RSPH
PAYMENT &
PURCHASING
BASICS

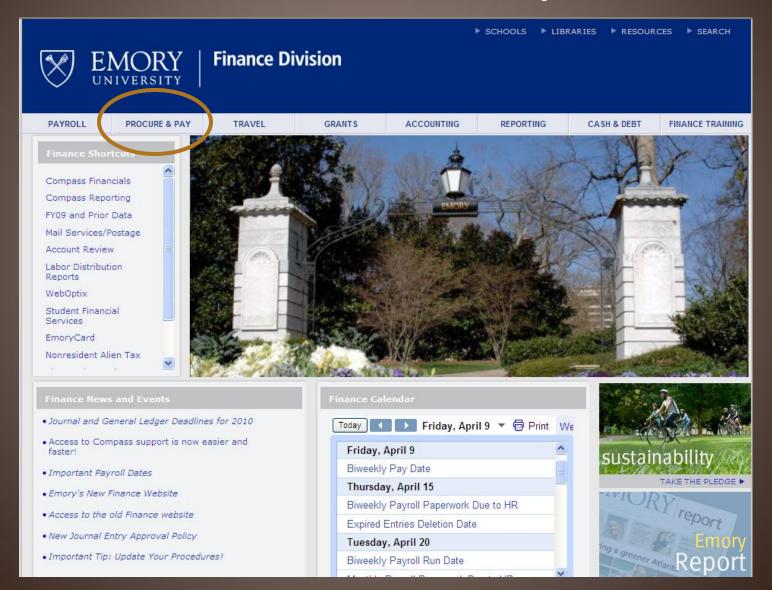


Fall 2010

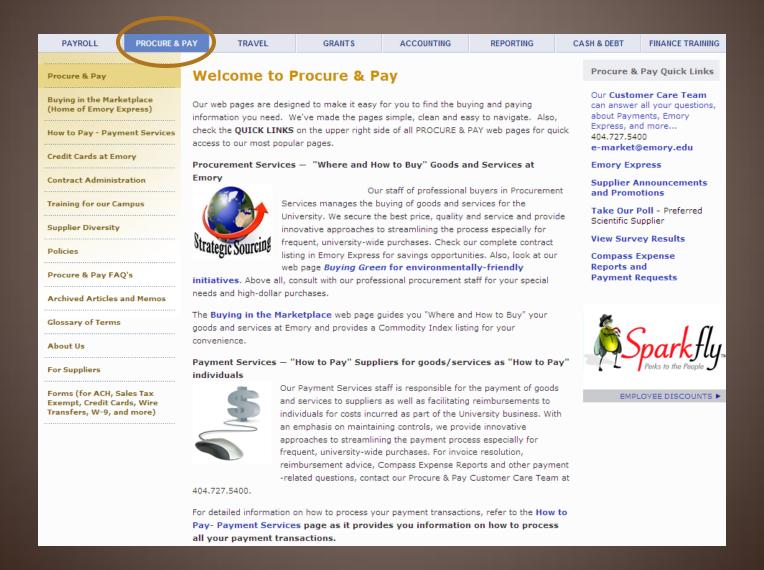
Procurement and Payment Services

- Procurement and Payment Services of the Emory University Finance Division manages:
- Payments to individuals (non-employees)
- Payments to companies
- Payments to study participants (with the Cash Management staff of the Controller's Office)
- Purchases via Emory Express or corporate cards
- Vendor maintenance, supplier diversity, preferred vendors, and contract administration

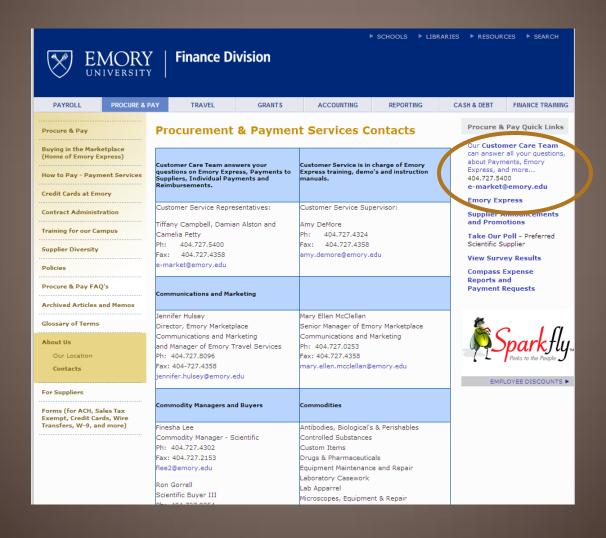
www.finance.emory.edu



Procurement and Payment Services



Payment and Procurement Staff



Contact Information

- Primary Contact Information
 - (404) 727-5400 is the helpline
 - Or e-mail: <u>e-market@emory.edu</u>
- Please do not e-mail or call specific staff members of Emory University Accounts Payable unless you are directed to do so by the helpline staff @ (404)727-5400
- RSPH Business Services staff are also happy to assist

RSPH Business Services

- Contact RSPH Business Services if you would like one-on-one assistance:
- We are located on the 8th floor of the Grace Crum Rollins Bldg
 - Leola Morgan 712-1324; lpmorga@emory.edu
 - Allyson Frye 727-3392; aafrye@emory.edu
 - Linda Longwell 727-9761; trlll@emory.edu
 - Carolynn Miller 712-8379; cmmille@emory.edu

Emory Policy

- Employees authorized to request purchases or request payments must abide by RSPH policies and procedures and Emory University policies and procedures
- Failure to do so may result in disciplinary action, up to an including termination of employment.
- Emory may also collect any amounts for improper purchases or payments and may also pursue legal action if necessary

Business Purpose of Purchases and Payments

- All transactions resulting in purchases or payments to individuals or organizations require a detailed BUSINESS PURPOSE – this is a standard business practice that allows RSPH to meet audit standards.
- A business purpose contains more than a description of the services or the items being requested for purchase or reimbursement, it includes the business purpose and explanation for the expense. For instance, "supplies" is not a business purpose, it is a statement of what was purchased, but not why (for what purpose). Include the date(s) as well.

How to Pay

- P-Card use for incidentals, groceries, business meals, boxed lunches, catering, registrations, licenses, van rentals, subscriptions, and monthly services: coffee or water service, storage, and business phones (limit=\$1,499.00)
- Emory Express all other purchases
- Individuals (non-employees) Compass Accounts Payable
- Companies pay via Emory Express
- Wire Payments USD in Emory Express
- International Currency Wire Payments through form on Procure and Pay Forms Page:
- https://www.finance.emory.edu/home/Procure%20and%2 OPay/how to pay in the marketplace/NewWire%202010.
 pdf

How to Pay

Travel

- T-Card process payment to vendors via Compass
 Travel and Expense module
- Personal Card request reimbursement via
 Compass Travel and Expense module
- Airfare direct bill via one of the 3 required travel agencies:
- https://www.finance.emory.edu/home/travel/air travel/index.html

How to Pay

- If you are unsure of the correct payment method, please call the helpline at (404) 727-5400 or ask RSPH Business Services staff BEFORE making the purchase
- Some items are not reimbursable and should not be purchased with sponsored program or university funds:

Emory Express

- Emory Express software facilitates multiple functions:
 - Buying in the Marketplace
 - All purchases not appropriate or possible on the P-Card (except travel expenses to be placed on T-Card)
 - All purchases of restricted items
 - Payments to Companies
 - Subcontract Payments
 - Wire Payments in US Currency

Emory Express

- All Emory Express purchases or payments charged to budget smartkeys managed by the School of Public Health will require these approvals before payments will be issued or orders will be processed:
 - PI and Research Financial Analyst approvals for sponsored program expenses, then RSPH Business Services approvals
 - Dept Chair then RSPH Business Services approvals for all department purchases

Emory Express Access/Training



Emory Express Access/Training

PAYROLL			TRAVEL	GRANTS	ACCOUNTING	REPORTING	CA	SH & DEBT	FINANCE TRAINING	
Procure & Pay		Training - Demo's and Manuals						Procure & Pay Quick Links		
Buying in the Marketplace (Home of Emory Express)		Registration for Emory Express Training					Our Customer Care Team can answer all your questions, about Payments, Emory Express, and more 404.727.5400 e-market@emory.edu Emory Express			
How to Pay - Payment Services		Are you the one that will be entering the requisitions/orders for goods and services? If so, you will need the complete two-hour hands-on training session for Emory Express. To register,								
Credit Cards at Emory										
Contract Administration		follow these directions for your training and access to Emory Express:						Supplier Announcements and Promotions		
Training for our Campus Emory Express		 Print this f an, Registration Form for Online Access, get approval for your access to Emory Express. 						Take Our Poll - Preferred Scientific Supplier		
P-Card and Cor	rporate Card	2. Complete the form and have your Department Administrator approve (sign) for						View Survey Results		
Standing Orders		3. Register (sign-up) for one of the Emory Express training sessions. Click here to						Compass Expense Reports and		
Supplier Diversity		register 4. <u>Bring Your completed Registration Form for Online Access</u> to the class.							lequests	
Policies		(Note: This form is <u>required</u> with the <u>Department Administrator's signature</u> when you go to the training session.)						det.		
	Procure & Pay FAQ's								וו ו	
Archived Articles and Memos		Emory Express Approver - Are you an Approver of Requisitions and need access to approve requisitions?							parkfly	
Glossary of Terms									, -	
About Us		If you are the one who approves Emory Express Requisitions, please contact						EMPL	OYEE DISCOUNTS ►	
For Suppliers		e-market@emory.edu for Approver-only training. When approver training sessions are needed, special sessions are scheduled.								
Forms (for ACH, Sa Exempt, Credit Car Transfers, W-9, an	ales Tax rds, Wire	Advanced Emory Express Training - Would your department like to have an advanced training session?								
		Amy	DeMore, Instructor,	to schedule a sessio	ed Emory Express tra n and discuss your de ory Express users are	partment's specific				
		Emory Express Demo's - Listen to these easy instructions for:								

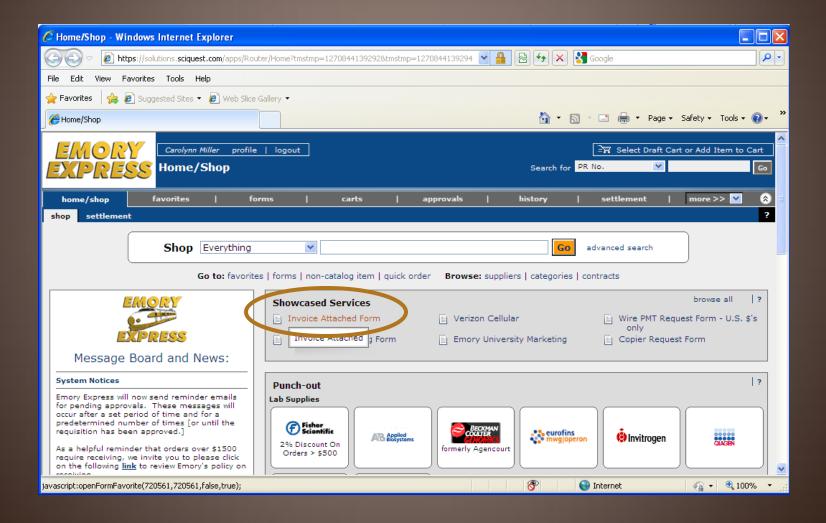
Emory Express Login



Payments to Companies via Emory Express

- To pay a company (not an individual), use Emory Express software
 - Use the Invoice Attached Form in Emory Express to process the payment
 - You will need the Supplier Invoice Number and the Invoice to attach – get PI or Dept Chair signature on invoice, depending on smartkey charged
- May also use Emory Express for: catering needs; subscriptions or memberships when AMEX is not accepted; Homeland Security Fee Payments
- To apply for access and training: https://www.finance.emory.edu/home/Procure%20and%2
 OPay/procure and pay training%20/index procure pay emoryexpress.html

Emory Express Invoice Attached Form



Invoice Attached Form

Invoice Attached	Available Actions (Click here for details): Add and go to Cart
	Supplier Information ?
Enter Supplier	or supplier search
If this payment is to a supplier not currently found in the system form as well as provide an email address or fax number for the st Requisitions without these components will be rejected. The ACH and W9 forms can be found at Procure & Pay Forms.	(i.e. you are using the New Supplier selection) you MUST attach a completed W9 form, a completed ACH upplier in 'Internal Notes.'
Please note that you may still select a supplier regardless of the	address listed under the supplier in the supplier search.
Emory Payment Services will maintain all "remit-to" addresses as i	invoices are processed.
	Purchase Information ?
This form is for payments in which an Emory PO was not originally	issued.
Directions:	
places the form in your cart without requiring a new form co before going to your cart and placing the PO for approval(s	(r); 'N/A' is appropriate. ottom of this form. oplies, you may select "Add to Cart" and click "Go" in the top-right corner of this screen. This action ompletion. You may then edit the form information and take the same action as many times as needed
Form Type	Invoice Attached
Catalog No.	
Product Description	
	255 characters remaining expand clear
Quantity	1
Price	
	Internal Information ?
Supplier Invoice Number	
Internal Notes (1000 char)	
	1000 characters remaining expand clear
Internal Attachments add attachment	1000 characters remaining expand clear
	Total 0.00

Paying a New Supplier

- If you are unable to locate a desired supplier or vendor for an item or service in Emory Express, you must also attach a W-9 form, an ACH Form, and provide full contact info for the supplier/vendor including fax number and email in the "Notes"
- https://www.finance.emory.edu/home/Procure/e%20and%20Pay/index procure pay procure/andpayforms.html

Purchases via Emory Express

- For any items purchased, order via Emory Express
- Whenever possible, use the preferred vendors listed in the Buying Guide
- Order from non-contract suppliers only when a product is not available from one of Emory's contract suppliers
- Also consult the Buying Guide to determine the preferred method of payment for specific items
- It is possible to enter a requisition in Express without a supplier and receive assistance in locating the best possible price from Emory University buyers

Buying Guide

PAYROLL PROCURE & PAY Procure & Pay Buying in the Marketplace (Home of Emory Express) Buying Green Practices **Environmental Practices** Scientific Procurement Advisory Council How to Pay - Payment Services Credit Cards at Emory **Contract Administration** Training for our Campus **Supplier Diversity Policies** Procure & Pay FAQ's **Archived Articles and Memos** Glossary of Terms About Us For Suppliers Forms (for ACH, Sales Tax Exempt, Credit Cards, Wire Transfers, W-9, and more)

The Emory Marketplace - Guiding you "Where and How to Buy" your goods and services

Our Emory Marketplace, is the HOME OF EMORY EXPRESS. Emory Express, is our eprocurement automation tool where faculty and staff order most commonly required products and specific services from University contract suppliers. Emory Express streamlines the order creation process, promotes the use of strategic supplier relationships and provides cost savings opportunities. To learn more, see Emory Express Training.



Shop from the "Commodity Index" below for the types of goods or services you need. Provided for each commodity are guidelines describing "Where to buy, How to buy, and the preferred method of Payment".

ACCOUNTING

Audio-Visual Services	Laundering Services (Lab Coats)
Books and Periodicals	Linen Rental Services
Box Lunch Providers	Mail Services and Shipping
Catering Services	Maintenance and Repair Operations
Cellular Phones & Pagers	Office Supplies
Chartered Bus Services and Shuttle Serrvices for special events	Printing Services at Emory, and Preferred Print Suppliers For Large Print jobs, Business Cards, Letterhead, and more
Computers, Printers & Software Also for peripherals and info on how to configure your own quotes	Promotional Items - For your Emory logo products
Digital Copiers	Relocation of Faculty & Staff
Education & Development	Storage - Records/Documents
Emory Brochures and Publications	Storage - Other Items
Emory Photo/Video	Surplus and Recycling at Emory

Procure & Pay Quick Links

FINANCE TRAINING

Our Customer Care Team can answer all your questions, about Payments, Emory Express, and more... 404.727.5400 e-market@emory.edu

Emory Express

CASH & DEBT

Supplier Announcements and Promotions

Take Our Poll - Preferred Scientific Supplier

View Survey Results

Compass Expense Reports and Payment Requests

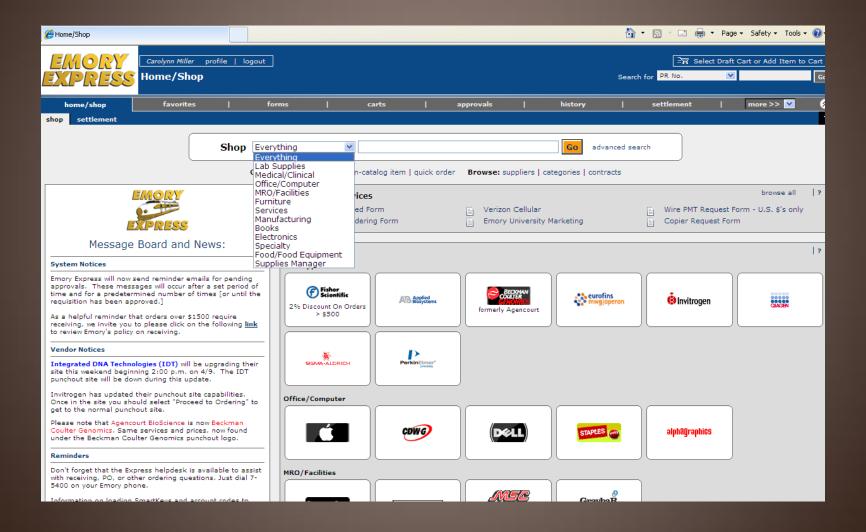


EMPLOYEE DISCOUNTS ▶

Purchasing Restricted Commodities

- All purchases of restricted commodities must be processed through Emory's Buying in the Marketplace (Emory Express) regardless of the amount of expenditure.
- Restricted items may not be purchased with the P-Card
- Restricted Items: capital equipment; payments to individuals; leases or long-term rentals; animals; radioactive material; weapons and ammunition; controlled substances; medical/surgical supplies used in hospital or clinical patient care areas

Purchases via Emory Express



Export Control Policy

- For assistance with Export Control Compliance:
- Office of Research Compliance
 - Ste. 510, I784 N. Decatur Rd.
 - Atlanta, GA 30322
 - Phone: (404) 727- 2398; FAX: (404) 727-2328
- In RSPH: see Shelle Bryant (404)727-9437;
 FAX(404)727-9853l; sbryant@emory.edu

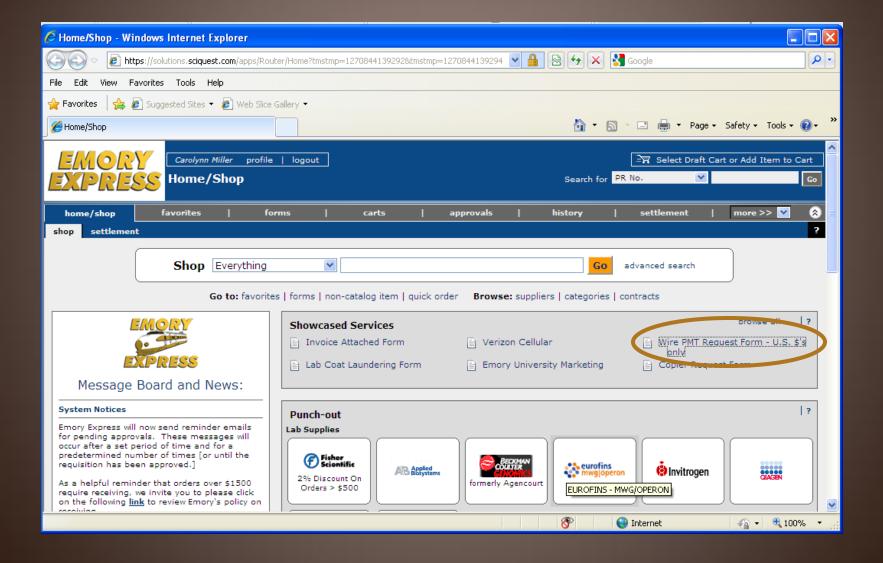
Export Control Policy and Forms

- http://www.orc.emory.edu/export_control/index.cfm
- Export restrictions under ITAR, EAR and OFAC regulations/sanctions
 often implicate research activity. For examples, a license may be
 required in order to:
- Take a laptop computer or GPS system containing controlled software into a restricted country.
- Ship research equipment outside of the United States.
- Make a payment (including honoraria, or "anything" of value) to someone in or from one of the OFAC/embargoed countries.
- Collaborate with a foreign national from embargoed countries or release certain technology or technical information to a foreign national while outside of the United States.
- Allow foreign nationals from restricted countries to participate in certain research projects at universities in the U.S. if the research falls outside the scope of the <u>FUNDAMENTAL RESEARCH</u> exclusion.

Purchase of Items for Use Outside the US

 For research involving certain items or technologies, the University may be required to get the prior approval of the United States government before allowing any foreign nationals to participate in the research; collaborating with a foreign country regarding research; or sharing research information verbally or in writing with foreign nationals.

Payments Via Wire Request



Subcontract Payments

- Sponsored Program Subcontracts are also processed and paid via Emory Express
- The subcontract agreement draft is used by the Office of Sponsored Programs (OSP) to create the purchase order
- Invoices against the purchase order must be sent to:

Emory University Accounts Payable 1599 Clifton Road, 3rd floor Atlanta, GA 30322

Subcontract Payments

- Accounts Payable uploads the invoices against the purchase order (PO)
- Research Financial Analysts and the Principal Investigator in RSPH must both confirm:
 - contracted deliverables have been fulfilled
 - the subcontract is fully executed
 - their approval of invoice payment
- RSPH Business Services will then release payment of invoice amounts to the subcontractor

Payments for Facility Use, Space Rental or Lease Agreements

- Please be reminded that all facility use, space rental, or lease agreements relative to any space that is not owned and managed by Emory University must be reviewed and approved according to the Emory University Signature Policy. Before entering into any facility use, space rentals, or lease agreements with an organization, you are required to submit a copy of the unsigned agreement to RSPH Business and Finance.
- The availability of project funds to support the facility lease / rent agreement and the allowability of the expense will be confirmed. If funds are available and the expense is allowable, RSPH Business and Finance will confirm this by initialing the unsigned contract and return the unsigned form to Carolynn Miller, Sr. Business Manager in RSPH Business Services, who will then route the unsigned agreement to Jan Kimbrough at the Emory University Office of Business Management at 404-727-8391
 Janet.kimbrough@emory.edu
- The Office of Business Management works in concert with the Office of the General Counsel in reviewing space lease arrangements and is the final signature authority for lease agreements. Once the agreement is approved by the Office of Business Management and the Office of the General Counsel, a signed copy of the agreement will be returned to Carolynn Miller for processing. Carolynn Miller will send the signed agreement to the Principal Investigator.
- A project staff member will need to process the requisition via Emory Express to enable payment. The approved and **signed** copy of the space rental agreement or lease should be attached to the requisition to allow RSPH Business and Finance to maintain a master list of such agreements.

Payments to Individuals

- Payments to individuals for services rendered
- Such payments are taxable (1099 & 1042 taxable) and include:
 - Payments to study participants
 - Awards (to non-employees and students)
 - Honoraria for guest speakers
 - Musicians/performing artists
 - Consultants/professional services

Payments to Individuals

- These payments are processed in Compass in the Accounts Payable module
- For access, complete this form and give it to Carolynn Miller for approval and processing:
- http://compass.emory.edu/security forms/Compass%20Security%20Change%20Request%20FormAll EEs v15.pdf
- Training Documents and Supplemental Job Aids:
- http://compass.emory.edu/training/trn ap.html

Payments to Individuals

- Individuals (non-employees) needing payment are required to complete a W-9 form:
- https://www.finance.emory.edu/home/Procur e%20and%20Pay/how to pay in the market place/W9formtaxpayer.pdf
- Individuals desiring payment via direct deposit need to complete this form:
- https://www.finance.emory.edu/home/Procur e%20and%20Pay/ACHauthorization%20r.pdf

Payments to Individuals who are Nonresident Aliens

 Payment for services rendered by those who are not US citizens or permanent residents of the US requires additional documentation:

https://www.finance.emory.edu/home/accounting_svcs/Accounting%20Help%20Desk/NRA_CHEATSHEET%20MC.pdf

- Foreign Source Statement <u>https://www.finance.emory.edu/home/accounting_svc</u> <u>s/Accounting%20Help%20Desk/FOREIGN%20SOURCE%</u> <u>20MC.pdf</u>
- W-8BEN (instead of the W-9)
 https://www.finance.emory.edu/home/accounting_svc_s/Accounting%20Help%20Desk/W-8BEN.pdf

Access to Compass-Accounts Payable

- Bring your access request form to Carolynn Miller, rm 848 in the Grace Crum Rollins Bldg who will approve and send your request
- http://compass.emory.edu/security forms/Compass%20Security%20Change%20Request%20FormAll EEs v15.pdf
- Complete the training with the simulation software and save copies of the supplemental job aid and additional support materials:
- http://compass.emory.edu/training/trn ap.html

Emory Purchasing Card (P-Card)

- For purchases \$1,499.00 or less such as:
- Professional Licenses/Certificates
- Memberships and Registrations
- Subscriptions
- Emory Catering
- Local business meals or boxed lunches
- Recurring expenses such as storage, coffee services, box lunches for business meals

Emory Purchasing Card (P-Card)

- Use to purchase goods and services not available through Emory Express (check first!)
- Cell phone
- Van rentals
- Grocery store purchases
- Field purchases for immediate work-related use
- May not use to purchase restricted items
- Upper limit of \$1,499.00

Not Allowable on P-Cards

- Capital equipment
- Payments to individuals
- Leases and long-term rentals (get pre-approval from Emory VP for Business Services & General Counsel prior to processing in Emory Express)
- Animals
- Radioactive material
- Weapons and ammunition
- Controlled substances
- Medical/surgical supplies used in hospital or clinical patient care areas

P-Card Holder Responsibilities

- Ensure card security
- Comply with University policies
- Do not purchase prohibited items
- Do not share your P-Card
- Use only for University business purposes
- No purchase should exceed \$1,499.00 and charges should not be split across receipts to stay below this limit

P-Card Process

- Cardholder makes purchases
- Smartkey to be charged should be indicated on the receipt as well as Business Purpose
- Receipts need to be signed by the PI if the purchase is charged to a sponsored program
- Receipts need to be signed by the Department Chair if the purchase is charged to a department account

P-Card Exceptions

- For a temporary increase to the credit limit for a p-card, e-mail the business reason and dates for the request to both Carolynn Miller and Tascha Short prior to making the purchases
- For a temporary exception for a single transaction purchase limit, e-mail the business reason and dates for the request to both Carolynn Miller and Tascha Short prior to making the purchases

P-Card Holder Responsibilities

- Any exchanges or returns to suppliers should result in a credit to the account, never cash
- Except when purchasing food, flowers, or gasoline, it is the cardholder's responsibility to inform vendors that Emory is tax-exempt
- Purchase log, receipts, smartkeys to be charged, and signature authorization P-Card purchases must be provided to RSPH Business Services within 5 days of the purchase date.

RSPH Business Services P-Card Process

- All P-Card purchases and receipts must reviewed within 5 business days of purchase and allocated to the correct smartkeys
- Purchases that are not allocated to the correct smartkey and account will default to a designated smartkey and account code
- Cardholders who are consistently delinquent in turning in signed receipts with smartkeys will have their cards revoked

Gifts and Celebrations

- There is an Emory policy that applies to all University departments and schools re: when it is and is not appropriate to give gifts or have celebrations paid for with University funds:
- http://policies.emory.edu/policy/index_pdf.cf
 m?policy number=2.5

- Involve non-Emory individuals as participants
- Expenses must be reasonable and appropriate
- Receipts must be provided
- Specific Emory-related business need for the meal must be provided

- Meals with Emory colleagues should be considered a personal expense unless:
 - A non-Emory employee is present and business is being conducted; or
 - The meal is in honor or an Emory employee beginning or ending employment or significant other achievement; or
 - Business being conducted among Emory employees cannot be done in the office or at another time; or

- An explanation as to why the meeting could not take place in the office must accompany the purchase documentation/reimbursement request; or
- Rare or atypical instances, where, with the approval of a supervisor, employees may work during normal meal breaks, e.g., working lunches

- In all instances, a list of employees, their titles, guests, and their affiliations must accompany the request for reimbursement or charge to an Emory or sponsored program account
- An original, itemized receipt is also required
- See Policy 2.106 at policies.emory.edu

Questions?

Please contact:
Carolynn M Miller
(404) 712-8379
cmmille@emory.edu