

Boston F&A Meeting

March 12, 2024



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • Medical • Law

Agenda

- BuyWays Update March 15th – 17th
- Invoice Approval Workflow Update

BuyWays Update March 15th – 17th

Ashley Hunter



BuyWays Update March 15th – 17th

BuyWays will undergo maintenance and will be unavailable for any use starting **March 15th at 9:00pm until March 17th at 12:00pm.**

We encourage you share this with your colleagues to help them plan any necessary activities ahead of this maintenance time.

What changes are happening during the maintenance?

- Campus:
 - Ability to switch to a new view when searching for a supplier (next slides)
 - *New search will be the only option available after the next maintenance period on July 12th*
- Suppliers:
 - New two-factor authentication when logging into the UMass Supplier Portal

Classic Supplier Search












Available until July 12th

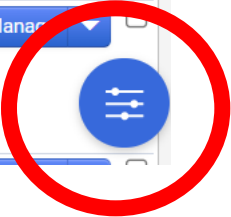
Search Details

Results Per Page: 20 | Sort by: Best Match | Page 1 of 200 | [legend ?](#)

Filtered By
Search Terms: a [Remove All]
Network
 UMass Supplier [Save New Search]

Refine Supplier Search ?
Where are my counts?
Profile Last Updated By Supplier
[Dropdown]
Last Invitation Date
[Dropdown]
Registration Status [Filter Icon]
Approved
In Progress
Invited
None
Profile Complete [more]
Registration Type [Filter Icon]
Domestic Individual
Entity
None

 AGILENT TECHNOLOGIES INC	Type:  Preferences: 	Date Registered: 7/12/2021 2:17 PM Last Updated: 2/6/2024 9:14 AM	Manage <input type="checkbox"/>
 A & M Thermometer Corp.	Type: 	Last Updated: 10/11/2022 4:39 PM	Manage <input type="checkbox"/>
 A BETTER CITY INC (test)	Type: 	Date Registered: 7/6/2020 1:46 PM Last Updated: 6/22/2022 2:09 PM	Manage <input type="checkbox"/>
 A BOCK DESIGN LLC	Type: 	Last Updated: 4/8/2022 12:14 PM	Manage <input type="checkbox"/>
 A DAIGGER & CO INC	Type: 	Last Updated: 4/6/2022 3:29 PM	Manage <input type="checkbox"/>



New Supplier Search

Quick Filters

My Searches

Approved By ▼

Manager, Supplier 230

Zuev (admin), Anne 30

Gilliland, Dennis 17

Bartow, Boyd Neal 17

Muscente, Pamela 14

[See More](#) [Show More](#)

Brand ▼

No Brand 10518

Business Unit ▼

No Business Unit 10518

Commodity Code ▼

No Commodity Code 10518

Contract Party Type ▼

Relationship: UMass Supplier ▼ Status: Active ▼

Quick search
Add Filter ▼

[Clear All Filters](#)

Page of 500
1-20 of 10518 Results
 20 Per Page ▼

...	...	Company Name	Supplier Classes	Last Modified ▼	Supplier Number ▼	Registration Status	Registration Type	Registration Date ▼	Supplier Type	Duns Number ▼	Diversity Classification
...		1 WORLD GLOBES & MAPS LLC		12/30/2016 2:14:50 PM	0000135973	None	Sourcing Only		Non-Catalog Vendors	07-NON-EMPLOYEE COMPENSATION	None (None)
...		1001 PAWTUCKET LLC		5/30/2013 5:48:51 PM	0000092735	None	Sourcing Only		Non-Catalog Vendors	01-Rents	None (None)
...		1157 DESIGNCONCEPTS LLC		5/30/2013 5:46:36 PM	0000087858	None	Sourcing Only		Non-Catalog Vendors	07-Non-Employee Compensation	None (None)
...		123 SECURITY PRODUCTS COM		5/30/2013 5:44:32 PM	0000083129	None	Sourcing Only		Non-Catalog Vendors		None (None)
...		123 TEST CO 4		1/3/2022 10:50:01 AM	0000174953	Profile Complete	Domestic Individual	8/10/2020	Non-Catalog		None (None)

Invoice Approval Workflow Update

Anne Zuev, Special Projects Manager



Workflow Criteria

Who will approve the invoice?

The **PO Owner (Requisitioner)** will be assigned to approve the invoice after the Accounts Payable (AP) team has created the voucher in BuyWays.

The PO Owner (Requisitioner) can forward the invoice to another person in BuyWays, making them the new Invoice Approver on the invoice.

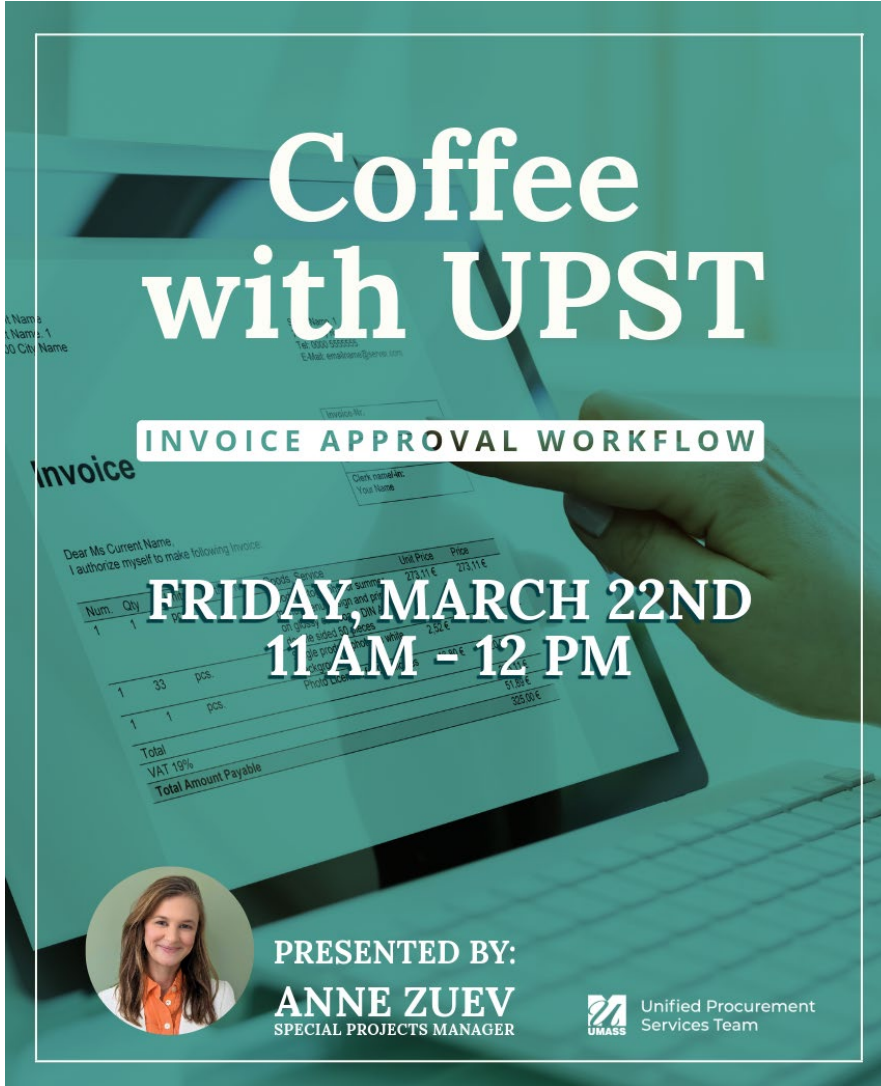
Will this apply to all invoices?

No, below are list of purchases that will **not** require an invoice approval workflow step:

- Invoices less than \$1,000
- Grant-related
- Catalog orders
- Direct payments
- Leases/Rentals

Note: Departments with existing invoice approval workflow will not be impacted.

Coffee with UPST




Coffee with UPST

INVOICE APPROVAL WORKFLOW

**FRIDAY, MARCH 22ND
11 AM - 12 PM**

PRESENTED BY:
ANNE ZUEV
SPECIAL PROJECTS MANAGER

 Unified Procurement Services Team

Invoice details visible in background:
Dear Ms Current Name,
I authorize myself to make following Invoice:
Num. Qty Unit Price Price
1 1 278.00 € 278.11 €
1 33 pcs. 2.54 € 83.82 €
1 1 pcs. 81.00 € 81.00 €
Total 442.93 €
VAT 19% 84.15 €
Total Amount Payable 527.08 €

Join us for an insightful session on **Friday, March 22nd, from 11am - 12pm**, as we explore the details of this initiative rolling out April 1st.

This month's Coffee with UPST will focus on:

- Benefits of having an invoice approver
- Criteria & threshold for an invoice needing approval
- How to review and approve during the invoice workflow step

[Register for Coffee with UPST!](#)