Gorilla Marketplace Notices

May 25, 2012: Remember that credits are handled in the reconciliation piece (i.e., your log) and are not entered in GM. To enter a credit, go to your log and find the original transaction to be credited in your MATCHED transactions, click CREATE CREDIT, then EDIT to adjust the amount of the credit as a negative number, then click on the diskette icon under Edit, then SAVE. This creates your credit and links it to the original PO and uses the same funding string. Then go to the original PO in GM and attach the credit receipt via a comment.

May 25, 2012: A new form entitled Encumber Funds has been added to GM. Complete instructions regarding when this form should be used can be found on the form itself. Please read the instructions carefully. Encumber Funds requisitions that complete the approval process after 6/29/12 will be returned to requestors by the Business Office.

May 25, 2012: You can check the approval status of any requisition in the workflow approval process by opening the Requisition and clicking on the PR Approvals tab.

May 25, 2012: Receipting (the act of receipting a purchase order in GM, not to be confused with attaching a receipt/invoice) is no longer required for Pay Vendor requisitions. Receipting and attaching an actual invoice are required for payment of Encumber Funds, as well as Punch-Outs (without using a PCard) and Send PO to Vendor (without using a PCard). Once you have received an invoice, please go to http://www.pittstate.edu/office/purchasing/documents/FFReceipting.pdf to view instructions. The Business Office will not send out payment until the receipting process has been completed.

July 3, 2012: For FY13 and beyond, printed PCard logs and original paperwork are no longer required by the Business or Purchasing Offices. Departments should, however, maintain original paperwork on site for FY13 transactions for one year. We encourage reconcilers to have cardholders sign a printed PCard log to ensure they know what is being charged to their card. The signed log can be kept in the department. Reconcilers still need to make sure logs are completely reconciled by monthly due dates.

August 8, 2012: Cardholder PCard transactions from the bank will continue to be added on a daily basis to cardholder logs. Because of this and the new approval processes handled in GM, there is no reason to wait until the end of the month to enter transactions. Going forward, we strongly recommend transactions be entered and matched on a daily basis so that when you are notified of reconciliations being due, you should not have more than a day or two of transactions to enter and match. Once all of your bank transactions are matched, your reconciliation is complete.
October 16, 2012: **Travel reimbursements** and supporting documents are to be submitted through Gorilla Marketplace. Please note that signatures designating funding approvals on the DA-121 are not necessary as funding is approved in GM. It IS still necessary for the traveler to sign the DA-121. (All travel **ADVANCES** need to be sent directly to the Business Office by paper and not through GM.)

December 20, 2012: We have streamlined the **New Vendor** request process so that you may now request to have a new vendor set up and paid in **one** step instead of two. Instead of using the New Vendor Request form in Gorilla Marketplace, just go directly to the **Pay Vendor or Send PO to Vendor** options. In the **Supplier Search** box, type "New Vendor" and the following will come up: New Vendor (W9 REQUIRED or W8 as needed). Then complete the rest of the form as you would to pay the vendor or to send a Purchase Order.

Attach your W9 (or W8Ben with other documentation), along with your invoice or quote, as an **Internal Attachment**. **Proceed to Checkout**, complete the account codes information as you would to pay an invoice, and place your order.

Workflow for the requisition will now show a new first step in the **PR Approvals**, called **Vendor In Process**. Once we have set up your new vendor, we will insert the new vendor into the requisition and it will proceed through the approvals process. Understand that it will continue to take a couple of days to have new vendors set up in the State’s vendor file. You are welcome to use the New Vendor Request if you would like to have a vendor set up prior to paying them, and then doing the **Pay Vendor or Send PO to Vendor** options later.

December 20, 2012: A similar process is used if you have a purchase that needs to be **bid** by the Purchasing Office. Go to the **Send PO to Vendor** option. In the **Supplier Search** box, type "To Be Bid" and the following will come up: To Be Bid (Use with Send PO To Vendor). Then complete the rest of the form as you would to send a Purchase Order. **Proceed to Checkout**, complete the account codes information as you would to pay an invoice, and place your order. Workflow for the requisition shows a first step in **PR Approvals**, called **Vendor In Process**. Once your purchase has been bid and awarded, we will insert the vendor into the requisition and it will proceed through the approvals process.

January 17, 2013: We have increased the time from 40 minutes to 2 hours that you can be inactive in GM and the punch-out vendor sites before being **timed-out**. In addition, the punch-out vendor sites show how much time you have remaining before the session expires and you can always reset to the full 2 hours. If you are in a punch-out and don't want to lose the cart you have already started, you can also complete that portion of the order and it will stay in your GM cart. You can always go back and add to it later.
January 25, 2013: Our technical representatives with the Staples punch-out site have now found and corrected the problem that caused some items on Eway to not be in the GM catalog. Both sites now match. Do let us know if you have any further problems.

March 4, 2013: **Shopping Cart Travel Enhancements:** As shown in recent travel training sessions, Shopping Carts now include an area for BPC Travel Expenditure Detail containing 8 fillable, searchable custom fields. These fields were created to eliminate the BPC Travel Form. Although this Travel area will appear in all Shopping Cart views, entry is required ONLY when a BPC Entry is used for travel-related expenses, including gasoline and registrations. In addition, Travel Approval Forms (T-Forms) no longer need to be attached to travel-related entries. The form is still required on trips totaling over $1000, but only the number is needed to process the transaction.

May 13, 2013: **FY13 DEADLINES:** Just a reminder regarding the year-end cut-off date for Procurement Cards (PCards): The current billing statement ends June 5th so you have only a short time left to charge items on the PCard and pay with FY13 funds. All charges posting to PCards on or after June 6th require FY14 funding. Keep in mind that it can take a few days for purchases made with the PCard to be posted to the statement. We have no control over which billing cycle items end up charged to....so make your purchases early!

Please be sure all cardholders in your area are aware of the cut-off date and that reconciliations must be completed no later than the close of business on June 10th due to the tight year-end time line. If you have any outstanding items from previous statements, such as outstanding credits, please resolve those problems ASAP so they are corrected in the current fiscal year. If you have any questions, please contact the Purchasing Office at extension 4155.

The processing deadlines and important year end information for FY13 are posted on the Business Office website: [http://www.pittstate.edu/office/business/fy-year-end-close.dot](http://www.pittstate.edu/office/business/fy-year-end-close.dot)

June 11, 2013: All charges now posting to PCards require **FY14** funding. If you want to use FY13 funds, you may use Pay Vendor, Punch-Outs (without using a PCard), Send PO to Vendor (without using a PCard) or Encumber Funds forms. Receipting (the act of receipting a purchase order in GM, not to be confused with attaching a receipt/invoice) and attaching an actual invoice are REQUIRED for payment to be issued after you have used Encumber Funds, as well as Punch-Outs (without using a PCard) and Send PO to Vendor (without using a PCard). Once you have received an invoice, please go to: **Receipt a PO or Encumbrance**

The processing deadlines and important year end information for FY13 are posted on the Business Office website: [http://www.pittstate.edu/office/business/fy-year-end-close.dot](http://www.pittstate.edu/office/business/fy-year-end-close.dot)
July 2, 2013: Please remember that **receipting** (the act of receipting a purchase order in GM, not to be confused with attaching a receipt/invoice) and attaching an actual invoice are REQUIRED for payment to be issued on any *Encumber Funds*, as well as *Punch-Outs* (without using a PCard) and *Send PO to Vendor* (without using a PCard) from FY13. Once you have received an invoice, please go to the following link for instructions: **Receipt a PO or Encumbrance**

July 23, 2013: As you know, the PSU website has been redesigned. There are several different places to find the **Gorilla Marketplace link**. You may go to the Faculty & Staff tab (1 of 6 main tabs along the top of the homepage), click on Faculty & Staff homepage and the link is with several other Login Shortcuts near the top. You may also find it under the A-to-Z listing as Gorilla Marketplace or on the Purchasing Office webpage. We suggest you bookmark the link in your browser for easiest login.

Sept. 13, 2013: You may have noticed the order of the drop-down for "Select Period" in **PCard Reconcile** has been reversed so that the most recent period is now at the top. Hope you find this easier than scrolling to the bottom.

We also sent out notices recently to department contact persons regarding the discontinuation of Staples EWay and a new contract with Enterprise for car rentals. Let us know if you would like a copy of either of these.

Oct. 8, 2013: The Staples Advantage punchout is now ready for use. Thank you for your patience during the Staples migration to their new ordering platform.

March 12, 2014: Some of you may be receiving invoices dated March 2014 from **Canon (Oce)** for copier rental. Please do **NOT** pay them.

May 12, 2014: Welcome **B&H Photo Video** to Gorilla Marketplace!

May 20, 2014: Please remember that **receipting** (the act of receipting a purchase order in GM, not to be confused with attaching a receipt/invoice) and attaching an actual invoice are REQUIRED for payment to be issued on any *Encumber Funds*, as well as *Punch-Outs* (without using a PCard) and *Send PO to Vendor* (without using a PCard) from FY13. Once you have received an invoice, please go to the following link for instructions: **Receipt a PO or Encumbrance**

July 21, 2014: Staples items are now available in the **Shop/Everything search function** of the GM homepage! (At this time, B&H items are not included in this search, so you must go directly to the B&H punchout site to see if a particular item is offered.)