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Sent: Monday, October 24, 2022 1:46 PM

Cc: Stocker, Pamela M <PMStocker@uams.edu>; White, Jayme S <JSWhite2@uams.edu>; Hahs, Larry K <HahsLarryK@uams.edu>; Homsley, Suzanne M <SMHomsley@uams.edu>

Subject: Creating Supplier Contracts for SBS Copier Leases

Good afternoon,

We would like to share this QRG (Quick Reference Guide) which includes step-by-step instructions for creating a supplier contract for an SBS copier lease. Please review carefully and include all the required or recommended information when creating any new supplier contracts for copier leases moving forward.

If you have questions about this or need assistance with any other procurement process, please reach out to **Pam Stocker** PMStocker@uams.edu for additional support. We will be working on a webpage where we will save these Workday procurement-related communications so that you will have a place to reference past communications without having to search through your inbox. When that webpage is ready, we will include a link to that page in all future communications.

Also, if you are looking for an existing supplier contract that was converted into Workday from an SAP purchase order/invoice plan, use the report RPT – Find Supplier Contracts. Put your SAP PO number in the Contract Reference field on the report prompts.

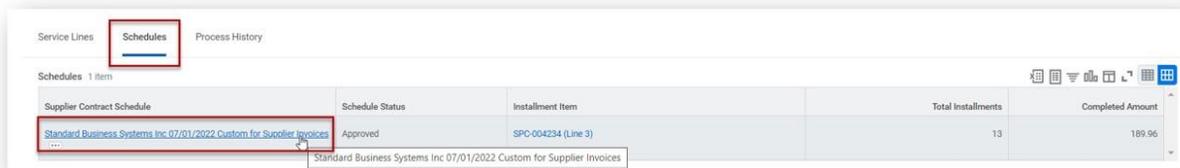


Contract End Date On or Before: MM/DD/YYYY

Contract Reference: 1193822873

Created by Worker: [Dropdown]

To look at the payments that have been made using the contract and to see future payments that are remaining, those are found under the Schedules tab in the supplier contract. Click on the blue hyperlink for the Supplier Contract Schedule.



Supplier Contract Schedule	Schedule Status	Installation Item	Total Installments	Completed Amount
Standard Business Systems Inc 07/01/2022 Custom for Supplier Invoices	Approved	SPC-004234 (Line 3)	13	189.96

Under Installments you will find each payment that is scheduled to be made and any supplier invoices that have been created for a payment. Do not be alarmed if future payments do not reference a Supplier Invoice yet. Those invoices are created a couple of days before the payment is due.

> **Supplier Invoice Defaults**

Installments Contract Lines Process History

Installments 13 Items

Installer	Status	Invoice Date	Period	Supplier Invoice Overrides	Total Amount	Supplier Invoice	Contract Line	Amount	Line Item Description	Spend Category
Q	Complete	07/01/2022	From Date To Date	Yes	47.49	Supplier Invoice: SI-1000194729	SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment
Q	Complete	08/01/2022	From Date To Date	Yes	47.49	Supplier Invoice: SI-1000214290	SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment
Q	Complete	09/01/2022	From Date To Date	Yes	47.49	Supplier Invoice: SI-1000244657	SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment
Q	Complete	10/01/2022	From Date To Date	Yes	47.49	Supplier Invoice: SI-1000276408	SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment
Q	Available	11/01/2022	From Date To Date	Yes	47.49		SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment
Q	Available	12/01/2022	From Date	Yes	47.49		SPC-004234 (Line 3)	47.49	CopierLexmarkM3150	SC0469 Lease Equipment

Again, if you have questions about this or need assistance with any other procurement process, please reach out to **Pam Stocker** PMStocker@uams.edu or Erin Quimby ERQuimby@uams.edu for additional support.

Thank you,
Erin