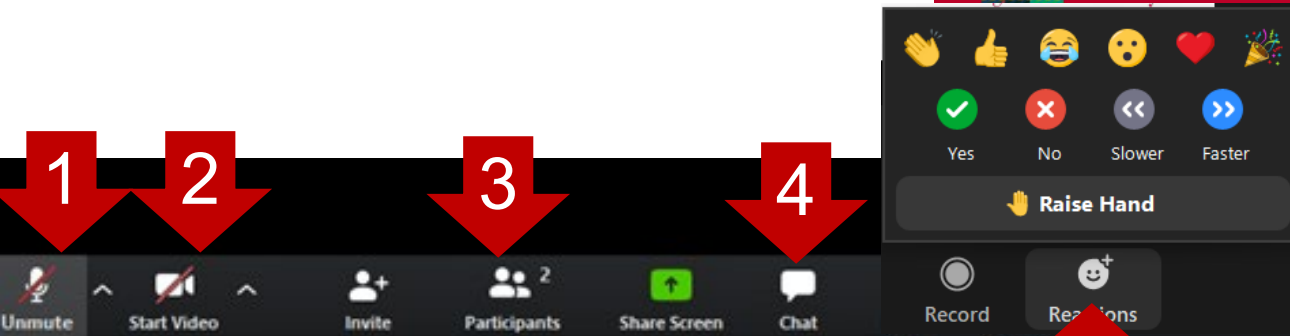
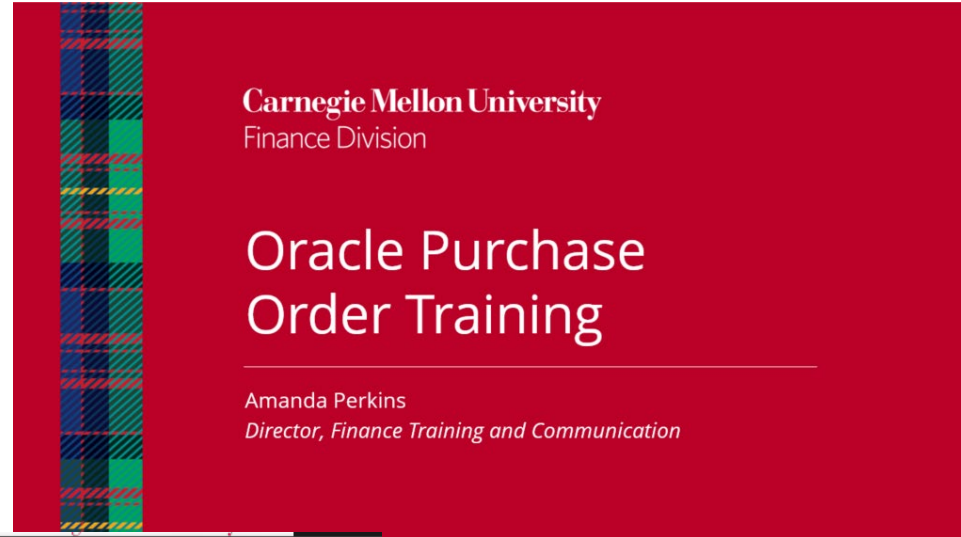


# Please set up your computer

1. Mute your microphone
2. Start your video (if you like)
3. Show participants in sidebar (on right)
4. Click to bring chat view in sidebar; type your questions in chat
5. Raise your hand if you need attention





**Carnegie Mellon University**

Finance Division

# Oracle Purchase Order Training

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Ryan Pasko

*Training Specialist, Finance Training and Communication*

# LET'S AGREE TO...

- Stay with the instructor – please don't work ahead and let us know if you fall behind
- Be positive and in the present
- Affirm one another
- Be open to different ways of thinking
- Put phones away and on vibrate
- Recognize our common goals
- Welcome everyone into the discussion

# Prerequisites

- **Introduction to Purchasing**
  - This course provides an overview of the university's purchasing environment
  - Reviews policies, processes and procedures, and defines the responsibilities and obligations of an authorized buyer when purchasing on behalf of the university
- **CMU Finance Fundamentals**
  - This course reviews both the General Ledger Chart of Accounts and the Grants Accounting Chart of Accounts
  - Reviews the types of transactions flowing through the Oracle system
- **Oracle 101**
  - Launching Oracle Applications
  - Navigating within the core Oracle Financial Applications
  - Using Oracle forms and menus
  - General techniques to enter and query/retrieve data

# PURCHASING OVERVIEW

A purchase order is an on-line form completed in the Oracle financial system and issued by an authorized university buyer to a supplier that indicates:

- Types, quantities, and agreed prices for goods and/or services the supplier will provide to Carnegie Mellon.
- Where the goods and/or services will be delivered
- Where the purchase will be charged

# PURCHASING OVERVIEW

POs are designed to allow authorized university buyers to purchase goods and/or services for university related business activities and/or events in any amount.

POs are required for goods or services that cannot be purchased with the PCard, such as:

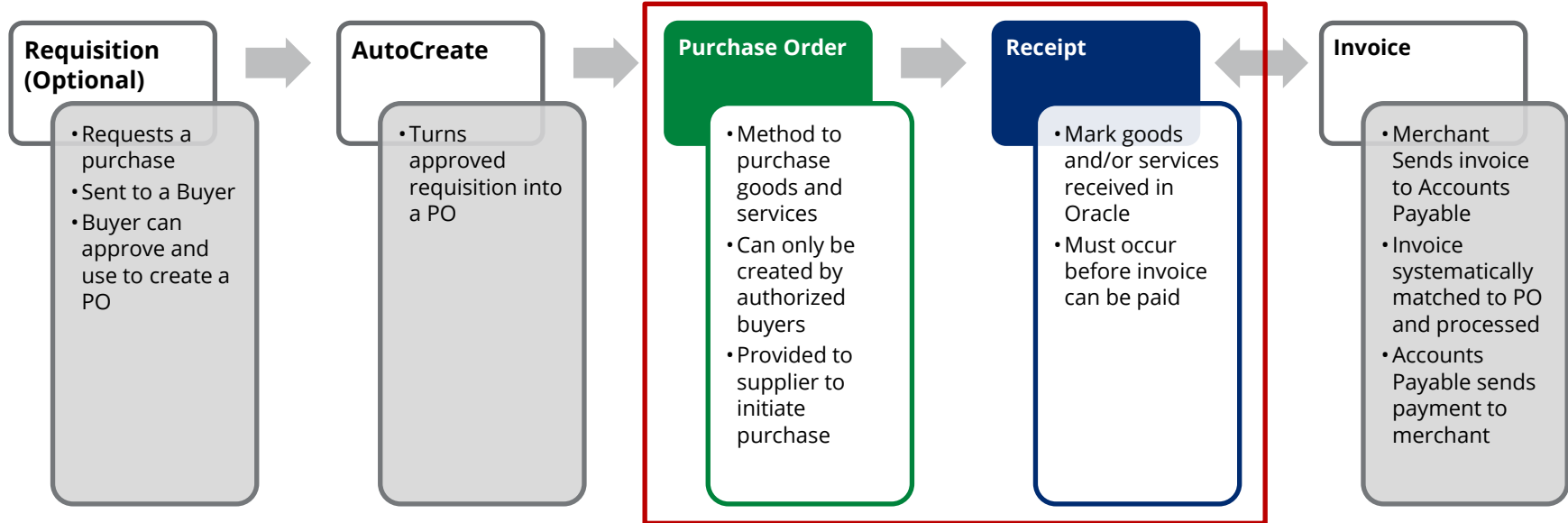
- *Purchases \$3000 or more*
- *Special category purchases, including:*
  - Hazardous materials
  - Professional Services

# PURCHASING OVERVIEW

## Purchase Order Reminders

- Providing a PO to a supplier constitutes a legal offer to buy goods and/or services.
- Acceptance of a PO by a supplier forms an agreement between the buyer and seller.
- All POs must include a link to the proper PO Terms and Conditions – also available on the Finance Forms page
- All transactions using a PO must comply with the university's purchasing policies and procedures

# PURCHASING PROCESS FLOW





# PURCHASE ORDER SECTIONS

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**Header** Contains general information about the purchase order like vendor information, buyer name and the business description for the purchase.

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**Line** Contains detailed information about the goods or services being purchased.

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**Shipment** Indicates to the vendor where the goods or services being purchased should be shipped

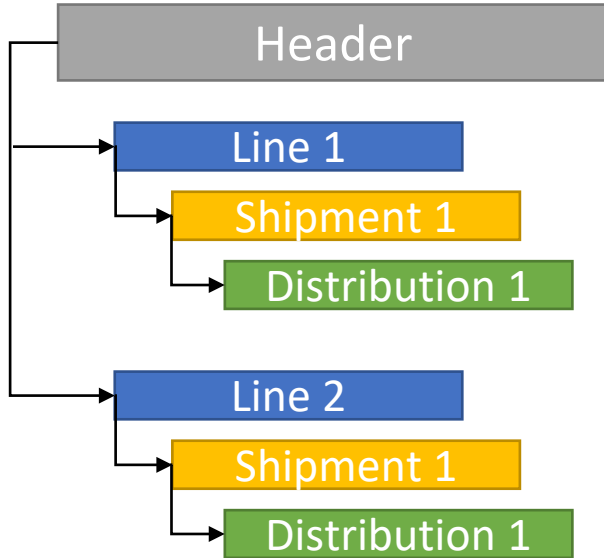
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**Distribution** Indicates who will be charged for the purchase

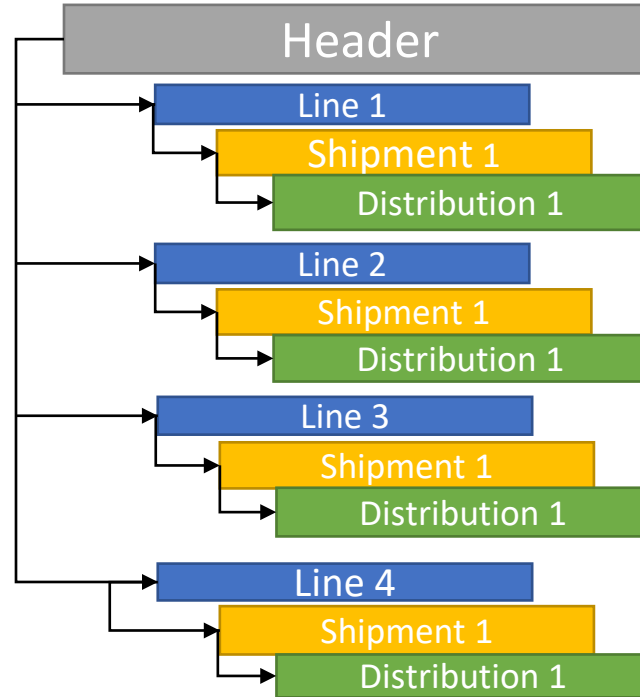
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# CREATING PURCHASE ORDERS

## Exercise 1



## Exercise 2



# ORACLE **YPROD** LOGIN INFORMATION

Username: Your Andrew ID

Password: **Training!123**

## Change Password Requirements

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character
- No repeating characters (11, ee, etc.)
- Cannot contain username or last name
- Cannot contain common words (welcome, Oracle, etc.)

# ENTERING A PURCHASE ORDER – EXERCISE #1

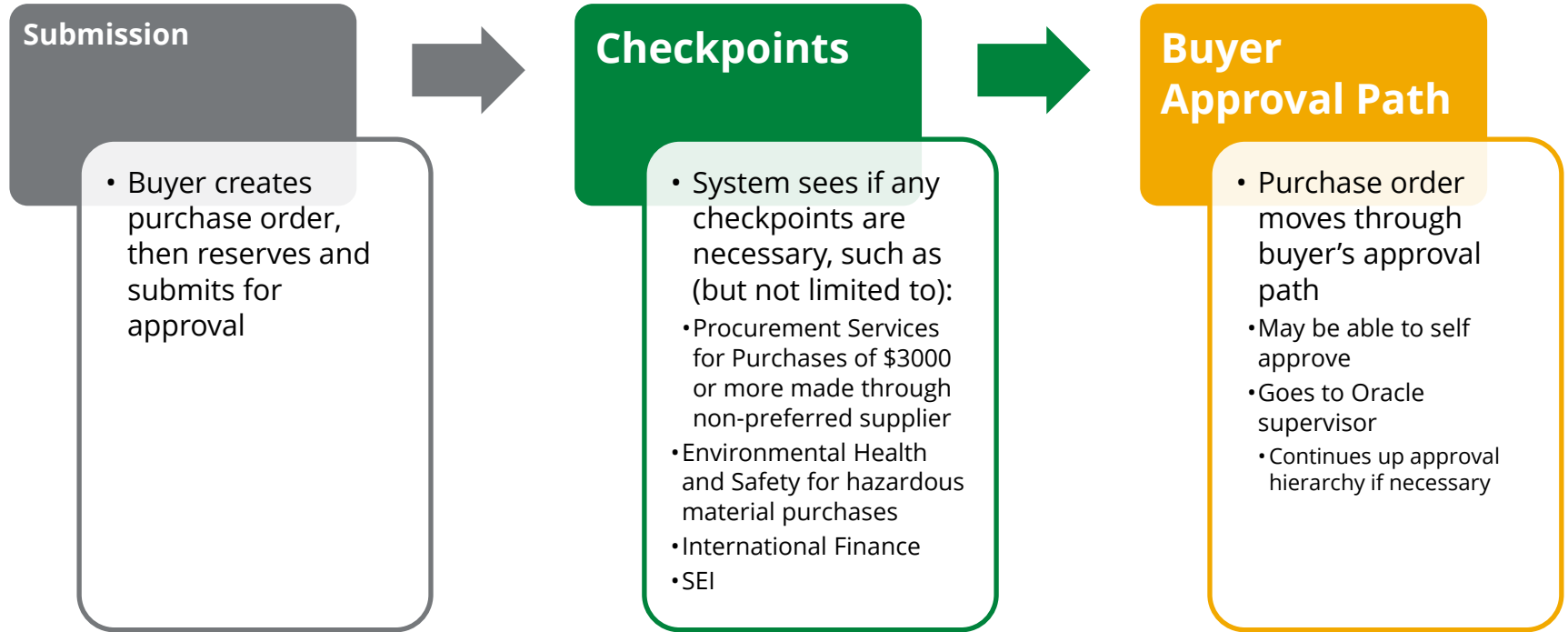
The Vice President of your division has selected a new table and chairs for the main conference room. The furniture will be purchased from one of our existing Oracle suppliers, Tri-State Office Furniture.

The conference table itself is \$6,000 which is over the \$5,000 threshold for capital furniture here at CMU. The chairs, however, are \$110 each. You are purchasing 15 chairs. When deciding if the furniture is capital or non-capital, each piece is typically considered individually. Thus, the chairs are non-capital furniture as they are well below the capital threshold.

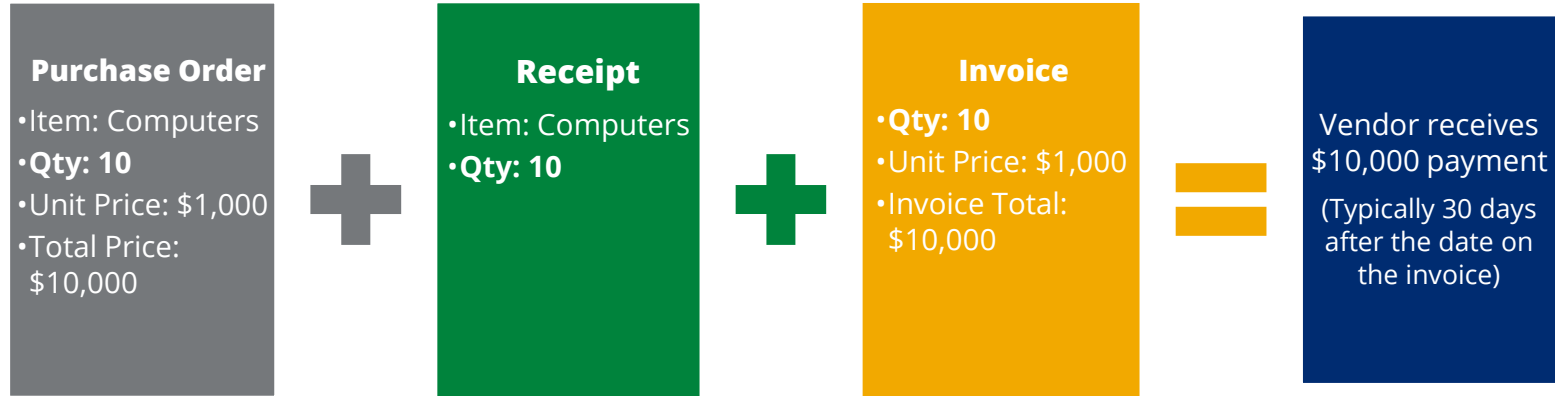
We will have to enter two separate lines on this PO, one for capital furniture and one for non-capital furniture, because different object codes will be used in the Distributions (account strings charged).

**Note:** The cumulative value of this purchase above the micro-purchase threshold. Remember, any purchase \$3000 or more must be made via purchase order.

# APPROVAL PATH

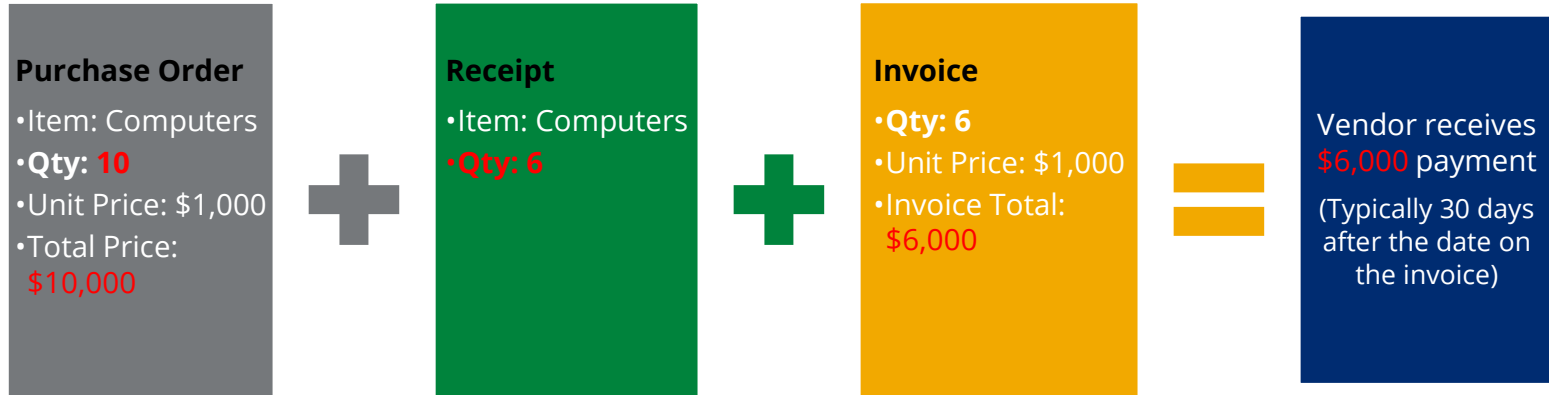


# 3-WAY MATCH - Example #1



When an invoice arrives at Accounts Payable, it is entered against the purchase order. A system check is performed to confirm the quantities and/or amounts of the invoice match the PO quantity/amount and receipt quantity/amount. If that match occurs, payment is generated in accordance with the payment terms.

# 3-WAY MATCH - Example #2



Payment will only be made if the receipt quantity is greater than or equal to the invoice quantity.

# SUPPLIER INVOICE REQUIREMENTS

- Type or print invoice information to ensure legibility. Do not cover information with highlighter, marker, stamps, handwriting, etc.
- Include the CMU purchase order (PO) number used to initiate the purchase and the invoice number. **Invoices without the PO and/or invoice number will not be paid.**
- Submit invoices requiring payment or credit memos to [ap-cmu-poinv@andrew.cmu.edu](mailto:ap-cmu-poinv@andrew.cmu.edu)
  - This email is available on printed CMU PO's



# INVOICE HOLD FOR MATCHED PURCHASE ORDER EMAIL

- Alerts PO Buyer that an invoice(s) has been entered, and is currently on hold, for the three-way matched purchase order(s) they created and that payment cannot be made to the supplier until the quantity received is at least equal to the quantity billed.
- Contains invoice number and amount, supplier name, PO number, quantity ordered/received/billed, and description.
- **BUYER ACTION REQUIRED:** Go into Oracle Purchasing immediately and create a receipt for the goods and/or services that have been received or authorized.
- Buyer receives this message daily until the required action(s) have been completed. If not completed within 14 days, the buyer is contacted by Accounts Payable to obtain an explanation.

# RECEIVING – EXERCISE #1

You have been notified by a staff member that the conference table and 6 of the chairs you ordered have arrived. The other 9 chairs are on back-order and should arrive in a week. You decided to go ahead and receive against the purchase order.

# RECEIVING – EXERCISE #2

A week has passed. The table has been set up in the main conference room. You discovered that there is a large scratch on one of the legs. You contacted Tri-State Office Furniture and the manager offered a \$500 discount in lieu of replacing the table. You accepted it. Hopefully, people won't spend their time in meetings looking at the table legs. In addition, the other 9 chairs have arrived.

You need to modify the purchase order to reflect the new price on the table and you need to receive the additional 9 chairs.

In order to change the price on the PO, we need to undo the receipt which is referred to as a 'return' in Oracle. In this case, we are not actually physically returning the table.

**Before you can do a return in Oracle, you must verify that the item has not been matched to an invoice by Accounts Payable.**

# FOREIGN CORRUPT PRACTICES ACT (FCPA)

Prohibits any U.S. person or company (*including the university*) from the following:

- **Direct or indirect bribery to a foreign official** to obtain or retain and/or direct business to any person or to secure an improper advantage
- Includes any offer, payment, promise of payment, or authorization of payment of any money, or offer, gift, promise to give or authorization of the giving of ***anything of value***

\*Please complete the “U.S. Foreign Corrupt Practices Act – An Overview for Employees of Carnegie Mellon University” course available in FocusU. You may also review the [Carnegie Mellon FCPA Guidelines](#), FAQ’s, and training materials on the General Counsel website at <http://www.cmu.edu/ogc/fcpa/index.html>

# REQUESTING ACCESS FOR POs

Access can be requested via the Online Forms System: <https://fsg-web.andrew.cmu.edu/prod/ofs/main.php>

- Complete the **Core Access Request Form**
  - *For PO entry access, request **USA POREQ Buyer and Approver** responsibility*
- *For supplier and payment inquiry, request **USA AP Inquiry** responsibility*
  - To request PO approval authority, complete the **PO Approval Access Request Form**

# COVID-19 MITIGATION PROTOCOL FOR CMU VENDORS AND SERVICE PROVIDERS

Carnegie Mellon University requires all employees of all vendors and service providers performing services, and all affiliates visiting any campus or CMU facility located in Pennsylvania, California, Washington D.C., New York or Virginia, to be fully vaccinated against COVID-19.

In addition, until further notice, the university requires everyone to wear a facial covering (sufficient to cover the nose and mouth) at all times, regardless of vaccination status.

Additional information is located on the [Covid-19 Updates](#) website.

# POINTS OF CONTACT

## Procurement Services

[Procurement-  
inbox@andrew.cmu.edu](mailto:Procurement-inbox@andrew.cmu.edu)

- <http://www.cmu.edu/finance/procurementservices>
- Supplier Directory
- Purchasing Policy
- Procurement Manual

## Financial Systems Help Desk

[ordhelp@andrew.cmu.edu](mailto:ordhelp@andrew.cmu.edu)

- <http://www.cmu.edu/finance/systems>
- Contact for system questions
- Maintains Oracle FAQs
- Sets up Oracle users

## University Contracts Office

[University-  
contracts@andrew.cmu.edu](mailto:University-contracts@andrew.cmu.edu)

- <http://www.cmu.edu/contracts>
- Must approve any agreements prior to purchase
- Maintains Master Services Agreements
- Maintains Click-Through Agreements

# FINANCE ONLINE RESOURCES

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Finance Division

[www.cmu.edu/finance](http://www.cmu.edu/finance)

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Monthly Finance Bulletin

<https://www.cmu.edu/finance/news>

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Finance Training Resources

[www.cmu.edu/finance/training/systems](http://www.cmu.edu/finance/training/systems)

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Purchasing User Guide

<https://www.cmu.edu/finance/systems/documentation/guides>

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# PURCHASING RESOURCES

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## Purchasing Policies

[www.cmu.edu/finance/procurement/services/policies-procedures/procurement-policy.html](http://www.cmu.edu/finance/procurement/services/policies-procedures/procurement-policy.html)

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## Purchasing Manual

[www.cmu.edu/finance/procurement/services/policies-procedures/procurement-manual.html](http://www.cmu.edu/finance/procurement/services/policies-procedures/procurement-manual.html)

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## Supplier Directory

[www.cmu.edu/finance/procurement/services/supplier-directory/index.html](http://www.cmu.edu/finance/procurement/services/supplier-directory/index.html)

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## Trademark Licensing Office

<http://www.cmu.edu/trademark/>

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# PRACTICES EXERCISES

- Feel free to complete practices exercises #3 and #4 in your training manual
- Will have access to system until about 10:00 p.m. tonight.

# THANK YOU

- Working together can make the purchasing process successful!
- CMU is a Center-Led Purchasing Environment
- Reach out for assistance
- Remember that Services = Contract needed
- Check online for latest policy and procedure information
- Look for a follow up email with a link to our class survey