

# Supplier Invoice Requests (non-PO) Roles and Responsibilities

## SIR COMMON USE CASES

- Individuals being paid for one of the miscellaneous payment categories who have an existing supplier ID in Workday (SPL).
- Travel or non-travel expense reimbursements paid to a non-resident alien (NRA).
- Expense reimbursements to External Committee Members (ECM)/Organizations that need to be paid in the form of a wire.
- Travel reimbursements paid directly to an organization/company in lieu of the external guest traveler.
- Conference Registration payments to organizations with an existing supplier ID (SPL) Workday which cannot be paid with a PCard.

## SIR - Supplier Invoice Request (Non-PO)

Business Role	Business Responsibilities
Employee or Cost Center Expense Data Entry Specialist (EDES)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if an SIR is the appropriate form of payment. Refer to the ARC job aid "<a href="#">Procuring Goods and Services</a>".</li> <li><input type="checkbox"/> Verify in Workday the name of the individual/organization does not have an established supplier ID by running the "Find Suppliers – OSU" in Workday or type the name in the Workday search bar.</li> <li><input type="checkbox"/> For new supplier requests, please collect the required OSU supplier/payee forms. Refer to the <a href="#">NRA checklist</a> on the <a href="#">OSU Supplier Maintenance</a> page for a complete list.</li> <li><input type="checkbox"/> Create a <a href="#">Supplier Invoice Request-Non Purchase Order</a> in Workday for new supplier requests or using an existing supplier ID (SPL).</li> <li><input type="checkbox"/> Ensure a complete business purpose is listed in the "Internal Memo" which supports the request and includes the "who, what, when, where and why." This business purpose should be written so an individual, unfamiliar to the organization's operation can understand why the transaction occurred and how it benefits the mission of the University.</li> <li><input type="checkbox"/> For travel related reimbursement, list the Spend Authorization in the "Supporting Documentation Transaction Number" field.</li> <li><input type="checkbox"/> Add reimbursement receipts and <a href="#">per diem spreadsheet</a> if applicable.</li> <li><input type="checkbox"/> Attach the completed <a href="#">OSU Substitute Invoice Template</a>.</li> <li><input type="checkbox"/> Attach backup documentation supporting the MP request. Example: A flyer for a talk or announcement of the guest speaker showing dates and location.</li> </ul>
Cost Center Manager (CCM) *Avg. Process Time: 1-3 Business Days	<ul style="list-style-type: none"> <li><input type="checkbox"/> The CCM will review the funding/budget, business purpose, required documentation and general compliance with OSU policy.</li> <li><input type="checkbox"/> Ad hoc additional approvers if required (Department Leader, College Finance officer, SFO, OAA etc.).</li> </ul>
Cost Center Leader (Chair/Director) *Avg. Process Time: 1-2 Business Days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approval needed when Miscellaneous Payment is &gt; \$2,500 or the SIR is related to a high-risk category and &gt;\$200.</li> </ul>
Service Center Rep (UNIV) *Avg. Process Time: 1-2 Business Days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews the SIR for compliance using all OSU policies for reference.</li> <li><input type="checkbox"/> Submits supplier request when "SIR new supplier request " SPL-0000012 is submitted.</li> <li><input type="checkbox"/> Ad hoc additional approvers if needed.</li> <li><input type="checkbox"/> Will either "Approve" or "Send Back" when additional documentation or clarification is needed.</li> </ul>
*If a new supplier ID is requested OSU Supplier Maintenance *Avg. Process Time: 30 days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures completeness of Supplier/Payee Setup Form and EFT information.</li> <li><input type="checkbox"/> Creates supplier ID.</li> </ul>
*If a new supplier ID is requested Service Center Rep (UNIV) *Avg. Process Time: 1-7 Business Days	<ul style="list-style-type: none"> <li><input type="checkbox"/> After new supplier ID is created BSC rep will enter the ID and "Approve" the SIR. After the SPL is created there is a delay with AP adding the "remit to" connection. This could take up to 7 business days.</li> </ul>
Service Center Lead (UNIV) *Avg. Process Time: 1-2 Business Days.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Compliance quality review with an in-depth investigative evaluation including but not limited to conflict of interest, reasonableness of payment per all OSU policies/B&amp;F and Internal Audit.</li> <li><input type="checkbox"/> Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance</li> <li><input type="checkbox"/> Will either "Approve" or "Send Back" when additional documentation or clarification is needed.</li> </ul>
OSU AP Data Entry Specialist *Avg. Process Time: 1-3 days	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews SIR spend categories, amount requested and remit to address.</li> <li><input type="checkbox"/> Creates and approves Supplier Invoice (INV) for payment.</li> </ul>

## Helpful links

Workday: <https://it.osu.edu/workday>

OSU Policies: <https://policies.osu.edu/>

ASC BSC: <https://ascinet.osu.edu/business-services>

- Additional help for common questions/situations can be found on our [FAQ](#).

Supplier Maintenance:

- [Supplier Maintenance | Business and Finance](#)

ARC SIR Job Aids:

- [Invoice - Create Supplier Invoice Request - Payment Request/Non-PO - End User](#)
- [Non-Resident Alien Travel Reimbursement Process](#)

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## Forms

- [OSU Substitute Invoice Template](#): This is an OSU generated invoice for the SIR payments. Please attach this form to all SIR transactions which shows the total to be paid and the remit to address.
- [Supplier/Payee Setup Form](#)
- [Non-Resident Alien Payment Request Form](#)
- [Compliance Form for Payments to B or W Visa Holders](#)

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## BuckeyeLearn Training

- [Supplier Invoice Requests](#)

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## Workday Reports

- **Find Supplier Invoice Request (SIR) Summary - OSU-** Returns results by each unique supplier invoice request submitted. Provides supplier invoice statuses and basic metrics. Allows users to search **supplier invoice requests** that have been created for a supplier. This report returns one line for each unique supplier invoice request.
- **Find Supplier Invoice Request (SIR) Detail – OSU-** Provides information on supplier invoice request header information as well as line detail information such as funding splits and line item description details.
- **Find Supplier Requests**