



BROWN
Strategic Procurement
and Contracts

Did You Know?

NEWSLETTER

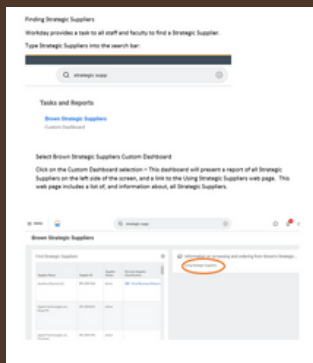


»» ATG

For any America to Go order cancellation, once you have canceled your Purchase Order in Workday, please remember to contact ATG customer support immediately 866.284.8646 or email customerservice@americatogo.com. ATG will contact the vendor to cancel the order on your behalf. You will then receive an email from ATG stating that the order was canceled. PLEASE NOTE that all BrownBuys orders need to be canceled with suppliers AND in Workday

»» STRATEGIC SUPPLIER REPORT

Do you know how to find Brown Strategic Supplier report in Workday?



»» OFFICE SUPPLIES

WB Mason is the University's approved Strategic Supplier for office supply purchases. Purchases of general office supplies should be made through the WB Mason Brownbuys punchout catalog in Workday.

»» ALCOHOL SPEND CATEGORY

Did you know that that all Alcohol purchases should be listed as a separate line item in Workday and the spend category to be used is 3950D (Exclusions Domestic (3950D))

»» RECEIVING & SHIPPING OVER THE HOLIDAY BREAK

Receiving and Shipping over Winter Break? Please work with your sales representatives and suppliers if you plan to receive items over the winter break. The University will close at the end of the normal workday on Friday, December 22, 2023, and will reopen on Monday, January 8, 2024 so please plan accordingly around this closure when receiving goods.

