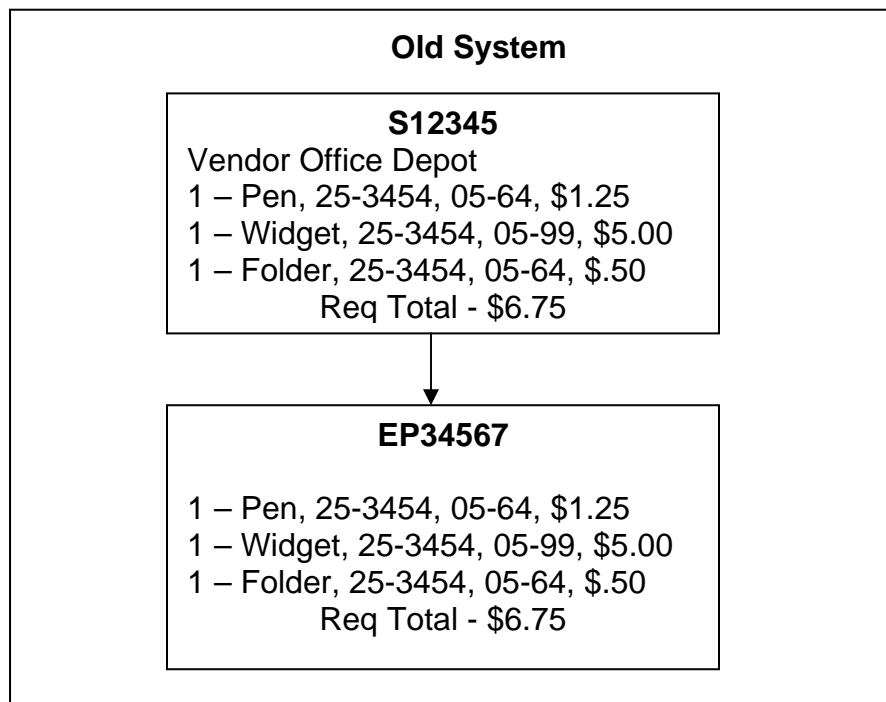
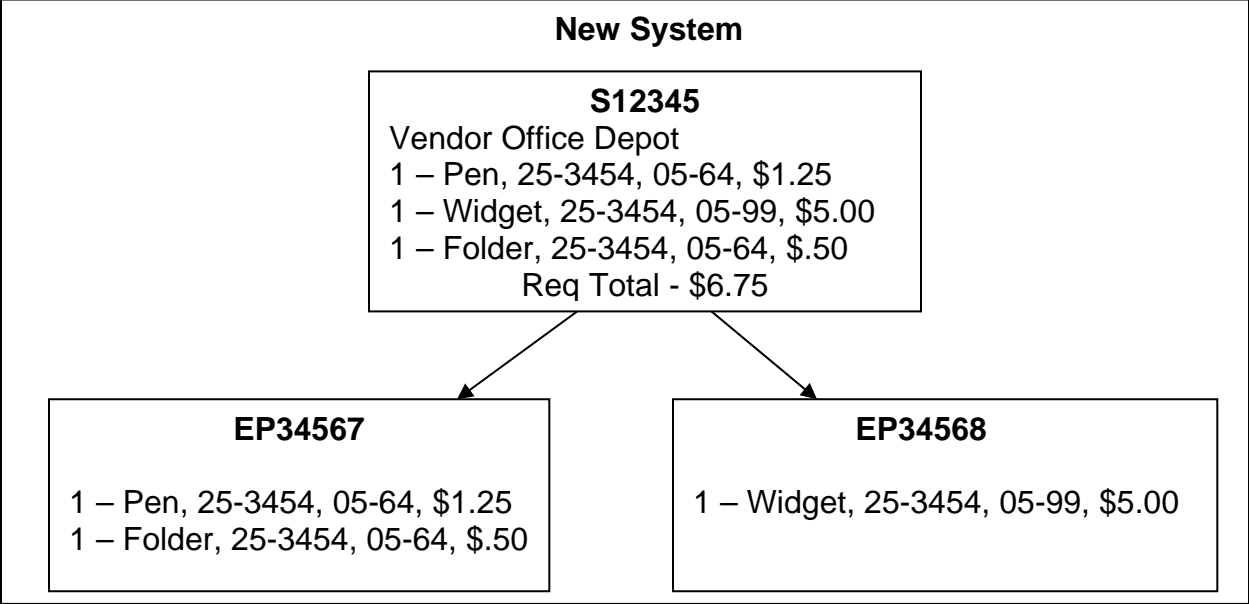


## New eProcurement Requisition Splitting Process and Suggested Reconciliation Practices

Due to a change in the underlying application supporting eProcurement, there will be changes in how purchases are charged to budgets. In the past, purchases were processed on the detail level and special customizations were put into place to itemize the expenditure against the departmental accounting structure (budget, object/sub object, task, option, and project). As in the past, orders will be entered into eProcurement with different budgets and object codes, but now they will be processed on separate purchase orders and charged separately by budget number and object code. Purchase orders and budget charging documents/transactions will have only one budget number and one object code, so you may receive multiple EP (purchase order) numbers and multiple charges on the BAR for one S number (requisition number).





**NOTE: Prices do not include tax or special handling fees**

The diagram above is a representation of how the new vendor payment process within eProcurement will handle the University of Washington accounting structure. As you can see, the requisition consists of three different items purchased from Office Depot. Two of the items have an accounting structure (budget number and object code) of 25-3454.05-64, and the other is 25-3454.05-99. When the system detects this change in the structure, it automatically splits the requisition into two separate orders; both purchase orders will be automatically transmitted, upon approval, to Office Depot.

**Reconciliation Process:**

The BAR and financial desktop will display the following transactions

| Budget/Object Code | REF 1   | REF2    | Amount                          |
|--------------------|---------|---------|---------------------------------|
| 25-3454/05-64      | EP34567 | US12345 | \$1.90 (price now includes tax) |
| 25-3454/05-99      | EP34568 | US12345 | \$5.45 (price now includes tax) |

**Best Practices for reconciliation documentation** – Due to the closure of University Stores, there will no longer be a mechanism for sending invoices to the individual departments. eProcurement has worked with each vendor and the vendor will be sending either a priced order confirmation or priced shipping document to the person ordering the goods. This documentation should be retained or sent to the appropriate person within the department for use in the reconciliation process. This important document will have the full price (including tax, shipping, ice charges, etc) that the end user should expect to see when reconciling the BAR or financial desk top transactions.

The following matrix contains reconciliation documentation that each eProcurement vendor will be supplying campus. If for some reason you did not receive the proper documentation from individuals within your department, please contact the vendors with the eProcurement number and they will send you a copy of the invoice.

| Vendor          | Priced Packing Slips | Priced Order Confirmations | On-line Invoices | Contact Vendor for invoice    |
|-----------------|----------------------|----------------------------|------------------|-------------------------------|
| A. Daigger      |                      | *                          |                  | (800) 621-7193                |
| Bank and Office |                      |                            |                  | (206) 768-8000                |
| Dell            |                      | *                          |                  | 800-274-7799<br>ext. 72-63740 |
| Excel Gloves    | *                    | *                          |                  | (253) 896-1195                |
| Fisher          |                      | *                          |                  | (800) 766-7000                |
| GovConnection   |                      | *                          |                  | (800)600-9319                 |
| Grainger        | *                    | *                          |                  | 877-202-2592                  |
| Office Depot    | *                    | *                          | *                | (888) 777-4044                |
| Sigma           |                      | *                          |                  | (800) 359-0685                |
| Tech Depot      |                      | *                          | *                | (800) 254-3858<br>ext. 7475   |
| Troxell         |                      |                            | *                | (425) 822-1801                |
| VWR             |                      | *                          | *                | (866) 890-8229                |
| Qiagen          |                      |                            |                  | (800) 426-8157<br>ext. 22329  |


**Special Note: All Markups are gone**  
**ALL Item Sold at Contract Cost**
