New PO Form Functionality
Topics

Changes and Updates to TechMart Purchasing Forms

- Declining Balance Form
- After-The-Fact Form
Declining Balance Form

Purpose:

To create a blanket order that will utilize a single Jaggaer issued PO number, for the purchase of goods or services, over a fixed period of time, with a set dollar amount and a designated PTA.

- OR -

To create an agreement with a supplier for contracted services over a period of time, with a set dollar amount and PTA (ie: consulting or general services agreement).
Declining Balance Form

New Terms:

- Forms:
  - Are used exclusively to order goods and services.
    - ie: Spot Buy

- Form Request:
  - Allows more flexibility within the form template, and utilizes question-answer formatting with logic built into the questions.

- Declining Balance Form
  - Will replicate the current “blanket” experience
  - Will replace all Oracle and sundry blankets
  - Also utilized for Consulting and Service agreements
  - Will always require a PTA
Declining Balance PO
Declining Balance Forms

Instructions:
- Identifies what this Form is to be used for

In this form will create a Declining Balance PO in TechMart.

There are 3 types of Declining Balance PO's: Blanket, Consulting Services and Service Agreement.

A Declining Balance Purchase Order should be used for the purchase of goods or services over a fixed period of time, with a set dollar amount and a designated PTA. An example would be hiring a consultant for six months and having to pay them on a monthly basis for hours worked.

If your request is for payment to a New Supplier, enter "New Supplier" in the required Supplier section.

NOTE: A Declining Balance Purchase Order requires a cost receipt.
Declining Balance Forms

Details:
- Enter the Supplier name as free text
## Declining Balance Forms

**Suppliers:**
- Where is states “Supplier”, type in the desired Supplier name
- You can disregard the other fields.

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Doing Business As</th>
<th>Fulfillment Centers</th>
</tr>
</thead>
</table>
| HARDWICK DAY INCORPORATED |                            | Network Fulfillment Center 1  
1920 East Parham Road, Richmond, VA 23228-2206 US |

|                |                            | PO-BLOOMINGTON  
Two Appletree Square, Suite 450, 8011 34th Avenue South, Bloomington, MN 55425 US |

- [Select](#)
Declining Balance Forms

Attachments:
- In this section, attach any necessary/required documentation
- You can have multiple attachments within this section
Declining Balance Form

Form Fields:

- Justification
  - Select the type Declining Balance PO you want to setup

- Amount
  - How many lines do you need
  - Amount of Declining Balance PO (per line)
  - Product Description

- Special Handling Instructions
  - Send PO to vendor?
Declining Balance Form

Form Fields:

<table>
<thead>
<tr>
<th>Form Fields</th>
<th>PO Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Declining Balance PO (Proc...</strong></td>
<td><strong>Form Fields - PO Details</strong></td>
</tr>
<tr>
<td>Form Number</td>
<td>124928</td>
</tr>
<tr>
<td>Purpose</td>
<td>Procurement Request</td>
</tr>
<tr>
<td>Status</td>
<td>Preview</td>
</tr>
<tr>
<td>Instructions</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>✓</td>
</tr>
<tr>
<td>Suppliers</td>
<td>✓</td>
</tr>
<tr>
<td>Attachments</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Form Fields</strong></td>
<td></td>
</tr>
<tr>
<td>Review and Submit</td>
<td></td>
</tr>
</tbody>
</table>

**On This Page**
- Justification (16)
- Line detail (8)
- Special handling instructions (1)

**Justification**

What type of Declining Balance PO are you looking to setup? *
- ☐ Blanket PO
- ○ Consulting Agreement
- ○ Service Agreement

Justify why a Declining Balance Blanket PO is required for this vendor: *

[2000 characters remaining]
Declining Balance Form

Form Fields:

<table>
<thead>
<tr>
<th>Declining Balance PO (Procurement Request)</th>
<th>Form Fields - PO Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Number: 124928</td>
<td>On This Page</td>
</tr>
<tr>
<td>Purpose: Procurement Request</td>
<td>Justification (16)</td>
</tr>
<tr>
<td>Status: Preview</td>
<td>Line detail (8)</td>
</tr>
<tr>
<td></td>
<td>Special handling instructions (1)</td>
</tr>
</tbody>
</table>

**Instructions**

- Details ✓
- Suppliers ✓
- Attachments ✓

**Form Fields**

- Review and Submit

**Justification**

What type of Declining Balance PO are you looking to setup? *

- ○ Blanket PO
- ○ Consulting Agreement
- ○ Service Agreement

Please describe the type of services that will be performed under this Declining Balance PO. *

[Text box]

2000 characters remaining

Is there a service agreement that needs to be signed? *

- ○ Yes
- ○ No
### Declining Balance Form

**Form Fields:**

<table>
<thead>
<tr>
<th>Line detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many lines do you need? *</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Line 1 amount:**

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00 USD</td>
<td></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit of Measure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EA - Each</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Declining Balance Form

Form Fields:

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Special handling instructions

Send PO to vendor?

○ Yes  ○ No
Declining Balance Form

Review and Submit:
- Verify all information is complete
- Select “Add and go to Cart” to be redirected to the Shopping Cart page.
Declining Balance Form

Shopping Cart:
- Once you are at the Shopping Cart page, you will proceed as standard.
- At this screen you can see that tax was not applied.
Declining Balance Form

Shopping Cart:
- Select your Financial Approver, if required
- Provide your PTAE, if not populated
- Verify your Dept Code is entered
- Place Order
Declining Balance Form

Next Steps:
- A Buyer will then complete the Requisition
- Jaggaer PO number will be generated
- PO will be issued to Supplier (if that option was selected)
- Cost Receipt will be required, regardless of dollar amount, for all Declining Balance PO’s

Suppliers will be instructed to send invoices to our Digital Mail Room
Declining Balance Form

Invoice Approvals:

• **General Rule:** Every Purchase Requisition will require Financial Approval – Either in Requisition workflow **OR** Invoice Workflow, but NOT both

• **EXCEPTION:** Financial Approval will NOT be required for PO-matched invoices <$1,000

• **Rule:** Financial Approval will always be required for Payment Requests, Employee Reimbursements and Invoice Attached – No Exception
Declining Balance Form

Cost Receipt:
- 2 Options
  - Complete one (1) Cost Receipt for the full amount of the PO
    - If the Requisition was not Financially Approved, an Invoice Financial Approver will have to approve every invoice (over $1,000)
      - Approvals are driven by the PO amount
    - Completing it this way would only require one cost receipt by the Requisitioner
  - If the Requisition was Financially Approved, the Invoice Financial Approver will not have to approve any invoices.
Declining Balance Form

Cost Receipt:
- Examples:

Create a Declining Balance for $25,000 for services. Your Requisition Financial Approver did approve this.
You create the cost receipt for the full $25,000. Invoices will not require any financial approval.

Create a Declining Balance for $25,000 for services. Your Requisition Financial Approver did not approve this.
You create the cost receipt for the full $25,000. Invoices will not require any financial approval by your Invoice Financial Approver.
Declining Balance Form

Cost Receipt:

- 2 Options
  - Complete a Cost Receipt every time an Invoice comes in
    - If the Requisition was not Financially Approved, an Invoice Financial Approver will have to approve every invoice (over $1,000)
      - Approvals are driven by the PO amount
    - Completing it this was will require a cost receipt to be created for every invoice received
  - If the Requisition was Financially Approved, the Invoice Financial Approver will not have to approve any invoices.
Declining Balance Form

Cost Receipt:
- Examples:

Create a Declining Balance for $25,000 for services.
    Your Requisition Financial Approver did approve this.

You create a cost receipt every time an invoice comes in.
Invoices will not require any financial approval.

Create a Declining Balance for $25,000 for services.
    Your Requisition Financial Approver did not approve this.

You create a cost receipt every time an invoice comes in.
Invoices will require financial approval by your Invoice Financial Approver.
Declining Balance Form

Cost Receipt:
- Receive a system generated email prompting you to perform a cost receipt

Link will take you to Voucher

![TechMart](image)

A RECEIPT IS REQUIRED FOR Invoice# V1625

Dear Requisitioner 2,

A receipt is required for this voucher for matching and payment purposes. All Invoice's exceeding the threshold limits (both line and total) require receipts.

https://usertes.scirequest.com/apps/Router/ViewBuyerInvoice?BuyerInvoiceId=049054&AuthUser=1903168&tmstamp=1518034011176

Once the item/service has been delivered, you can create a receipt by searching for the invoice's PO(s) (or select the link below) and selecting "Create Qty receipt" or "Create Cost Receipt" action.

[PO#: T004104] https://usertes.scirequest.com/apps/Router/ViewPO?poId=2410208&AuthUser=1903169&tmstamp=1518034011177

If you have any questions with regard to the Invoice receiving process, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 626-395-8900 TechMartHelp@caltech.edu

Thank you,
California Institute of Technology

Link will take you to PO
Declining Balance Form

Creating the Cost Receipt:
- Go to the Accounts Payable Menu Item
  - Hover over “Vouchers and Receipts”
    - Select “Create New Invoice, Credit Memo or Receipt”
Declining Balance Form

Creating the Cost Receipt:

Create Invoice

Type: Cost Receipt
From: PO

PO numbers:

Create
Close
Declining Balance Form

Creating the Cost Receipt:
- When creating the Cost Receipt you can enter the Packing Slip No.
- You can attach a packing slip
- You will designate the cost of the receipt and hit “Complete”

*If you are using a fab account, please attach your packing slip*
Declining Balance Form

Creating the Cost Receipt:

![Image of Declining Balance Form](image-url)
After-The-Fact Form

Purpose:

To provide payment to a Supplier for goods and/or services completed outside of a Purchase Order.
After-The-Fact Form

Form Functionality:
- On a Form Request
  - The primary difference between a “form request” and the other purchasing non-catalog forms is that it allows for logic to be built into an question/answer based format
  - They will always require Financial Approval by your Requisition Financial Approver
  - These requests will immediately turn into a voucher for payment
After-The-Fact Form

Form Functionality:
- Will calculate 9.5% tax
- Will generate a Jaggaer PO number
- Follows the Requisition workflow
- Will require financial approval, regardless of dollar value
- Will route to a Buyer for review
- Will flip to a Voucher after the Buyer approves the Req
- Will route to AP Review for tax accrual validation
After-The-Fact Form

[Diagram of purchasing forms]

- Non-Catalog Forms
  - Spot Buy
  - Change Request
  - Research Subcontracts
  - Service Agreements
  - Partial Sales & Use Tax Exemption
  - Declining Balance PO
  - Supplier After-the-Fact Request
After-The-Fact Form

Instructions:
- Identifies what this Form is to be used for

**Caltech**

After-the-Fact purchases are unauthorized transactions made on behalf of Caltech that go against Caltech purchasing policies and procedures, and will be monitored for training and reporting purposes. All After-the-Fact purchases, regardless of dollar value, require justification & financial approval.

If your request is for payment to a New Supplier, enter "New Supplier" in the required Supplier section.

This form is for payment to Suppliers ONLY.

Click here to find Purchasing's Policies and Procedures.
After-The-Fact Form

Details:
- Enter the Supplier name, this is a free text field
**After-The-Fact Form**

**Suppliers:**
- Where is states “Supplier”, type in the desired Supplier name

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Doing Business As</th>
<th>Fulfillment Centers</th>
<th>Action</th>
</tr>
</thead>
</table>
| HARDWICK DAY INCORPORATED  |                                        | Network Fulfillment Center 1
1920 East Parham Road, Richmond, VA 23228-2206 US
PO-BLOOMINGTON
Two Appletree Square, Suite 450, 8011 34th Avenue South, Bloomington, MN 55425 US | Select |
| HARDWICK, TERRA            |                                        | No Address                                                                         |        |
After-The-Fact Form

Attachments:
- Click on the “Add Attachment” button to load your ATF invoice(s) & other supporting documentation
- You can load more than one attachment
**After-The-Fact Form**

**Form Field:**
- Invoice Information
- After the Fact Justification
- Contract Evaluation
After-The-Fact Form

Form Fields:
- Product Description field will carry over to the line item description in your Cart

If this Supplier After-the-Fact exceeds $10,000, please complete and attach either the Competitive or Non-Competitive Procurement Justification found here.

How many lines do you need?

1

Line 1

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>USD</th>
<th>Quantity</th>
<th>Total</th>
<th>Total</th>
<th>0.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1000 characters remaining
After-The-Fact Form

Form Fields:

**After the Fact Justification**

Explain why this was processed as an After-the-Fact purchase. ★

2000 characters remaining

**Describe the steps that will be taken to prevent After-the-Fact purchases in the future. ★**

2000 characters remaining

**Contract Evaluation**

Was there a supplier contract with this After-the-Fact purchase? ★

☐ Yes ☐ No
After-The-Fact Form

Review and Submit:
- Verify all information is complete
- Select “Add and go to Cart” to be redirected to the Shopping Cart page.

![Review and Submit Form](image)
After-The-Fact Form

Shopping Cart:
- Once you are at the Shopping Cart page, you will proceed as standard.
After-The-Fact Form

Shopping Cart:
- Select your Next Approver (financial approval is required)
- Provide your PTAE, if not populated
  - (Project, Task, Award & Expenditure Type)
- Verify your Dept Code is entered
- Place Order
After-The-Fact Form

Next Steps:

- Requisition Financial Approver will Approve Requisition
- SOS/PPS Buyer will then complete Requisition
- Jaggaer PO number will be generated
- PO will flip into a Voucher
- AP will receive all ATF’s to review for tax accrual purposes
  - Once AP Review step is complete, it will be put in a disposition to pay
NOTE:

- Just like our current Invoice Attached process, these ATF PO’s will not be issued to Supplier
- These will not get scanned in by DMR
caltech.edu