

POs – Miscellaneous

- **Process changes:** A relatively new state law requires all contracts to be approved as to form by the DA. This includes purchase orders. We are working with the DA to determine if PO's may be processed without individual approval as to form, but for now, all PO's that need to be executed and sent to suppliers will need to be dispatched/sent to Contracts and Procurement for processing. Contracts and Procurement will review, sign and send to DA for approval. You may dispatch your small cost PO's and Contract PO's to your email or directly to slco-purchasing@slco.org. Please indicate if you'd prefer the approved and executed PO be sent to the supplier by Contracts and Procurement or back to you to send.
- Do not send a supplier an email with a PO if the product has already been received. Otherwise, the supplier may think it is an additional order and send a second order. Instead, send the PO to yourself by adding your email to the PO dispatch.
- **Re-sourcing a requisition after cancelling a PO** - If you have to cancel a PO, check "Yes - Resource" to retain your information. If you leave it checked "No" your data will be removed and you will have to enter a new Requisition.
- When creating **Purchase Orders for Suppliers with multiple addresses**, please remember to select the correct address on the Purchase Order. The UPK for this is "Expedite a Req for a Supplier with multiple locations".
- The data in the UPKs is sample data only. Please remember to use the applicable **Category** for your request.
- **PO is intended to be an ordering document:** It seems inherent in its name, but because of poor habits developed over the years in our old system, it's worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to order goods or services from a contract. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO's do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice.
- **Match exception error when paying an invoice for services:** Remember, if you are entering a PO for services; always check the "Amount Only" field on the Details page. If you don't, when you submit your invoice for payment, the system is likely to generate a matching error to your PO because it's looking for your receipt of the goods. The email comes from Ryan Noyce, but it's an automated process in PeopleSoft. If you are purchasing goods, make sure to receive them in the system when they come in.
- **Enter and Dispatch PO's Before Contracts Expire:** As many of you know the old system had a "grace period" for making contract payments in the system after the contract expired. PeopleSoft does not allow for such a "grace period." Make sure that your POs are entered **and** "Dispatched" **before** the contract expires, otherwise payment will have to be made through the Claims Procedure according to Ordinance 3.29. It seems inherent in its name, but because of poor habits developed over the years in our old system, it's worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to

order goods or services from a contract. For contracts with numerous orders, a "Blanket" amount only PO can be entered, so multiple invoices can be run against it. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO's do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice. Again, it wouldn't matter if your requisition & PO were in the system and your invoice is dated prior to the expiration of the contract, if your PO is not Dispatched prior to the contract expiring, you will not be able to make payment using PeopleSoft.