# Purchase Requisition and Payment Process: Health and Human Services WOPRs

**\*\*VENDOR ARIBA ACCOUNTS**

All vendors should 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 REQUISITION PREP and INITIATION IN PMM

**1 – DEPARTMENT REQUESTOR Prepares Purchase Requisition** including following information:

Coaching, Organizational Dev., or eLearning
- Vendor
- Ariba Commodity Code: 99999
- WOPR ID Number
- Work Order Form / Engagement Plan (attachment)

Training
- Vendor
- Course Title and Brief Description
- Dates and Times
- Location
- Ariba Commodity Code: 99999
- WOPR ID Number

**2 – DEPARTMENT REQUESTOR Initiates Purchase Requisition (PR) in PMM**

**Important: Add following notes** in PMM Comments/Notes to flag this as Ariba PR:
  - "Please convert PR into Ariba PR"
  - Include Contract / Agreement Number

_**\*\*Attach Work Order Form** / Engagement Plan if Coaching, Organizational Development, or e-Learning WOPR_

## ARIBA PURCHASE REQUISITION CONVERSION AND APPROVAL

**3 - HHS RESOURCE MANAGEMENT Receives PR and assigns PR to Buyer** overseeing respective cost center.

\*See Resource Management Index Assignment List

**4 - HHS RESOURCE MANAGEMENT Converts PMM PR into Ariba PR**

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

**5 – APPROVERS Review and Approve PR**

Purchase Order generated upon approval and Ariba notifies Vendor that P.O. is ready

## INVOICE AND PAYMENT

_**\*SERVICES MAY BEGIN UPON PURCHASE REQUISITION APPROVAL\***_

**6 – Vendor submits invoice via Ariba**

**7 – DEPARTMENT FISCAL REPRESENTATIVE Receives Invoice** via Ariba and Approves

**8 – ARIBA issues payment** to vendor upon invoice approval