

Purchase Requisition and Payment Process: WOPRs

** VENDOR ARIBA ACCOUNTS

All vendors should have/ create Ariba accounts to be notified of P.O.s and submit invoices for payment.

*** INVOICING TIPS

- **Vendor Invoice Number** must be less than 16 characters and in all UPPERCASE or will get rejected.
- **Payments** may only be issued after services have been delivered.
- **Partial invoices** may be processed by selecting applicable line items / deliverables set-up in the Ariba P.O. to invoice against. Once this line item is selected / invoiced, it is no longer available (be sure you have completed the entire service associated with that line item / deliverable before processing).
- **Resources:** See Ariba Invoice Processing resources for guidance as needed at <https://www.sccgov.org/sites/proc/resources/Pages/home.aspx>

PURCHASE REQUEST FORM PREPARATION

1 - DEPARTMENT REQUESTOR Prepares Purchase Request Form including following information for respective request type:

Coaching, Organizational Dev., or eLearning

- Vendor
- Ariba Commodity Code: 99999
- WOPR ID Number
- Name of Watcher (if different from Requestor)
- Work Order Form / Engagement Plan (attachment)

Training

- Vendor
- Course Title and Brief Description
- Dates and Times
- Location
- Ariba Commodity Code: 99999
- WOPR ID Number
- Name of Watcher (if different from Requestor)

Repeat Existing WOPR

- All respective fields listed above for Coaching/OD/eLearning or Training
- Name of Watcher (if different from Requestor)

2 - DEPARTMENT REQUESTOR Routes Purchase Request Form via departmental process for requisition approval

ARIBA PURCHASE REQUISITION INITIATION and APPROVAL

3 - DEPARTMENTAL FISCAL UNIT / REPRESENTATIVE Creates Purchase Requisition in Ariba and adds watchers (Department Requestor) and attaches documentation include PR Form, Work Order Form, etc.

4 - APPROVERS Review and Approve PR

- 1st Approver: Departmental Fiscal Unit / Representative
- 2nd Approver: Learning Organization
- Watcher: Department/Agency Requestor
- Ariba Commodity Code: 99999

SERVICES MAY BEGIN UPON PURCHASE REQUISITION APPROVAL

Services rendered without approved Ariba Purchase Requisition may not be processed or paid out to vendor.

INVOICE AND PAYMENT

5 - DEPARTMENT REQUESTORS Sends Email to Department Fiscal Contact with training / project progress completion including the following information:

Coaching, Organizational Dev., or eLearning

- P.O. #, Vendor
- # Hours or X Deliverables completed

Training

- P.O. #, Vendor, Course Title
- Attached course roster(s)

6 - VENDOR submits invoice via Ariba** (see also ***Invoicing Tips)

7 - DEPARTMENT FISCAL REPRESENTATIVE Receives Invoice via Ariba and Approves

8 - ARIBA issues payment to vendor upon invoice approval