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
# New Supplier Search

## Filters

- **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**

## Supplier List

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<tr>
<th>Company Name</th>
<th>Supplier Classes</th>
<th>Last Modified</th>
<th>Supplier Number</th>
<th>Registration Status</th>
<th>Registration Type</th>
<th>Registration Date</th>
<th>Supplier Type</th>
<th>Duns Number</th>
<th>Diversity Classification</th>
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<td>Domestic</td>
<td>8/10/2020 Non-Catalog Vendors</td>
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</table>
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.
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!