

Accounting and Reconciliation

Office Max and Fisher Scientific Orders

In the past, orders that were placed through Stores for Office Max and Fisher Scientific products were billed internally by Stores. Requests for these products to Stores were made using a 100W, or online Requisition to Stores.

With the implementation of the MarketPlace, all orders for these products will be processed as requisitions, populated via the MarketPlace, resulting in direct Purchase Orders (POs) to the supplier. To maintain internal control standards, requisitions will now be required for any orders placed with Office Max and Fisher in the MarketPlace. Billing and reconciliation processes will remain consistent with that of any other external supplier. Though the PO creation and dispatch will be automated, it will look to the department like the eStores Service Center (eStores) created the PO on their behalf. Stores will serve in the role of the buyer for the PO.

Internal Suppliers

Some internal suppliers will utilize the PeopleSoft standard comments to gather further information for that order. See Appendix A Table.

Model A

Internal Suppliers that Generate their own Billing for Orders Created through the MarketPlace

In order to meet internal control standards, an internal University supplier may utilize the MarketPlace for the front-end approval process. In this case, the requisitioner creates a requisition using the MarketPlace and it is workflowed through the department, then on to the internal supplier. The order is fulfilled and the supplier generates their own billing.

Departmental Accounting and Reconciliation

Unless noted by the internal supplier, there are no accounting or reconciliation changes to the current process for that supplier.

Model B

Internal Suppliers that have eStores' Generate Billing for Orders Created through the MarketPlace.

An internal supplier may elect to have eStores generate the billing for their orders. The supplier receives customers' requests for services via fax or Requisition to fulfill the orders.

eStores Billing

eStores emails an Unpicked Order report to the internal supplier for approval or pricing adjustments. The approved / corrected report is returned to eStores to generate customer billing.

Departmental Accounting and Reconciliation

A reconciler utilizes the Inventory Billing Report or the html version of the simplified flex of the 91 to reconcile purchases. The reconciler may also need to review the original approved requisition, which can be accessed online or printed from the link in the html version of the flex or simplified flex 91.

Appendix A

| | Values to locate standard comments | |
|---------------------|------------------------------------|-----|
| UniPrint | RIS | 100 |
| University Catering | RIS | 101 |