

# ePayment Changes

## Overview

The expense types available in ePayment are being revised to align with the University of Chicago's Preferred Purchasing Methods and provide better control and oversight of transactions that should require a purchase order (PO). This document provides guidance on the ePayment expense type changes, as well as available support from the Shared Services Office for Vendor Set-up.

## Reasons for the Change

A University Purchase Order is the preferred method of acquiring goods and services and should be used whenever possible. Select items do not require a University Purchase Order and can be acquired using ePayment or a GEMS card. Changes to check payment requests are being made to improve purchasing efficiency and compliance at the University of Chicago. Moving certain transaction types to Purchase Orders will benefit the University in several ways:

1. Improved control by requiring budgetary approval *prior* to incurring financial commitment
2. Reduce the likelihood of payment duplication
3. Protect the University and reduce legal exposure by establishing clear expectations on terms, delivery, and price
4. Improve the University's cash flow management
5. Provide volume discount opportunities to the University
6. Improve visibility to University diversity spend

## Summary of ePayment Changes

1. Overtime, certain expense types will be removed from ePayment as they should be done in BuySite instead. Payments for the following expense types should be made through a Purchase Order in BuySite instead of ePayment:
  - Claims
  - Consulting Fee
  - Marketing and Promotional
  - Medical Fee
  - Other
  - Service
  - Supplies
2. The Shared Services Office can assist in collecting required vendor set-up documentation (e.g. W-9) on behalf of the local units. Shared Services assistance can be requested by submitting the ServiceNow Vendor Set-up Request or by adding the vendor contact information to the ePayment request (a new field).

## Transition Support

- Shifting certain transactions from ePayment to BuySite will be a gradual process and final system changes will not go into effect until early 2018.
- The Shared Services Office will partner with local units to help them transition to the correct payment type over time and will create a targeted list of vendors to migrate to BuySite.
- Training, job aids, and email reminders will be provided to staff who use ePayment.
- Please contact [SharedServicesInput@uchicago.edu](mailto:SharedServicesInput@uchicago.edu) with any concerns or feedback.