

Question	Answer
What are the limitations for using a Bill-Only Purchase Order?	Please reference KB0022428. Bill-only PO's should be used when the amount would not be known in advance of a purchase (ex. catering). Be advised that Bill-only PO's cannot be change ordered.
Where can we find a centralized list of approved vendors/suppliers that are already registered with Tech and available in Workday?	Please use the search feature in Workday for the supplier you would like to engage. If they appear in Workday, they should be active.
Some vendors do not take our POs anymore, or have a minimum dollar order to take a PO. Is there any way to flag those vendors in the system?	Please work with Procurement on these cases. We will work with the vendor team in the event that they need to be inactivated.
Do current vendors need to re-register on the New Supplier Registration Site?	<p>Current vendors do not need to re-register if their tax information remains the same. Submitting a service now ticket with updated supplier information will suffice.</p> <p>If the EIN/TIN has changed due to a company shift, then a vendor will need to register the new business and advise us to close the former company.</p> <p>Any EFT updates would need to go through Paymode-X.</p>
Is Paymode still utilizing the 1.5% fee on EFT payments for vendors?	<p>Paymode utilizes a 1.5% fee on EFT payments for any vendor who has signed up for ACH-Premium. Premium offers additional tools for reporting and reconciliation.</p> <p>ACH- Basic is free but does not offer remittance advice on payments or the other tools received by enrolling in the premium option.</p>
What number should we call regarding air fare if we have an emergency during travel?	<p>Business Hours (Monday–Friday) 8:30 AM – 5:30 PM: 770-291-5190</p> <p>After Hours Support: 877-548-2996</p>
How should personal travel that accompanies	Spend Authorizations (Employees Only, if applicable)

<p>conference travel be documented?</p>	<p>Enter details in the Justification field at the header level. <i>*The Travel Compliance Questionnaire also addresses these questions specifically.</i></p> <p>Format example: <i>Business Dates: 3/2 – 3/5 Personal Dates: 3/6 – 3/9</i></p> <p>Expense Reports</p> <p>Enter details in the Memo field at the header level.</p> <p>Format example: <i>Business Dates: 3/2 – 3/5 Personal Dates: 3/6 – 3/9</i></p>
<p>I have some non-GT students who will come here to conduct mathematical research. We will pay the students a stipend. I'm looking at the new instructions for supplier registration and it says that a signed W-9 is needed. Once the students complete the W-9 form should they upload the W-9 in the supplier portal?</p>	<p>Please be sure to review Stipend Procedures and connect with your department's HR business Partner for additional Guidance.</p> <p>The non-GT students will need to complete the onboarding process by creating a WSS account for review. They will upload their 2024 Form W9 there.</p> <p>Supplier Registration</p> <p>General Guidance</p> <p>Active student employees receiving direct deposit via GT Payroll are paid through payroll.</p> <p>Terminated employees should typically wait 12 months from separation or until the next calendar year before registering as a supplier.</p> <p>An exception may be considered if the individual is receiving a stipend in a student capacity.</p>
<p>If items ordered on a PO were returned and incurred additional costs, how should I treat the new invoice?</p>	<p>Please submit this question in ServiceNow and provide additional information such as quote, contract, and PO so that we may better assist.</p>