
No items		

Line Items

<input type="checkbox"/> No.	Description	Account Budget	Qty	Unit	Price	Amount
<input type="checkbox"/> 1	I-140 Petition fee for 'Recipient Name'	032900 060340	1	each	\$460.00 USD	\$460.00 USD

[Edit](#) [Copy](#) [Delete](#) [Update Total](#)

Subtotal: \$460.00 USD
Total Tax: \$0.00 USD
Total: \$460.00 USD

Verify that all information on the summary page is correct.

Click on 'Add Header Taxes & Charges'.

INVRecipientName-853648

OK

Cancel

Select a check box to enter information about the line item you wish to add.

TAXES

Add Taxes

SHIPPING CHARGES

Add Shipping Charges

HANDLING CHARGES

Add Handling Charges

DISCOUNT

Add Discount

OK

Cancel

Check off the 'Add Taxes' box and then click 'OK'.

Ariba will not let you submit an invoice without this tax header.

TITLE - INVOICE

Add Header Taxes & Charges

What is this expense for? Goods And Services Supplier Sales Order #: **i**
If multiple invoices are expected, will the aggregate spend exceed the \$10K direct buy limit (regardless of time)? No Supplier: US DEPT OF HOMELAND SECURITY
Supplier Contact: US DEPT OF HOMELAND SECURITY
Remit To Address: US DEPT OF HOMELAND SECURITY
Send Check to UW Campus Box: No
Invoice ID: INVRecipientName-853648
Title: US Dept of Homeland Security \$700 fee for 'Recipient Name'
Supplier Invoice #: RecipientName
Invoice Date: Thu, 05 Apr, 2018
Quote or Contract #:
Payment to an individual: **i** No
Food or beverages: No
Telephone:
Remittance Note: **i** I-140 Petition fee
My Labels: **i** [Apply Label...](#)



Header Charges		
Description ↑	Account Budget	Amount
<input type="checkbox"/> Sales tax - header level		\$0.00 USD <input type="button" value="Edit"/>
<input type="button" value="Delete"/>		

Line Items							
No.	Description	Account Budget	Qty	Unit	Price	Amount	
<input type="checkbox"/> 1	I-140 Petition fee for 'Recipient Name'	032900 060340	1	each	\$460.00 USD	\$460.00 USD	
<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Update Total"/>							

Subtotal: \$460.00 USD
Total Tax: \$0.00 USD
Total: \$460.00 USD

Note that there is now a Sales Tax line in the header charges.

Leave this amount at \$0.00

COMMENTS - ENTIRE INVOICE

Add Comment

ATTACHMENTS - ENTIRE INVOICE

Add Attachment

Prev

Submit

Exit

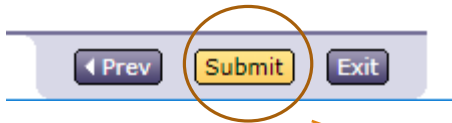
At the bottom of the page, there are two buttons to add comments or attachments. It is up to your department to determine what is required to be uploaded.

COMMENTS - ENTIRE INVOICE

Comments			Visible to Supplier
James A. Anderson	Submitted by Toni Read		No
	[Monday, November 13, 2017 at 2:14 PM]	Reply	
<p>Add Comment</p>			

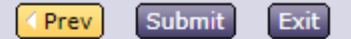
ATTACHMENTS - ENTIRE INVOICE

Attachments					
File Name	Date Created	Size	Creator	Date Attached	
US Dept of Homeland Security - Zhuqing Yang Nov 2017.pdf Download	Mon, 13 Nov, 2017	166.5 KB	James A. Anderson	Mon, 13 Nov, 2017	Delete
<p>Add Attachment</p>					



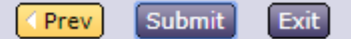
Once you are done entering comments/file uploads, click on the 'Submit' button.
You will be taken to the final page where you will click on 'Submit'.

INVRecipientName-853648

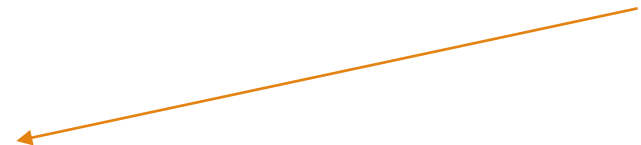


This request has generated warnings; review the warnings.

Alert: I acknowledge that all applicable UW procurement policies have been followed in the purchasing of these goods and/or services.



The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with the Ariba logo and 'SPEND MANAGEMENT' text. Below this, there are tabs for 'Home', 'Contracts', 'Procurement', 'Travel', 'Invoicing', and 'Reimbursement'. The 'Invoicing' tab is currently selected. In the top right corner, there are links for 'Home', 'Help', and 'Logout', along with a user greeting 'Welcome Hae Soon Hong'. The main content area displays a confirmation message: 'New Invoice - Submitted' followed by 'INVRecipientName-853648 has been submitted.' Below this message, there is a list of actions: 'Print a copy of this request', 'View the status of this request', 'Add labels to tag this document', 'Create the same type of request', and 'Return to the Ariba Home Page'.



This page will indicate successful submission of your check request!