

PROCUREMENT NEWSLETTER



Procurement Services manages and streamlines procurement and payables functions for the UNT System campuses (University of North Texas, UNT Health Science Center, UNT Dallas and UNT System Administration).

Supplier Management

PaymentWorks

The Supplier Management Team has implemented a new Supplier On-Boarding and Maintenance Portal called **PaymentWorks** as of May 20, 2021. New and existing Suppliers will be sent an invitation to log into a secure portal to complete an on-line UNTW registration form. Our PaymentWorks team will validate the Suppliers information before it is automatically uploaded into PeopleSoft.

The benefits of PaymentWorks includes eliminating fraudulent payments, mitigating financial risk and ensuring compliance with NACHA regulations.

How can you assist?

- Include a Supplier Contact (email & phone number) who will be able to complete the registration form in Requisition comments
- Advise the Supplier that they will be receiving an invitation to complete UNTW registration through PaymentWorks from our Supplier Management Team and that the registration form is required to be complete to proceed with the purchase of goods or services.

Purchasing

Requisition Information – to expedite the processing of your FY22 requisition, please include the following information in the Requester's Justification/Comments

REQUIRED	NOTATION	CONTENT
YES	DEPARTMENT CONTACT	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	VENDOR CONTACT (SALES)	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	VENDOR CONTACT (SUPPLIER MANAGEMENT)	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	EMAIL ADDRESS FOR PO	WHERE IS THE PURCHASE ORDER TO BE SENT?
YES	PROCUREMENT METHOD	TYPE OF PROCUREMENT UNLESS NON-BIDDABLE
YES	BUSINESS PURPOSE	WHY IS IT BEING PURCHASED?
YES	SERVICE DATES	DATES OF SERVICE OR GOODS RECEIVED

SUPPORTING DOCUMENTATION	IF APPLICABLE
QUOTES	ATTACH ALL QUOTES RELATED TO PURCHASE
CONTRACT	IF THE PURCHASE IS MADE FROM AN EXISTING CONTRACT, ATTACH A COPY
PREVIOUS PO NUMBER	CONTINUATION OF AN PREVIOUS PO (REPORTING PURPOSES)
PROPRIETARY/SOLE SOURCE FORM	REQUIRES VP OR DEPT CHAIR SIGNATURE
CONFLICT OF INTEREST FORM (COI)	REPORTING PURPOSES
REQUEST FOR SOLICITATION	ATTACH FORMAL SOLICITATION
RELATED EMAILS	ADDITIONAL INFORMATION RELATED TO PURCHASE/CONTRACT

Purchases under \$5,000 - P-Card should be used vs Requisition

Purchase of Software or Software renewals require:

- IT compliance form completed PRIOR to submitting the requisition to minimize delays
- Additional and Various approvals required

Change Orders – Change orders are initiated against existing Requisitions to update QTY or Amount (*if setup by amount only*).

- Do not add lines on a change order; doing so will create a new Purchase Order vs adding to the existing one.
- Please contact your buyer for appropriate guidance when changes are needed.

Accounts Payable

Desktop Receiving - When receiving the auto-generated Desktop Receiving email, action is required if you are in receipt of goods/services in the Department (vs through Central Receiving). Note: payment cannot be issued to the Supplier until a Receiver has been created.

Please follow these simple steps:

- Ensure Desktop Receiver is completed timely using the actual date goods/services were received vs. the date the desktop receiver is created.
- Do NOT attach a copy of the Supplier's invoice to the Receiver. Please forward to Accounts Payable via email (invoices@untsystem.edu).
- Desktop Receiver should not be used for Asset items.

Supplier Invoices – Should be sent directly to Accounts Payable at invoices@untsystem.edu. If supplier invoice(s) are received in the department, please forward immediately to Accounts Payable for processing and include the purchase order number (instead of the requisition number). Supplier invoice payment term dates are based on receipt of invoice in the Accounts Payable office.

Supplier Invoice paid via P-Card – Should **not** be sent to Accounts Payable to reduce the possibility of duplicate payments. If an existing Purchase Order is paid Department P-Card, please inform Purchasing or the Accounts Payable team so that the Purchase Order can be closed, to avoid the possibility of duplicate payments.

Purchasing Card

P-Card Best Practices and Reminders:

- Pcard Exception forms must be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur.
 - *Why is it important?* It shows that approval to purchase a restricted item was obtained before the transaction took place.
- Purchases over \$500 require that vendor hold search be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur.
 - *Why is it important?* It shows that the vendor's hold status with the State of Texas Comptroller's office was obtained before the transaction took place. UNT World cannot pay a vendor that is on hold with the State.
- Enter chart strings, attach receipts, exceptions forms and vendor hold searches as transactions happen, so that you can meet the submission deadline.
 - *Why is it important?* Frequently checking your transactions and updating them will help cardholders submit their reports on time as well as catch potential fraudulent charges. If there are any chart string issues, those can be resolved early and as they happen instead of at the end of every month.
- Purchases must be shipped to the UNT address or facility where the item will be used. For example, small orders of office supplies can be shipped to the UNT office location where they are needed. Only items that require special handling should be directed to Central Receiving.

Include contact and location in the shipping address. See example below:

ATTN: Cory Ward, BSC room 4141
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Log in to Concur @ untsystem.edu/concur

Visit <https://finance.untsystem.edu/purchasing-card-program> for updates and resources

Contact pcard@untsystem.edu for questions

Travel

University travel is starting to pick back up. Need a refresher? Set yourself up for success!

There are several self-paced training courses available through UNT Bridge (merged from UNT World Learning) or LearnHSC. Get up to date on travel rules and processes. Go to <https://finance.untsystem.edu/travel-training> for descriptions and links to the training courses.

Non-employee reimbursements and travel can now be processed through Concur

Non-employees can now be reimbursed through Concur as well as have their travel booked with pre-approval. Non-employees are students, prospective employees and other non-employee guests conducting business on behalf of the University. For more information and to complete the Non-employee Concur Profile Set-up form, visit untsystem.edu/travel.

Log in to Concur: untsystem.edu/concur

Visit <https://www.untsystem.edu/travel> for updates and resources

Contact travel@untsystem.edu for questions

Strategic Sourcing Contracts Team

The Strategic Sourcing Contracts Team has implemented Jaggaer Total Contracts Management (TCM) as of April 8, 2021. All procurement contracts processed by UNT System Contract Team will route through TCM for processing. This allows for full visibility during the lifecycle of an agreement (processing time, notifications for expiration/renewal, contract repository, automated workflows, etc.). This will also allow for communications to be sent out from TCM to an end-user's email address, giving the ability to house all communications within one system.

Reminders:

- Agreements should be unsigned when attached to a requisition. A signatory must have a Delegation Letter of Signature Authority to contractually bind the University financially.
- All IT-related agreements must have UNT System IT Compliance approval before the agreement can be processed for signatures.
- Vendor contact name and email address should be an individual opposed to a generic email address.
- Contracts with a cumulative value over \$25,000 must have valid procurement method (Cooperative, RFP, Sole Source/Proprietary, etc.). Documentation should be added to the requisition to support the purchase.

What's Coming:

- Agreements which need to be processed where the P-Card is payment will route through an exception web form and no longer on a requisition. The P-Card team will route the agreement requiring signature through TCM for the contracts team to process.

Contact Us

Purchasing Help - buyers@untsystem.edu

Accounts Payable Help - accountspayable@untsystem.edu

Supplier Invoice Remittance - invoices@untsystem.edu

Travel - travel@untsystem.edu

Pcard - pcard@untsystem.edu

HUB - hub@untsystem.edu

Contracts - procurementcontracts@untsystem.edu

Strategic Sourcing - greg.obar@untsystem.edu

[Please take this one minute survey and let us know your thoughts.](#)

