PURCHASING AND GR/IR UPDATES

UBO MEETING
NOVEMBER 15, 2023

PRESENTER:
Cara Nelson
Accounts Payable Services Director

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GR/IR UPDATES

MRBR Blocked for Quantity:

- Invoices posted through July 31, 2023
    - On September 11, 2023, $6.9M in invoicing was blocked for quantity.
    - As of October 13, 2023, $3.3M was blocked for quantity.
    - As of November 07, 2023, $3.1M was blocked for quantity.

- Also past due (as of November 07, 2023)
    - For invoices posted through August 31, 2023, $600K blocked for quantity
    - For invoices posted through September 30, 2023, $1.6M blocked for quantity

Payment terms – typically net 30. If not paid within 30-days, KY law allows vendor to charge late fees of 1% per month

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CHANGES FOR 11/15/2023

Go Live 11/15/23 Changes – In Production Tonight!

1. For e-Catalog orders of $5K or less:
   - Shopping cart approval required on all orders, including Office Depot (ODP)
   - The goods receipt requirement will be removed from these PO's
   - Excludes free-text items
2. All e-Catalog PO's over $5K and non e-Catalog POs will require a goods receipt

If you need assistance with goods ordered on e-catalog orders, within 7 days, the ordering department should:

1. Contact the vendor and provide them with your account number and Purchase Order number
   a. If goods were not received or were shorted, request proof of delivery
   b. If goods were damaged, ask for replacement of the damaged items.
2. If the issue is not resolved to your satisfaction, contact Procurement Services at SRMhelp@uky.edu

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CURRENT E-CATALOG VENDORS

Supplier	SAP Vendor #	Payment Terms
Anixter	126836	Z003
B&H Photo	119040	ZN30
BioRad	126621	Z003
CDWG	316077	Z003
Connection (More Direct)	127421	ZN30
Dell	186843	Z003
Fisher Scientific	119652	ZN30
Grainger	121035	Z003
Life Technologies	342982	ZN30
ODP Solutions	410126	Z002
Office Resources	321447	Z002
Qiagen	371871	ZN30
Sigma-Aldrich	310085	Z003
VWR	126512	Z003

Payment Terms:

Z002 – Net 10

Z003 – Net 7

ZN30 – Net 30

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CONTINUED MONITORING & UPCOMING CHANGES

Continued Monitoring:

1. MRBR reports will still be monitored by Procurement Services and UFS.

2. Issues related to tonight's changes will be tracked through the emails received at SRMhelp@uky.edu

3. After 90 days, overall issues will be discussed by Procurement Services and UFS, and these changes may become permanent if successful.

Changes still under development for calendar year 2024:

1. Create TABLEAU report for campus monitoring. Report is currently under development.

2. Implement email escalation notification process for those invoices requiring goods receipt

3. Note field for communication on PO issues.

4. Joint quarterly review with Procurement Services and Accounts Payable Services.

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THANK YOU & QUESTIONS

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