

## **New Employee Onboarding - Central Procurement & Accounts Payable**

*effective 8/11/21*

**Central Procurement** – aka Purchasing. (“I need to BUY something.”) Central Procurement is responsible for overseeing, training and managing the purchasing of goods and services across the entire university with a goal to leverage the University’s spending to ensure that we receive the best value for the services and products purchased.

**Accounts Payable** – (“I need to PAY for something.”) Accounts Payable is responsible for timely disbursements for reimbursements and supplier payments in compliance with requirements established by Federal, State and University rules and regulations.

Visit our website for more information: [www.xavier.edu/procurement](http://www.xavier.edu/procurement)

### **QUICK OVERVIEW:**

- Xavier Employees are not granted permission to make expenditures on behalf of the University without supervisory and budgetary oversight. The XavierBuy eProcurement system and US Bank Pcard programs provide that oversight. Please work with the authorized and trained XavierBuy and Pcard users for assistance with all purchasing transactions.
- No expenditure of funds, including the use of personal funds, should be done without prior authorization if the individual anticipates reimbursement.
- All Xavier University suppliers should be supplied with a tax exemption form so that we are not charged tax. Sales tax is not reimbursable in most cases.
- **AMAZON** - Do not purchase items from Amazon outside of XavierBuy. Xavier has special pricing and an account set up in XavierBuy to accommodate tax-exemption, Prime purchases, electronic ordering and invoicing.
- **OFFICE SUPPLIES** - Do not purchase office supplies outside of XavierBuy. *Brown Enterprise Solutions (BES)/Staples* and *ISC Solutions (ISC)/Office Depot* are the University’s contracted office supply providers with special pricing and next-business-day desktop delivery for most orders received by the supplier before 5pm.
- **GIFT CARDS** - Gift cards are taxable to employees and may be taxable to students and others outside the University. ALL gift card purchases, regardless of dollar value or recipient, must be reported. Visit <https://www.xavier.edu/procurement/accounts-payable/gift-card> for details.
- **PROMOTIONAL ITEMS/XAVIER-BRANDED ITEMS (Anything with a Xavier logo/name on it)** - Do not purchase Xavier-branded items/promotional items outside of XavierBuy. Xavier has licensed suppliers that are approved to provide merchandise with Xavier’s logo. It is critical that only licensed suppliers are utilized for these purchases.

- **TRAVEL / EXPENSE REIMBURSEMENT** – Travel reservations should be made through AAA/Concur (flight, car rental, hotel). Other travel-related spending may be placed on a Pcard such as baggage fees, Uber/Lyft, tolls, etc.

### What is XavierBuy?

XavierBuy is the name of Xavier University's e-Procurement system powered by Unimarket.

### What is a Pcard?

A Pcard is a University-issued purchasing card. Its primary purpose is for business travel expenses. It may also be used for purchases under \$2,500 when the supplier will not accept a Purchase Order or Xavier will only be utilizing the supplier one time so it is not cost-effective to set them up as a supplier in XavierBuy. Pcards should NEVER be used for services, Amazon orders, or Xavier-branded items. These items must all go through XavierBuy. Bottom line...if it can go into XavierBuy it should go into XavierBuy.

### How does someone become a XavierBuy User (Buyer / Browser / Approver / Viewer / Expense Module User)?

Xavier has a limited number of Buyers and Browsers that are established in XavierBuy. Those individuals are "super users" (based on the volume of their purchasing activity) and have already been designated and trained throughout campus. In your role, if you are replacing an individual that was a XavierBuy Buyer/Browser, please email [procurement@xavier.edu](mailto:procurement@xavier.edu) for next steps.

### When do I need a Purchase Order?

All transactions should have a Purchase Order issued to the supplier PRIOR TO any work beginning/orders being fulfilled. If a Purchase Order is not issued in advance:

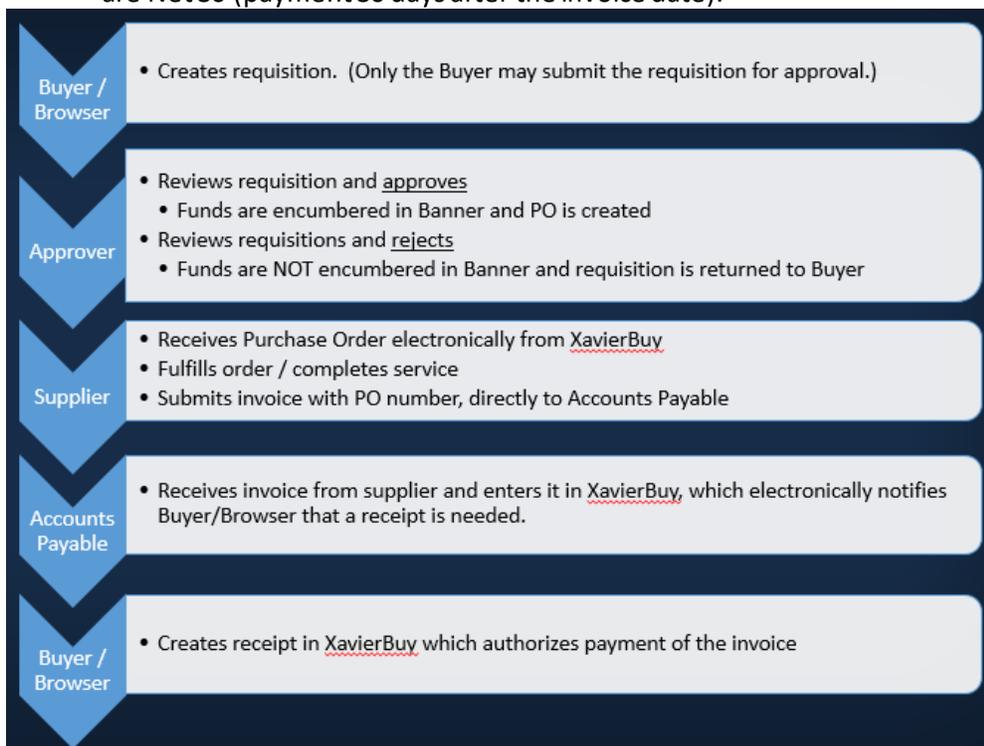
- There is no contractual obligation between Xavier and Supplier
- The purchase has not been reviewed/approved in advance
- Funds are not encumbered (set aside to ensure payment) in Banner
- There is no visibility of the transaction by Financial Administration to track/anticipate Xavier's financial obligations.

Please work with a designated XavierBuy Buyer/Browser in your area for assistance.

### What is Xavier's Purchase Process?

1. The authorized XavierBuy **Buyer/Browser** should get a quote and enter a requisition in XavierBuy. (A requisition is a request to place an order.) Competitive bids are required for transactions of \$5,000 or more.
  - a. Once the requisition has been submitted by the Buyer, it will route for approval(s). The Fund, Org, and Account codes in the FOAP determine who the requisition will route to for approval.
2. Each **Approver** will review the requisition and either reject or approve the requisition for purchase.

3. Once approved by all approvers, a Purchase Order will be issued and sent by email to the **Supplier** and the Buyer/Browser. Once the Supplier receives the Purchase Order, then they are authorized to begin work/fulfill the order.
  - a. After the supplier fulfills the order/completes the service, then they submit their invoice directly to Accounts Payable following the instructions printed on their Purchase Order. Invoices should NOT be sent to Xavier employees outside of Accounts Payable as it creates an extra, unnecessary step and often results in duplicate invoices absorbing additional administrative time and costs.
4. **Accounts Payable** will upload the invoice(s) against the Purchase Order and the Buyer/Browser will be prompted by email and task indicators in XavierBuy to receive/approve the invoice.
5. Once the **Buyer/Browser** reviews the invoice(s) for accuracy (Does the invoice match the quantity and dollar amount on your order?) and receives/approves the invoice, then the invoice will be processed for payment according to the payment terms. Xavier's default payment terms are Net 30 (payment 30 days after the invoice date).



### Xavier University is Tax Exempt

We should not be charged tax for transactions. A copy of Xavier's Tax Exemption certificate is available on the Central Procurement & Accounts Payable [website](#) and in the Links section of XavierBuy.

### **How do I locate suppliers to provide Xavier logo and Xavier-branded items (Anything with a Xavier logo/name on it)?**

There are designated suppliers that are licensed and authorized to sell Xavier logo and Xavier-branded items. These purchases should not be placed on a credit card or a personal credit card for reimbursement. They must all be placed in XavierBuy. To find the licensed suppliers in the XavierBuy Marketplace, under View Suppliers, click in the TAGS search box, select X BRANDED PRODUCT SUPPLIER, and click SEARCH. All licensed suppliers will have a special X Branded Product Supplier tag. Please work with a designated XavierBuy Buyer/Browser in your area for assistance.

### **Where should invoices be submitted?**

All invoices require a Purchase Order number in order to be processed for payment. A Purchase Order should be established prior to any work being done by the Supplier. Preferably, all invoices will be submitted by the suppliers following the instructions below. Xavier employees outside of Accounts Payable should not be receiving/handling invoices as it creates an extra step and may cause payment delays.

Guidelines for suppliers/vendors/independent contractors to submit an invoice:

1. Email invoices to: [invoices@xavier.edu](mailto:invoices@xavier.edu)
2. The Purchase Order number (XU#####) must be on the invoice.
3. Subject line on email: Invoice Xavier Purchase Order XU#####.
4. Limit one invoice per email.

### **Can I purchase gift cards?**

Gift card purchases should not be made on a Pcard or a personal card for reimbursement. Gift card purchases for staff/faculty/students/non-employees are all potentially taxable and have specific reporting requirements. Please send inquiries for gift card purchases to [procurement@xavier.edu](mailto:procurement@xavier.edu).

### **EXPENSE REIMBURSEMENT QUESTIONS:**

#### **Are receipts required for transactions under \$10?**

Yes, receipts are required for ALL transactions regardless of dollar value.

#### **Does it make a difference if I use my personal credit card or a Xavier issued Pcard?**

YES! If you are issued a Xavier University Pcard, that card should be used before spending your own personal funds. If the purchase you are making does not meet the requirements for a Pcard, then it is probable that the purchase should not be made on your personal card either. If you are not issued a Pcard and it is necessary for you to make an expenditure on behalf of Xavier University, and it cannot be purchased using the XavierBuy eProcurement system, please make sure the expense is authorized and there are funds in your budget to cover the purchase before utilizing your Pcard. Travel reservations and other travel-related spending should be made using the Pcard except in rare circumstances.

Anything that can go into XavierBuy SHOULD go into XavierBuy. The Pcard should be utilized primarily for travel but may also be utilized for purchases under \$2,500 when the supplier won't accept a Purchase Order or the Supplier will only be utilized one time so it is not cost effective to set them up in XavierBuy.

**What do I do if I lost a receipt?**

Every effort should be made to get a legitimate replacement. Contact the vendor first and if they cannot send a reprinted copy, ask them to email a receipt providing at least the name of the seller, the date, time and amount of the purchase. Hotels and car rentals have this ability. For personal use of credit cards, the statement can be used as proof of payment showing the date, time and name of the establishment. Parking meters where you slide in your card can be photographed where they are when you make the charge. If you use a parking meter application, you will receive an emailed receipt to attach to the report. If cash is used and no creative method can be utilized to get a receipt, (info written on the back of a business card, napkin etc...) contact the Accounts Payable Manager at [bolande@xavier.edu](mailto:bolande@xavier.edu) for further instructions.

**WHO DO I CONTACT WITH QUESTIONS?**

**Central Procurement:** Manages and assists with procurement of goods and services.

For assistance, email [procurement@xavier.edu](mailto:procurement@xavier.edu).

**Accounts Payable:** Processes invoices against purchase orders, expense reimbursements, and other special circumstance payments.

For assistance, email [accounts\\_payable@xavier.edu](mailto:accounts_payable@xavier.edu).