



BROWN

Strategic Procurement and Contracts

Did You Know?

NEWSLETTER



Strategic Procurement and Contracts Turn Around Time- As we navigate our busiest time of year comprised of commencement activities and fiscal year-end, please be advised that our expected requisition turnaround time in Workday may be up to 72 hours. We sincerely appreciate the community's patience and understanding during this time.

>>> PROMOTIONAL PRODUCT AND SWAG

In partnership with Brown's Bookstore, Club Colors is Brown University's preferred licensing supplier for Brown swag and promotional products. Club Colors offers a wide selection of products at competitive prices. Brett Meyer at bmeyer@clubcolors.com is Brown's dedicated account representative who can assist you with price estimates, quotes, and art designs. **Use the new spend category Promotional Goods and SWAG (3850) (description: Swag and promotional products-related items, such as pens, bags, stoneware, apparel, cloth banners, pennants, etc. (Promotional suppliers must be registered with Brown's licensing partner when trademarks or University logos are required).**

>>> PSA'S AND INDEPENDENT CONTRACTORS

Independent contractors are required to file a Notice of Designation as Independent Contractor (DWC-11-IC) form in accordance with RI General Law, § 28-29-17.1 with the RI Department of Labor and Training (RIDLT) annually. All independent contractors need to comply with this requirement to ensure they are operating within Rhode Island General Law.

Registration with RIDLT is a straightforward process that typically takes about 5 days. If you are hiring an independent contractor and they haven't filed their Designation yet, make sure to encourage them to do so to avoid any potential issues. It's the independent contractor's responsibility to register.

For more information, visit the RIDLT website at <https://dlt.ri.gov/workers-compensation/independent-contractors>.

When the independent contractor fills out the Designation form, they can use the following Hiring Entity information:

Brown University; FEIN# 05-0258809

Box 1845, Providence, RI 02912

>>> EASY STEP BY STEP GUIDE TO CLOSING PURCHASE ORDERS IN WORKDAY:

1. Enter the purchase order number in the search box, and then select the purchase order number. Note: Only purchase orders with a status of Issued can be closed.

Go into your goods or service line to ensure that there are no receipts in draft status. If there is a receipt in Draft, cancel the receipt. The Close Purchase Order option will appear.

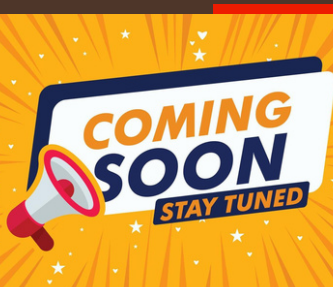
2. When the purchase order is displayed, select the Related Actions button next to the PO number, hover over Purchase Order, and select Close

3. From the Close Purchase Order screen, select one of the following:

- To stop the purchase order from being closed, select Cancel; the PO status remains Issued
- To close the purchase order, select OK; the page refreshes and the PO will display again with a status of Closed. Select Done to complete the process

Best Practices for Closing Purchase Orders

- Use the Open Purchase Order report to find open purchase orders for your cost center
- Uncheck the Only Open Invoice Amount? and Only Open Receipt Amount? search criteria
- Enter the cost center worktag of interest
- Identify the purchase orders to close and then discuss with your Cost Center Manager and/or Grant Manager; confirm that no more activity is expected (Reminder: OSP must approve closure of a sub award purchase order)
- Verify all invoices have been processed and paid
- Confirm the correct purchase order number is entered on the Close Purchase Order screen:
- Purchasing can only re-open purchase orders that were created in the current fiscal year
- Purchase orders created in a prior fiscal year cannot be re-opened. A new PO would have to be created for the remaining expenditure



Coming next month, The Strategic Procurement and Contracts team is excited to announce the launch of our revamped "Did You Know" Newsletter! After careful consideration and internal customer feedback, we've reformatted it to better serve your needs and provide Strategic Procurement and Contracts best practices. The reformatted "Did You Know" Newsletter has been optimized, ensuring that all members of our community can easily access and engage the content.