# **Electronic Purchase Order Procedures**

## Purchase orders are to be issued prior to ordering items/services:

- All efforts should be made to get the purchase order prior to placing an order; however, exceptions may be made for emergency purchases
- Invoice payments may be delayed if the purchase order number is not on the invoice received
- A "Request for Purchase" (Requisition) are completed on-line via computer, phone or tablet

Log in to: my.bumc.net/financials/portal

### To Access Website:

- Use ARENA username and password to login
- CLICK "Request a Purchase"
- CLICK the blue plus-sign "+" on the left-hand side of the screen

## **Complete Electronic Purchase Order:**

On the next screen complete the following information. *Type entries slowly* so that the system can retrieve information for the drop-down list on the screen. *ALWAYS select from the drop-down list* when provided for entry to be valid.

- VENDOR
  - o Start typing the name of vendor *slowly* and a list of vendors will appear in a drop-down box
  - o CLICK on the vendor name from drop-down list to select the vendor
    - Check your spelling of the vendor name
    - If it starts with or contains a state name, please search both the full state name ("Tennessee") and the abbreviation (TN)
  - $\circ$  If the name of the vendor does not show up in list-
    - Select "New Vendor-USE FOR REQUISITIONS" delete what you have typed and type New
    - For new vendors, type the vendor information in the "Note" selection below
- **VENDOR EMAIL** (optional) include if you know the email of the vendor
- TYPE select Purchase Order (Do NOT select "Check Request")
- SHIP TO -- Do not use this box
- ISSUED TO -- Do not use this box
- AGENT -- Do not use this box
- **PAYMENT TYPE** -- Start typing one of the following and then select from drop-down box
  - Credit Card,
  - o Invoice, or
  - Pay from Purchase Order
- **APPROVAL PATH** -- Choose your department name
- DATE REQUESTED -- Defaults to current date
- **PERIOD** -- Choose the current month from drop-down box
- **ITEM DETAIL(S)** -- The next section is where you put the detail of the item(s) or service(s) being purchased. You can add as many times as needed in this section.
  - **Fund Name** -- **Type the number "1"** and "General Fund" will appear. Select **General Fund** from drop-down list. There are no other options.
  - **Department Name** Defines the Campus or entity. Type the number from the list below and *select from the drop-down box*.
    - 1 Brentwood Campus
    - 5 Day School
    - 6 CCF
    - 12 Trinity Church
    - 14 The Village Church
    - 0 For a designated account (accounts that begin with 23xxx)

- Account Number Type GL number *slowly* and *select* the correct account from the drop-down box
  - If you are using a restricted account (beginning with 23xxx), put the name of the project (eg. Christmas in July, Music, Recovery Aid) in the description
- **QTY** Type the quantity of the item you are ordering
- **UNIT** -- Select an option from the drop-down box
- **DESCRIPTION** -- Type a full description of the item(s) or service(s) being purchased. The box will extend for more typing. *This text appears on the memo line of the check.*
- **PROJECT** -- If you have a project number, start typing the number and the box will show up with your options. Select project from the drop-down to be valid.
- **UNIT PRICE** This is the dollar amount per unit. This can be an estimated price.
- **AMOUNT** -- This amount will fill in automatically, make sure it matches the total for the item that you expected.

To add another item, complete the fields **Fund Name** through **Amount** for each different item(s) or service(s) to be purchased. You can add rows if needed.

- ADD NEW ATTACHMENT -- If you have a quote, contract or other document related to purchase order request, attach it by clicking these words. It must be a document already scanned into your device.
- **NOTE** -- Type notes you would like the approver(s) or the finance department to see
  - o If you selected **New Vendor** in the vendor section, type the name and address for the vendor in this section
- CLICK UPDATE BUTTON -- This sends the request to the first approver in the line
  - When UNDER \$500, the request will go directly to the Finance Department
  - When OVER \$500, request will go to your immediate supervisor and then to Finance Department
  - When OVER \$5,000, request will also go to the Department Director (if different from your immediate supervisor) and then to Finance Department
  - Approvals will happen at least every day at 2pm by the Finance Department (but may happen more often)

#### **Once Purchase Order is Approved:**

Once approved, you will receive an email with your purchase order number --

- You can now place the order
- $\circ$   $\;$   $\;$  Inform the vendor to include the purchase order number on the invoice
- When you receive the invoice, verify that the PO number is on it and turn the invoice into Finance Department
- $\circ$   $\;$  You can scan and email or drop the invoice in our box in the workroom
- When finance receives the invoice, they will match it to the PO number in the system and process payment

If this is a credit card purchase -

- Bring the PO number to sign out the card
- The receipt should have the PO number and be returned with the credit card

In the case of goods being received on-site –

• Submit the packing slip to the Finance Department with your initials indicating that the goods were received and the invoice should be paid

#### Payment of Invoice via Purchase Order:

Once the invoice is received, it will be matched to the purchase order (and packing slip if appropriate) and paid by the Finance Department.

Invoices received by 2:00p on Tuesday will be paid that week.