

INSIDE PROCUREMENT



As your Chief Procurement Officer, I strive to foster transparency, collaboration, and innovation. "Inside Procurement" is a monthly update and one step toward strengthening our communication and celebrating the incredible work you do.

– Ajay Patel

VendorInfo Portal Update

(Live) The supplier request form status report is now updated twice a week vs once a week.

Registration Delayed?

Some supplier registrations are delayed due to missing information in the portal. Please remind vendors to check their junk folders for the registration invite from emory@vendorinfo.com

Coming Soon

Commodity Matrix – FY27 version will be posted to the Procurement website September 1.

eShipGlobal- Currently in the pilot phase.

Updated Travel and Expense Policy 2.90

Updated Contract Approval and Signature Authority Policy 1.2

Procurement Updates

New Automated Notifications for Credit Card Transactions

To help streamline expense reporting and support timely reconciliation of credit card transactions, Procurement and Support Services has partnered with the Compass Systems Group to implement automated email notifications for P-Card and Corporate Card activity. These notifications will now be sent to both **cardholders and approvers**, providing greater visibility into transactions that require action and helping ensure compliance with university credit card policies.

Cardholders will receive reminders when new transactions are available for processing and when transactions remain unexpensed. **Approvers** will be notified of outstanding unexpensed transactions that are more than 10 days old, as well as transactions and expense reports awaiting approval.

Users are encouraged to promptly review and act on notification emails in Compass to ensure transactions are reconciled, expensed, and approved in a timely manner. As a reminder, expense reports that remain pending for 60 days will be automatically deleted and must be recreated.

Payment Request Form Change

Procurement and the Compass Systems Group are finalizing enhancements to the **payment request form** that will eliminate the need for departments to enter supplier banking information when submitting a payment request.

This change is designed to simplify the payment request process and strengthen the security of sensitive banking information. Additional details, including implementation timing and process changes, will be communicated as they become available.

Accounts Payable

YEAR-END PROCESS

Thursday, August 13	5PM deadline for departments' final approval of payment requests (Compass).
Friday, August 14	5PM requisition deadline for the purchase of goods, services, and equipment over \$50,000 or high risk. Requisitions received after this date may not be processed for FY26.
Wednesday, August 26	Deadline for reconciling and approving P-Card charges in Compass.
Thursday, August 27	5PM cutoff for stop payment requests to Accounts Payable. Email pheath@emory.edu and emory.fsc@emory.edu and include STOP PAYMENT in the subject line.
Friday, August 28	3PM deadline for Accounts Payable final approval of payment requests (Compass) and check requests (Emory Express). Items in new supplier setup may not make this deadline.

EMORY UNIVERSITY

Your Go-To Procurement Contacts

Sourcing and Contracting, sourcingandprocurement@emory.edu

PO orders or requisitions, e-market@emory.edu

AP payments, Emory.FSC@emory.edu

FedEx, fedexrequest@emory.edu



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Visit the Procurement and Support Services Website