Creating a Subaward BPO in eProcurement Step-by-Step Guide

Before you Begin: What you need to know before requesting a new Subaward

CONFIRM AUTHORIZATIONS

Check with your departmental ASTRA coordinator to confirm the correct person(s) have the appropriate roles for eProcurement:

- **SubOrgApprover**: This person approves the Subaward request before it goes to OSP for assessment & execution.
- **Receipt Approver**: If the Preparer of the Subaward receives, the Receipt Approver will be added to the approval flow of the receipt and must approve (or deny) it. This is to ensure separation of duties. (eProcurement “Receiving” releases the funds to pay invoices from the subrecipient entity.)
- **Optional Central Receiver**: Individuals in this optional role can do the receiving for all of the Subawards for the assigned org code. When the Central Receiver receives, there is no additional approval needed. (When the Preparer creates the Subaward, he or she can specify one other person as the Contact for the Subaward. If the Contact is a different person than the Preparer, then the Contact can also receive with no additional approval needed).

CONFIRM YOUR SUBRECIPIENT IS READY TO DO BUSINESS WITH THE UW AND OVER THE ARIBA NETWORK

- If they do not come up in your search results, send them to vendor registration here: [http://f2.washington.edu/fm/ps/supplier-information/registration](http://f2.washington.edu/fm/ps/supplier-information/registration)
- Vendor registration can take from 2-5 weeks, so have them start the process as early as possible. Later OSP will want complete Subaward Certification forms for subrecipient monitoring. Best practice is to have them complete them during the registration process so you can attach it to your Subaward request later.
  - [New UW Subrecipient Entity Certification Form](#)
  - [UW Subaward Annual Audit Certification Form](#)

NOTIFICATIONS

- **Approval Flow**: Throughout the lifecycle of the Subaward the preparer, the contact and individuals on the approval flow receive notifications as the contract requests are routed through approval flow.
- **Invoices**: Preparer and department contact receive notifications as invoices are submitted by subrecipient and are available for receiving to allow the invoices to be paid.
RECEIVING

- The Subaward Preparer or the Contact or the Central Receiver must receive to allow invoices to be paid. This allows you to review the invoices before they are routed to AP for payment. Review AP’s guidance on receiving to ensure timely payment to Subawards: [http://f2.washington.edu/fm/ps/how-to-buy/receiving](http://f2.washington.edu/fm/ps/how-to-buy/receiving)
- In some cases, you may have to request an invoice be rejected because of performance challenges or the subrecipient invoiced against the wrong BPO etc. Complete this form to request an invoice rejection: [http://f2.washington.edu/fm/ps/bpo-rejects](http://f2.washington.edu/fm/ps/bpo-rejects).

**NOTE:** If you submit an Invoice Reject Request, do not receive **ANY** invoices until you have gotten the follow up email from uwbpo@uw.edu or bporejects@uw.edu: only **AFTER** the rejection has been confirmed should you receive other invoices. If you try to receive an invoice before the rejection has been confirmed, you will release funds for the invoice you want to reject.

**STEPS TO REQUEST A SUBAWARD USING ePROCUREMENT**

**Navigate** to UW Procurement: [http://f2.washington.edu/fm/ps/](http://f2.washington.edu/fm/ps/)

Enter your UW NetID and Password. Ariba will load and open to its home page.

**Click** the Contracts tab to navigate to the Contracts section. From the Contracts tab, click ‘Create’-> **Contract Request** to open a blank Contract Request:

There are 8 sections to a Contract Request visible on the left navigation bar: Definitions, Limits, Pricing Terms, Milestones, Access Control, Payment Terms, Appendixes and Summary. Only 6 sections are mandatory and must be completed prior to submission for subawards:

- Section 1: Definitions,
- Section 2: Limits,
- Section 3: Pricing Terms,
- Section 5: Access Control,
- Section 7: Appendixes, and
- Section 8: Summary.

Skip Sections 4, ‘Milestones’ & 6, ‘Payment Terms’, they do not apply to Subawards.

Continue to the next page for detailed steps on entering the Subaward information in eProcurement.
Section 1: Definitions

1. **Title and Description**: Enter a title for the Subaward & provide a brief description of the work.
2. **Physical Location**: does not apply to subawards.
3. **Related Contract ID**: For Renewals only. Enter original BPO Number, otherwise leave blank.
4. **Contact**: this field defaults to the person preparing the contract request. It can be edited. Note: the contact receives all email notifications from Ariba.
5. **Effective and Expiration dates**: Enter the Effective (start) & Expiration (end) dates of the subaward performance period.
6. **Final Invoice date**: Enter 60 days past expiration date (per standard Terms & Conditions of subawards).
7. **Supplier**: Search for and select your enabled supplier. Supplier not on the list? Direct them to supplier registration: [http://f2.washington.edu/fm/ps/supplier-information/registration](http://f2.washington.edu/fm/ps/supplier-information/registration)
8. **Supplier Location**: Select appropriate location. Supplier location not listed and error pops up? The Subrecipient has registered with the UW, but is not fully enabled. Fill out [the web form from Procurement Services](http://f2.washington.edu/fm/ps/supplier-information/registration) to get help on enabling the subrecipient.
9. **Ship to & Deliver to**: Address defaults to information stored for Contact person on the request.
10. **Is an Advance Required?**: Coming Soon for Pre-Approved Foreign Subawards.
11. **“Is this an outgoing Sponsored Programs Subaward?”**: Select “Yes”. Directly related fields become available
12. Enter additional required fields specific to this subaward.
   - Select ‘New’ if it is a first time Subaward.
   - Select ‘Renewal’ if requires a new Budget for the reporting year.
13. **Funding Sources**: will auto-populate after budget number is entered.
14. **Internal Comments Only**: Enter any internal comments for your departmental review or OSP review and execution. Be sure to click the ‘Add’ button. Subrecipient entity will not be able to see these.
15. Click “Next”

Section 2: Limits

1. **Minimum commitment**: disregard the entire subsection, does not apply to subawards.
2. **Maximum Limit**: 
   - **Maximum Limit**: Enter the amount of the Subaward.
   - **Tolerance**: enter 0
   - Send notification when "Amount Available is at or below: enter a % of total amount if you wish to be notified, otherwise disregard this.
3. **Additional Approvers List**: does not apply to subawards.
4. **Expiration Date Notification**: Enter the number of days before the contract expires that you would like to receive a notification. OSP recommends a 30-60 day interval prior to contract expiration. Enter the number of following days that that you’d like to be re-notified, if applicable.
5. **Notification List**: Search for & select any people, roles, or groups so they receive email notifications if the contract does not meet any of the specified limits.
6. **Preload amount**: does not apply to subawards.
7. **Forecasted Spend**: does not apply to subawards.
8. Click ‘Next’

Section 3: Pricing Terms

This is where you set up the budget. Items in this section must be completed, even though some do not apply to subawards.

1. **Description**: 
   - **Materials & Services**: Click “Add Item” & select the “non-catalog item” link. For ease of invoicing, add only one item. Do not add multiple items.
   - **Full Description**: Enter a meaningful description of the Subaward.
Section 3: Pricing Terms - Continued
- **Commodity Code:** Search for and select Commodity Code, ‘Subaward’.
- **Supplier part number:** enter NA
- **Supplier Auxiliary Part ID:** does not apply to subawards.
- **Unit of measure:** Select “lot” or “each”. It is not specific to subawards.
- **Negotiated Price:** enter the amount of the Subaward
- **Is this M&E item?:** Leave the default
- Click “OK”.

2. **Limits:**
   - **Set Item limits by:** Select ‘Amount’
   - **Maximum Amount:** Enter the amount of the Subaward.
   - **Tolerance:** Enter ‘0’

3. **Pricing and Discounts:** does not apply to subawards.

4. **Accounting:**
   - Account, Object, sub Object: all default by selecting outgoing Subaward on the previous screens
   - **Budget Number:** Search for and select the budget funding this Subaward.
   - Click “Done” twice to skip section 4 and move onto the next required section.

Section 5: Access Control
1. In the “Editing Users” section, you may search for & select any additional people allowed to edit the contract request. The Preparer and the Contact are automatically allowed to edit & do not need to be added.
2. Click “Next” twice to advance to the next required section, Section 7.

Section 7: Appendixes
The appendixes section is where additional documentation & required attachments may be added. Note: File **Size Limitations:** 4 MB per document with a total of 10MB per CR or BPO.
1. Select “Add Appendix”.
2. “Choose File” & enter a meaningful document description.
3. Click the “Visible to Supplier” check box if the document needs to be visible to the subrecipient
4. Click “OK” and repeat this step until all required documentation has been attached:
   - **Letter of Intent (LOI) or PHS398 Face Page signed by the Authorizing Official of the subrecipient institution**
   - **Scope of Work**
   - **Budget**
   - **Budget justification**
   - **Negotiated F&A rate agreement that validates what the subrecipient entity is allowed to receive as F&A**
   - **Note:** OSP will not assign the CR until all of the required supporting documentation is attached.
5. Review attachments & select “Next” advancing to the Summary.

Section 8: Summary
1. Scroll through the Summary and review your Contract Request editing any sections as necessary.
2. Click the ‘View’ tab to see the ‘Approval Flow’ or to add any additional ‘Ad Hoc’ approvers.
   - Add ‘ad hoc’ approvers by clicking add, searching for and selecting the individual. Add a note and position them in the approval flow as appropriate.
3. After completing your review, click ‘Submit’ to route the request through the Approval Flow. The request moves through the Approval flow.
CONTRACT EXECUTION AND APPROVALS (OSP Process)
1. Once all departmental approvals are in place, OSP receives new Subaward request and assigns to Subaward administrator.
3. The contact, preparer and subrecipient receive a notification that the CR has been fully approved and the subrecipient can begin to invoice. If the subrecipient has set up notifications in Ariba, they will also receive an email.
   NOTE: OSP will attach a copy of the fully executed Subaward to the parent eGC1 in SAGE upon full execution.

REQUESTING MODIFICATIONS
Requesting modifications is easy. Simply search for your existing BPO.
1. From the Contracts tab, select “Search -> Contract”
2. Enter the numeric portion of your BPO in the search filter “Contract Title”.
   ![Search Filters](image)
   Click Search
   3. Select the original Subaward that initiated the execution of your active BPO from the list to open it.
   4. Click on either the BPO# or the title to open your Contract.
   ![Search Results](image)
   5. Once open, you will see your options across the top of the screen have changed. You should now have a ‘change’ button.
REQUESTING MODIFICATIONS - CONTINUED

6. Click ‘Change’. To begin the modification request. Enter all of the relevant changes; time, amount, PI, etc. Attach all the required supporting documents and click submit. Required documents by modification type:
   - **Extensions**: no additional documentation required.
   - **Supplemental or de-obligation of funding**: revised budget
   - **Changes in Programmatic details e.g. Change in key personnel etc.**: verification document & proof of sponsor’s prior approval.
   - **Termination**: Official correspondence documenting the nature of termination & verification that the sponsor was informed and co-signed by OSP.

7. Click ‘Submit’, modification goes through the same approval routing as the original request.
8. OSP staff will review for completeness & route for assessment and execution.
9. Once fully executed, OSP will approve the change request and your BPO will now have a new version, e.g., V2. All of the same notifications will be sent.
10. Finally, this is the version your subrecipient will now invoice against. Use the history tab to view prior versions.

Additional Resources:
   - Subaward-specific process: [https://www.washington.edu/research/?page=过去的Ariba](https://www.washington.edu/research/?page=过去的Ariba)
   - Subaward related Ariba questions: aribasub@uw.edu
   - Vendor registration and eProcurement system questions: pcs@uw.edu