

CATALOGUE OVERVIEW

ANNA GREWAL PROCUREMENT PARTNER



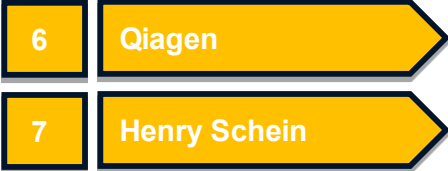
WORKDAY : CATALOGUE UPDATE

- Workday has 5 operating catalogues , 2 in the works
- More information about the introduction of catalogues is [available on the UBC Finance website](#).

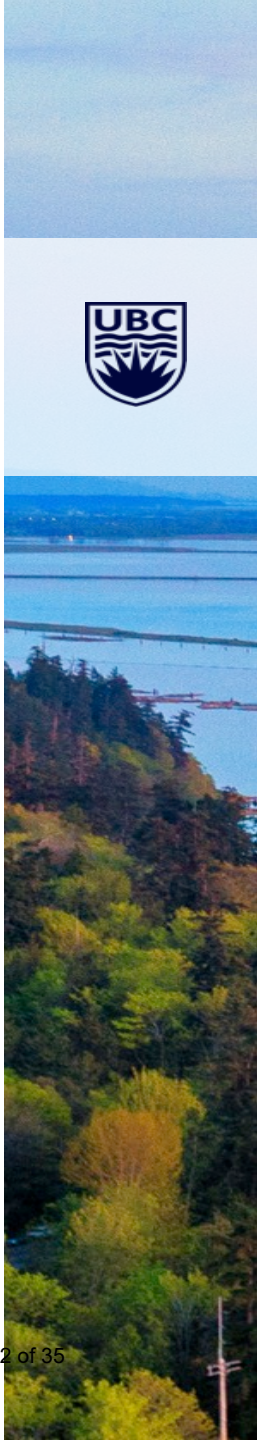
In Progress for Workday Go-Live:



Under Current Consideration



Stage	Key Messages
Implementation	Workday catalogue is live
Implementation	Workday catalogue is live.
Implementation	Workday catalogue is live.
Implementation	Workday catalogue is live.
Implementation	Workday catalogue is live.
Contract Signing & Initial Setup	Waiting on Test Environment
Contract Revisions & Initial Setup	Waiting on Test Environment



WORKDAY – CATALOGUE SETUP PROCESS



- Assess and ensure the spend is of significant value



- Assess and confirm there is spend with high number of low dollar transactions



- Define major stakeholders to be involved



- Assess whether the catalogue would be used in the future



- Negotiate contract or amendment with clear T&Cs regarding catalogue development

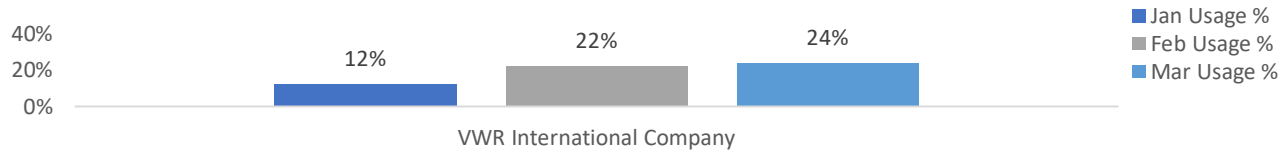
Setting up a catalogue involves detailed tasks that need to be completed before it can go live



FOM VWR TOTAL SPEND Q4



MoM Catalog Usage % by Suppliers (Spend Amount)



Faculty's Punch-out Catalog Usage Report Q4 FY21

Please Select Your Faculty

Faculty of Medicine CCH4

1. Faculty's MoM Catalog Usage (by Spend \$)

	Jan				Feb				Mar			
	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Jan Usage %	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Feb Usage %	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Mar Usage %
VWR International Company	\$ 10,299	\$ 1,240	\$ 72,594	12%	\$ 35,937	\$ 42,614	\$ 82,611	22%	\$ 29,923	\$ 2,193	\$ 93,390	24%

2. Faculty's MoM Catalog Usage (by # Transactions)

	Jan				Feb				Mar			
	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Jan Usage %	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Feb Usage %	Catalog Invoices	Non-Catalog Invoices	Credit Card Spend*	Mar Usage %
VWR International Company	36	3	262	12%	28	16	291	8%	47	5	368	11%

Credit Card Spend* This is a separate set of data feeding from Centersuite data to capture Credit Card spend which is outside of Workday's Supplier Invoice module



INVOICE PROCESS OVERVIEW

ANNA GREWAL PROCUREMENT PARTNER



Invoice Process

UBC procurement process for orders above \$3500 is to submit a requisition for a PO , unless it falls under PO exemption

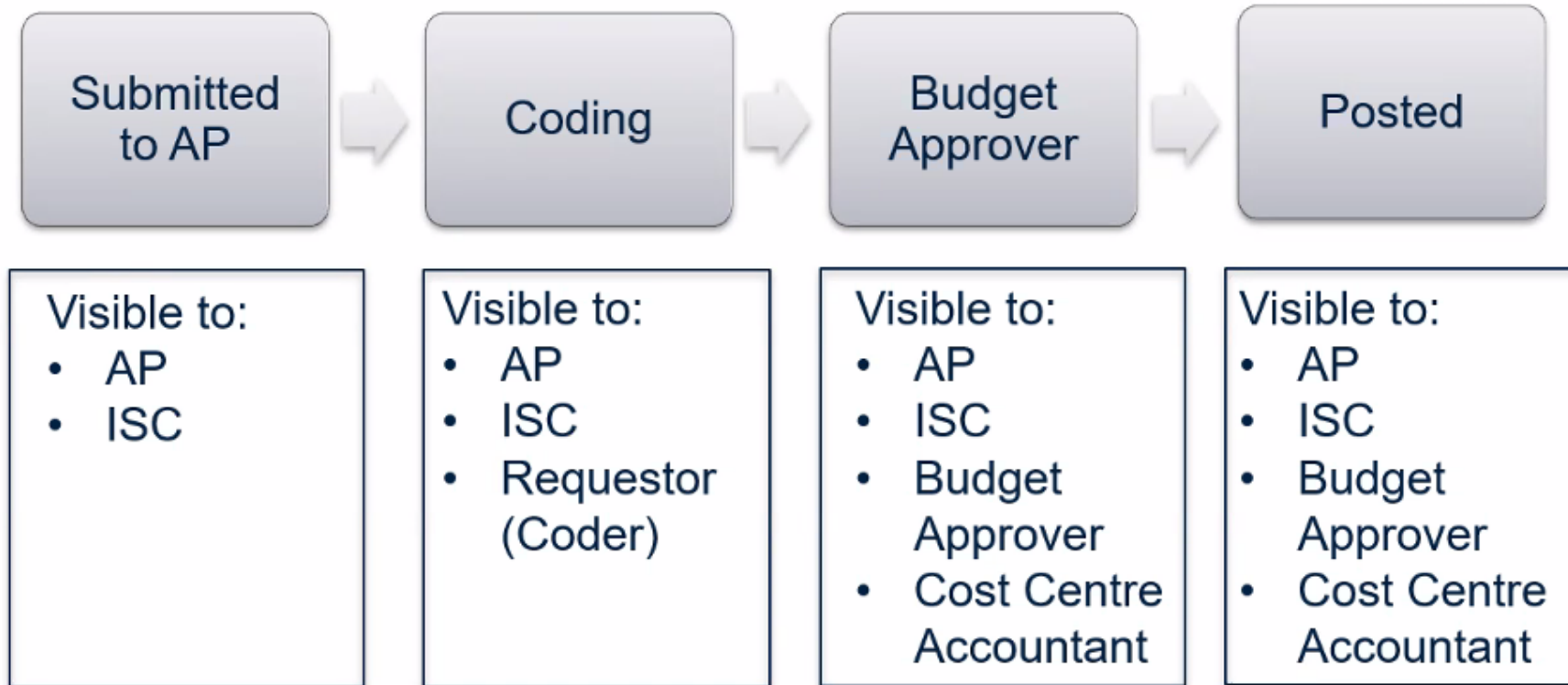
****Appendix****

Question	Process
Have Invoice no PO	If you have an invoice and no PO : -Ensure the coder/requestor full contact info is on the invoice -Submit the invoice to ubc.invoices@ubc.ca
Have no invoice or no PO	Create a supplier Invoice Request https://ubc.service-now.com/selfservice?sys_kb_id=77f59bf91b8930505edd43b4bd4bcbd9&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=a7f9213d1bddb41045ad766f034bcbff
Have an invoice and there is a PO	If you have an invoice and there is a PO# : -Ensure the coder/requestor full contact info is on the invoice -Submit the invoice to ubc.invoices@ubc.ca

VISIBILITY – WHO CAN SEE WHAT?

Suppliers should be directed to send invoices directly to AP, so that they can be entered into Workday, and be visible, as soon as possible.

**Please note the process map shows the workflow for a submitted invoice



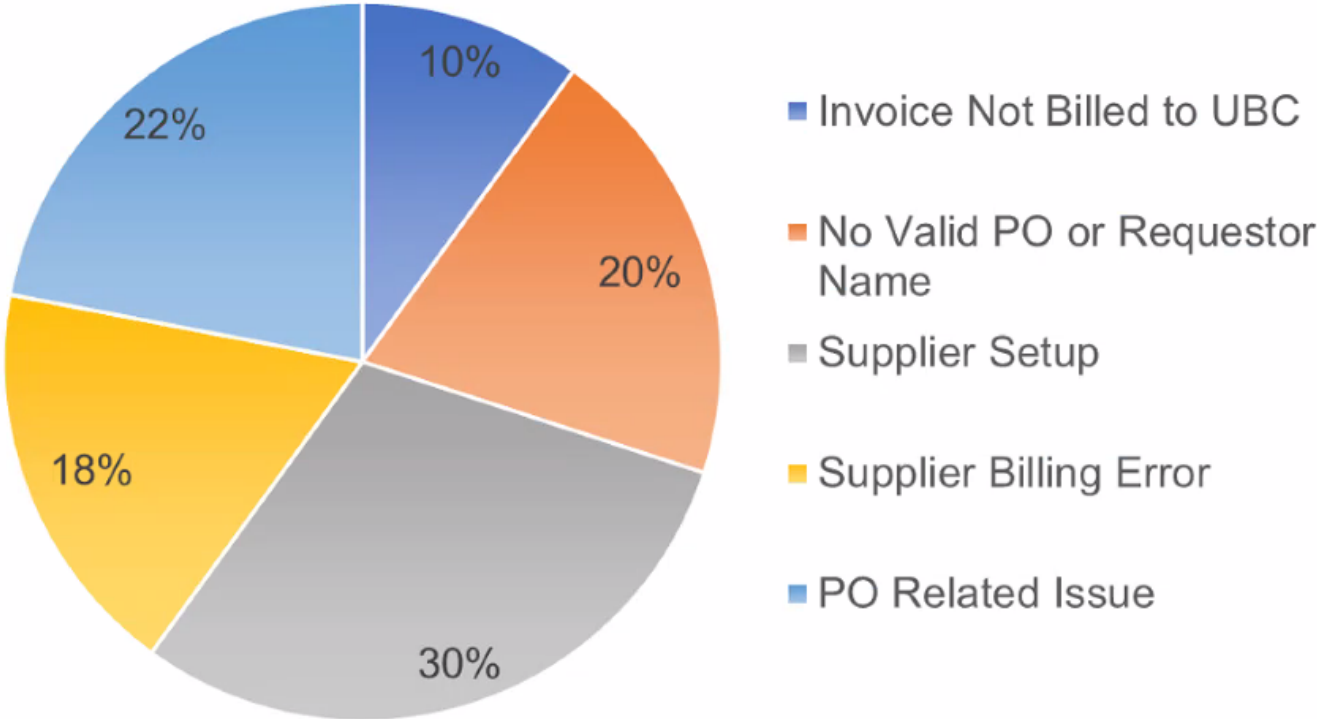
Providing coding on the invoices DOES NOT expedite the overall process and bypasses several key Workday/ system based controls.

WHAT MAY PREVENT AN INVOICE FROM LOADING TO WORKDAY?

When invoices are submitted to UBC AP, an automated process takes the attachment from the email and loads it into a workflow in Workday to assess the invoice for Workday readiness. If an invoice is not 'Workday Ready', it cannot be progressed and is held in Perceptive Content while follow up occurs.

- 1) Invoices have be billed to UBC w/ the name of the UBC contact on the invoice and sent to ubc.invoices@ubc.ca
- 2) Supplier has to be set up in workday.
- 3) Most suppliers are set up for 30-day payment terms. To avoid delays, you can request to get it updated to 'immediate' through ISC.

Issues Causing 'Not Workday Ready'



MEMO FIELD – REMITTANCE- EFT PAYMENT FIX



- Issue – the Workday memo field was not correctly populating on remittance advice that was *emailed* to suppliers.
 - As of July 9,2021 the Workday memo filed has been corrected. Suppliers should receive, as part of their email notification on payment, anything included in this field :

▼ Invoice Reference Information

Ship-To Address	<input type="text"/>
Handling Code	<input type="text"/>
On Hold	<input type="checkbox"/>
Supplier Document Received	<input type="checkbox"/>
Supplier's Invoice Number	<input type="text" value="63886417"/>
External PO Number	<input type="text"/>
Referenced Invoices	<input type="text"/>
Statutory Invoice Type	<input type="text" value="x SYS INT - Punch Out - Canada"/>
Supplier Contract	<input type="text"/>
Total Contract Amount	0.00
Document Link	<input type="text"/>
Memo	<input type="text"/>
Approver	<input type="text"/>
Requisition Type	1. Purchase Requisition

SUPPLIER SET UP

In Workday, a supplier request should be initiated when you are engaging a new supplier. If a supplier is not in place, the purchase order and supplier invoice processes will be delayed.

If the UBC Requestor is asking the Supplier to Self Register:

- Requestor sends Self Registration instructions to the Supplier
- Supplier will create an account and complete the Self Registration Application
- Once the application is submitted, the request is forwarded to a Supplier Specialist
- The UBC Requestor identified on the application will be required to provide approval before supplier setup is finalized.

IMPORTANT NOTE: Suppliers must check back in to the portal to confirm the status of their registration within five business days. If registration was not successful, there will be notifications to inform suppliers on what information is missing.

More information on UBC's supplier set up processes can be found here:

<https://finance.ubc.ca/suppliers/supplier-setup>



SUPPLIER SET-UP: COMMON CONCERNS FOR RECYCLE:

MATERIALS & LINKS:

1. **EFT/ACH requests:** refer to the [Vendor Information Changes](#) page on the Finance website for the required forms that have to be completed and signed and the required documents that have to be attached to the request.
2. **Address update requests:** refer to [Knowledge Base Article KB0016754](#) for how to request address update requests.
3. **GDS requests:** refer to [Global Disbursement Service \(GDS\)](#) page on the Finance website for the required form that has to be completed and signed and the required information that has to be provided.
4. **PST:** If a supplier is PST registered, please provide the PST number.
5. **External supplier requests:** refer to [Knowledge Base Article KB017107](#). This article has to be made available on a webpage that is not CWL protected so external suppliers can access it.

QUESTIONS ?

CONTACT INFO :

ANNA GREWAL, PROCUREMENT PARTNER, FINANCIAL OPERATION CELL : 778 317-2646

ANNA.GREWAL@UBC.CA



APPENDIX



INVOICE ADDITIONAL INFO

Payments above \$3,500

For all purchases above \$3,500 a purchase order (PO) or a [PO exemption](#) is required.

Once a purchase order has been issued a vendor may begin sending invoices for the goods or services as they are provided. Please keep the following items in mind when billing to UBC:

- Review the list of all [invoicing standards](#)
- Please email all invoices to ubc.invoices@ubc.ca. Sending copies to the requestor, even in duplicate by cc, will result in delays in payment.
- The invoice must match to the PO on a line item basis. If we are unable to determine a match, payment will be delayed, or the invoice may be returned to the supplier with a request to rebill accordingly, before payment can be processed.
- All PO-based transactions are authorized in Workday. Then the system will do a three-way match analysis (comparing the Purchase Order, Invoice, and Receipt). If the three items match on a quantity and price basis (within tolerances) the invoice will then be sent for payment based on the payment terms.

A list of PO exemptions may be found [here](#). For more questions on PO exemptions please contact your buyer.

Paying a company outside of North America?

Review information on the [Global Disbursement Service](#) used by UBC to make international payments.

If an invoice has been submitted and it has been recycled due to PO Exemption # and approval , then please do the following :

- For purchases under \$75,000 , a buyer can assist . However it's important to note when requesting :
- Advise of the exemption # (info in the link)
- Advise the reason for the exemption
- If there is additional supporting info , do include the info.





PREFERRED SCIENTIFIC SUPPLIER AGREEMENT

VWR Punchout in Workday

Third virtual training session will be held in the near future

Things to keep in mind:

- Instructions provided herein are intended for use in the [VWR portal](#) on Workday only.
- The VWR supplier portal on Workday is **separate** from the traditional VWR website; therefore, quotes, orders and invoices obtained through Workday may **not** be accessible through the VWR website/online account and *vice versa*.
- For orders using credit cards, please use your original VWR online profile on <https://ca.vwr.com/store/login.jsp>, send your PO to email Canada_orders@vwr.com, or call into UBC customer service (855) 745-2681.

How to request quotes and submit PO through VWR punchout on Workday:

For punchout quotes and orders, please log into your Workday account and follow the steps below:

1. Log into Workday using your UBC log-in
2. In the top left-hand-side search bar, type in "Connect to Supplier Website"
3. Select "Connect" on the right-hand side of VWR option (although the VWR punchout portal looks the same as the VWR website, account information are different)
4. Select "Request for a quote" or Go to "My quote"
5. Search for the quote number you received
6. Convert quote to shopping cart; adjust quantity if needed and/or remove lines you do not want
7. Proceed to check-out
Note: after this step, quoted discount pricing will be loaded automatically; there's no need to attach PDF quote
8. Submit punchout PO request for approval (if applicable)
9. Once PO is approved on Workday as punchout order, it will be sent to VWR system directly
Note: do not re-send your PO through email as it will duplicate the order

For support on Workday-specific issues, please visit <https://isc.ubc.ca/> or contact your department buyers for assistance.



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How to track orders and retrieve invoices on punchout

- 1) Log into Workday
- 2) Navigate to VWR supplier punchout
- 3) Go to "My Orders"
- 4) Click on the order # that has been either completely shipped or partially shipped
- 5) Click on Billing Documents. A link with the invoice # will appear. A PDF file can be downloaded when you click on the Invoice #

My Orders

Check out the [My Orders Video](#) that highlights our order status functionality.

My order filters Open Order Filters Clear all Filters

Search by Number Search (Order Number, Purchase Order Number, Catalog Number, Web Tracking Number, Invoice Number, Delivery Number, Return Number, Return Request Number, Credit number)

Search by Orders Created Since

Filter Current Result by Status

Filter by who placed the order

[Don't see your order? Click here.](#) Recently placed orders take up to 1 hour to appear below

Showing 2 of 2 Entries You can sort all the columns by double clicking on the header

Date	Order Number	Order Method	Web Tracking Number	PO Number	Shipping Account	Number of Lines	Total	Order Status
03/01/2021	8612139532	Electronic		PO-0000009686	86080637 BC UNIV OF...	1	\$ 27.32	Completely Shipped
02/26/2021	8612138249	Electronic		PO-0000009496	86080637 BC UNIV OF...	2	\$ 95.80	Partially Shipped

Order Number	Order Date	PO Number	Web Tracking Number	Shipping Account	Order Method	Total
8612139532	03/01/2021	PO-0000009686		86080637	Electronic	\$27.32

[Print...](#)

[Reorder Items](#)

[Request Return](#)

Ship To 86080637 BC UNIV OF CHEMISTRY PHYSICS BLDG 2036 MAIN MALL VANCOUVER BC V6T 1Z1	Sold To 86080458 BC UNIV OF B2B ACCT PAYABLE UBC 2329 WEST MALL VANCOUVER BC V6T 1Z4	Totals Item total \$24.39 GST/HST \$1.22 PST/QST \$1.71 Total \$27.32
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Ship-To Attention: Condurache Vacariu

[Billing Documents](#)

[Order Comments and Messages](#)

View Invoices

8653899614 03/03/2021 Total: \$27.32

VWR Products Update & Catalog on Workday

Shangmei Hou, PhD
Shangmei.hou@avantosciences.com

July 12th Monday 2021

Agenda

10:05 a m

Avantor Presentation

Avantor Team

Avantor

- Company Highlights
- The Power of Choice-CFI grant

Preferred Scientific Supplier Agreement

- Special pricing
- 7% rebate for new lab start-up (CFI grant)

10:10 a m

Discussion

Everyone

Product update

- New products and promotions
- COVID-impacted PPE and plasticware supplies

VWR punchout catalog

- How to do quote request and quote conversion
- What are your challenges and how can we help

VWR: your preferred scientific supplier

How we support you

- Special core list items (**Green** color coded)
- Dedicated customer service team
 - Email: supportubc@vwr.com
 - Phone: 855-745-2681
- **Specialists**
 - Life sciences (Laura Mai)
 - Chemistry (Alwin Thura in a y a g a m)
 - Chromatography ((Alwin Thura in a y a g a m)
 - Furniture (Steve Coe)
- Price match & quick quote turnaround time
- **New lab start -up 7% rebate**








New Lab Checklists



Don't forget a thing! Save time by ensuring you have all the furniture, equipment, and supplies you need from the start.

Use these handy checklists to make sure you have all the essentials for your lab.

Product Checklists

-  Furniture
-  Equipment
-  Instruments
-  Lab Chemicals
-  Life Science
-  Plasticware & Glassware
-  Lab Supplies

Power of choice

Eppendorf



Current promotions

Avantor® Seradigm Select Grade FBS

Avantor's ongoing commitment to final product quality results in proven performance and consistency in any application. With Select Grade FBS you can expect:

- Raw material collection and handling techniques that result in the most desirable product specifications
- Proprietary manufacturing process that preserves naturally occurring growth factors in serum
- Supply stability supporting multiple lot sampling and reserves
- Risk mitigation by sourcing only from countries where BSE risk status is 'negligible'

Place your order now to take advantage of our 2021 sale pricing today!

Process	Size, mL	Cat. No.	Price
None	500	MP76-419-584	315 CAD
Heat Inactivated	500	MP76-419-588	325 CAD

Avantor™

\$315/bottle

ORDER NOW!
Superior quality
at lowest price



Current promotions

repliQa HiFi ToughMix

Superior speed and inhibitor tolerance for DNA amplification requiring high fidelity

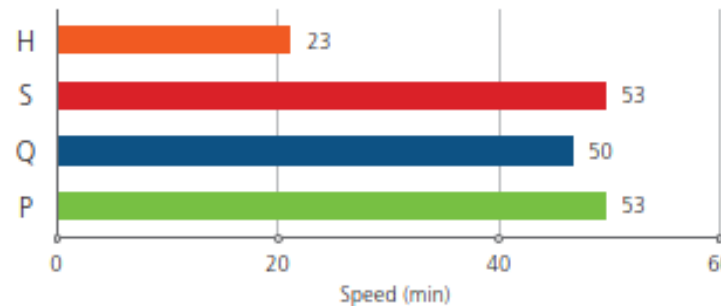


FEATURES AND BENEFITS:

- Fidelity of >90x wild type Taq
- 2–3x faster PCR results with extension rates as fast as 1 kb/sec
- Tough Tested – tolerant to a wide range of PCR inhibitors
- Superior yield and sensitivity
- Amplification of +24 kb gDNA and +40 kb λ DNA

Extreme Speed: 2–3x faster results

repliQa HiFi ToughMix has very fast extension times, ranging from 1–10 kb/sec depending on the fragment size, which can significantly shorten the time to result.



H: repliQa HiFi ToughMix
S: Thermo Invitrogen Platinum SuperFi Master Mix
Q: NEB Q5 High-Fidelity 2x Master Mix
P: NEB Phusion High Fidelity Master Mix

Figure 1 Comparison of speed. A 2 kb fragment was amplified in 50 µl reaction volumes according to the recommended protocol. Following a 30 s activation at 98°C; 30 cycles of PCR were performed: 98°C, 10 s; 60°C, 10 s; 68°C, 5–30 s. The thermal cycler had a ramp rate of 5°C/s.

Key lab supplies update

Forecast your inventory a few months ahead

PPEs such as coveralls remain challenging

Gloves have improved (depending on brands)

Pipette tips (esp. filtered tips)

Other plasticware in high demand

Manufacturing backorder

VWR nitrile 200 series

Brands & stock fluctuation in non -filtered tips
Try switching to racked tips
Persistently high demand of filtered tips
Robotic tips backorder to remain

Recovery in serological pipettes
Brands & stock fluctuation in cell culture flasks
Manufacturing backorder in 384 -well plates & deep -well plates

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VWR punchout catalog

- How to do quote request and quote conversion
- What are your challenges and how can we help

VWR catalog (punchout) on Workday

- B2B integration between UBC & VWR
 - To replace manual email PO
- Minimize human entry errors
- Automated invoice reconciliation
- Centralize quotes, orders, invoices, etc.
- Anything you can find on VWR website or any products VWR can source for you
- Color-coded items have special discounts in place (blue, green or brown/red)

Line	List Name	Description	Items	View List
1	Apparel		5	view
2	Assembly		1	view
3	Chemicals		114	view
4	Chromatography		6	view
5	Clinical Products		80	view
6	Consumables		440	view
7	Core List		552	view
8	E&I Technical Serv.		8	view
9	Equipment		25	view
10	Filtration		30	view
11	Furniture		1	view
12	Glassware		59	view
13	Instrumentation		4	view
14	Lab Animal Science		3	view
15	Life Science		59	view
16	Liquid Handling		106	view
17	Live Material		2	view
18	MRO		10	view
19	Plasticware		193	view
20	Preserved Material		1	view
21	Prod Supplies		14	view
22	Production Chemicals		3	view
23	Safety		94	view
24	UBC Pricing		4486	view

VWR catalog (punchout) on Workday

- The account info linked to Workday different from the legacy VWR web account
- Punchout orders for any VWR products through quote conversion
 - Current exception: CFI quote-related orders or large furniture set-up
- Quote must be coded to the correct platform
- Cannot see quote:
 - Quote on VWR web profile rather than Workday
 - Quote has expired
 - Access blocked
 - Contact Shangmei



Converting quote on VWR catalog (punchout)

Products Disciplines Services

Search by keyword, supplier, or part number

Request a Quote Order Entry 0 ITEMS \$0.00

[Update to Avantor's response to the coronavirus \(COVID-19\) pandemic](#)

Home > Quote Center

Print... Share

My Account

- My Dashboard
- My Orders
- Shopping Lists
- Personal Shopping Lists
- B2B Settings
- My Quotes**
 - Request a Quote
 - View Quote

My Quote Center

8602610537

Showing 0 of 0 Quotes. You can sort all the column by double clicking on the header.

Available Draft Requested Expired

Available

No Quotes found. Please search again or Request a Quote.

* "All Available" Searches may result in extended wait times while we gather your quotes.

Tracking orders & invoices

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Tracking orders & invoices

My Orders

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My order filters Open Order Filters [Clear all Filters](#)

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Ship-To Attention: Condurache Vacariu

[Billing Documents](#)

[Order Comments and Messages](#)

View Invoices

8653899614	03/03/2021	Total: \$27.32
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VWR catalog (punchout): equipment orders

- For any equipment orders on punchout, please enter verbiage **“equipment”** in the **Memo To Supplier** box
- Any products with electrical components need to go through proper review process
 - To ensure CSA approved
 - Products from outside of Canada



Frequently asked questions

- • How to submit VWR punchout orders using quotes?
- • How do I find VWR punchout invoices?
- • Can I order VWR items that don't have part numbers through punchout?
- • How do I know if punchout orders have been successfully processed?
- • Why is pricing on invoice not matching discounts on my original PO?
- • How and when is invoice issued for punchout orders?

Q&A

One-on-one training: contact Shangmei or Anna Grewal

Shangmei Hou, PhD

Your local sales representative

Shangmei.hou@avantorsciences.com



The Power of Choice



- Equipment
- Instruments
- Apparel
- Lab Supplies
- Chemicals
- Production & Safety
- Furniture
- Life Science Products
- Clinical Products
- Chromatography



New lab resources

7% rebate program

- Bundling of equipment
- Special discounts
- 7% rebate on lab start-up order
- Rebate as credit for future purchase of VWR private label basic instrument and consumables








New Lab Checklists



Don't forget a thing! Save time by ensuring you have all the furniture, equipment, and supplies you need from the start.

Use these handy checklists to make sure you have all the essentials for your lab.

Product Checklists

-  Furniture
-  Equipment
-  Instruments
-  Lab Chemicals
-  Life Science
-  Plasticware & Glassware
-  Lab Supplies

The COMPLETE CHECKLIST FOR SUCCESSFUL SET-UP
BUILD | RENOVATE | EXPAND | MOVE

