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Faculty Associates

Introduction to MFA Procure-to-Pay

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AVP, Procure-to-Pay
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Agenda

Procure-to-Pay (P2P) Shared Services Overview

Departmental structure and approach

Procurement

Competition and Exemptions

Contract Review and Execution

MFA Payables

Invoices

Procurement Cards

Expense reimbursements

Supplier Registration

Travel



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P2P Shared Services

Procurement has cradle-to-grave oversight of all commercial goods and services transactions

Access to a full complement of buyers with specialties in various commodities

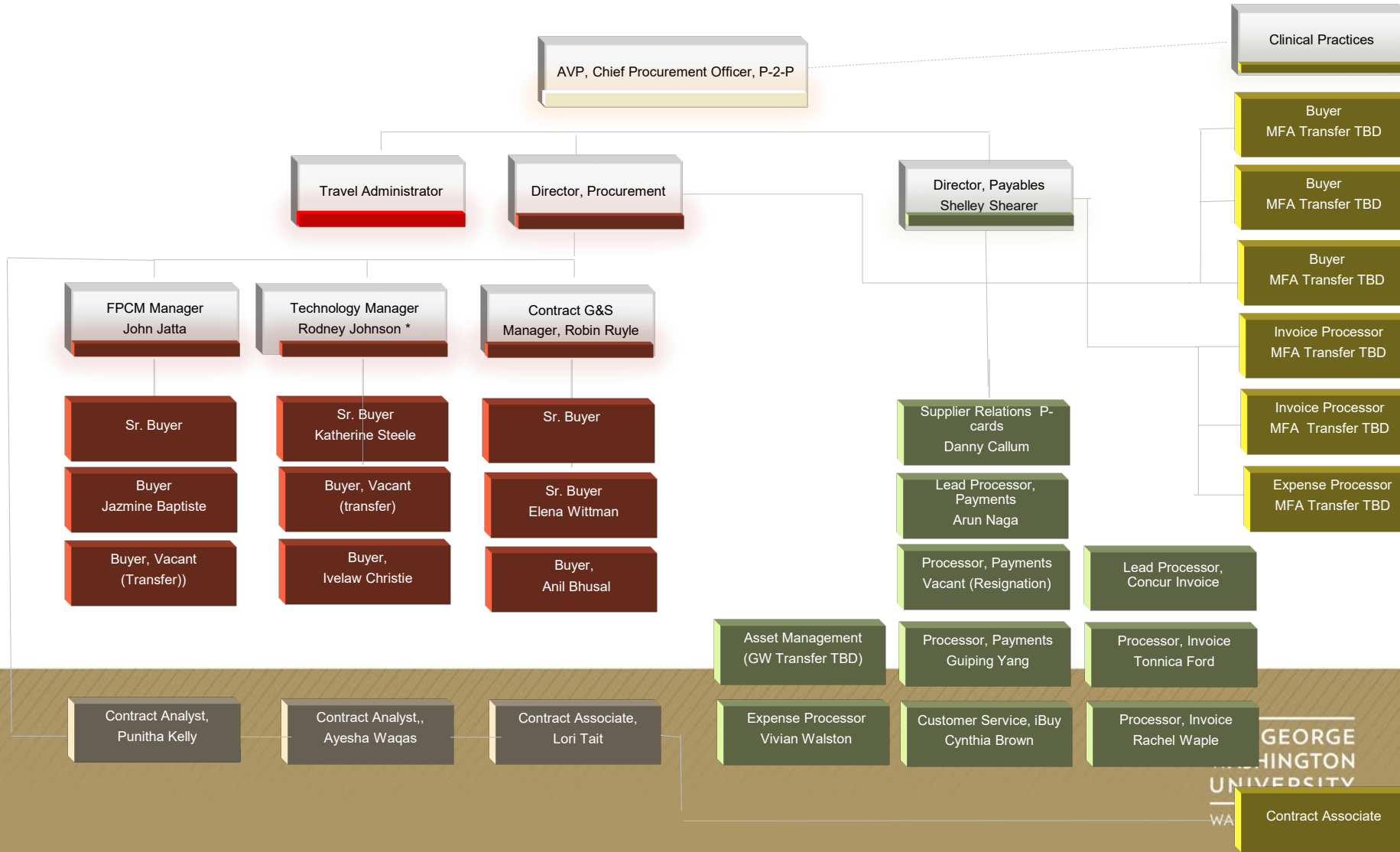
Payables has ownership of all payments regardless of type. (invoice, interface, wires, honorariums, reimbursements)

All transactions subject to Tests of Propriety



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Procure-to-Pay



Tests of Propriety

Used to evaluate the appropriateness of an expenditure- For official MFA business?

- Effective way to accomplish business? Will the quality of patient care be negatively impacted?
- Reasonable – quantity and quality of goods/services sufficient to meet the MFA’s needs without exceeding it
- Conflict of Interest – Is there personal gain as a result of a transaction? “Gut check”-



MFA Procure-to-Pay website:

p2p.gwdocs.org

Procurement Information

P-card information

Supplier Registration

Forms

lbuy.gwu.edu

Invoice payments

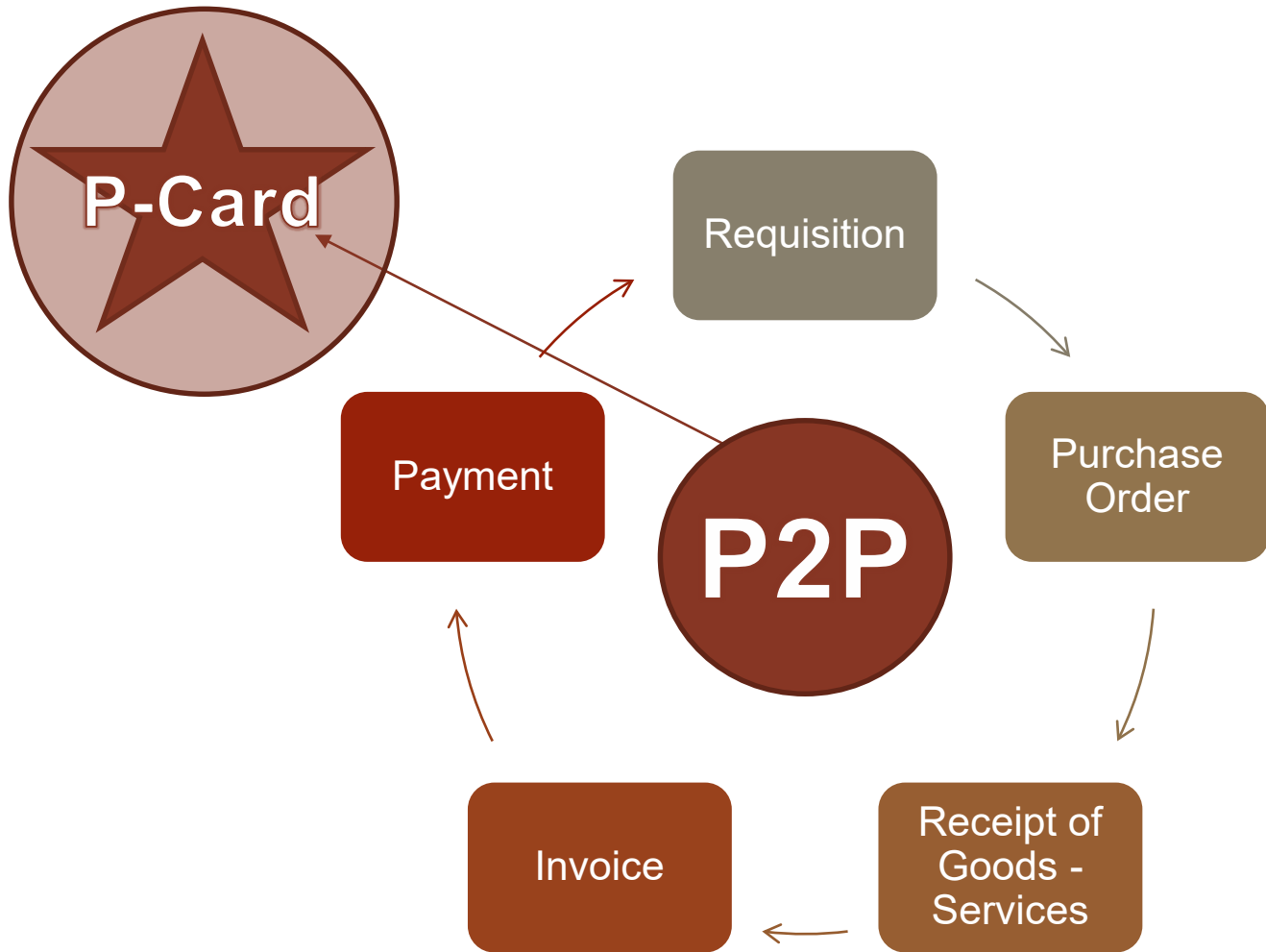
Expense Reports

P-card allocations

Contract purchases for goods and services



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skills, price, reputation, and expertise...). Attach additional sheet if needed. *Submit all documents with your requisition in EAS!*

Requirements Document

(Save and Open this document in Adobe Acrobat before filling it out to avoid loss of data)

1. Identification of the Principal Investigator/Requestor for this action:

2. Identification of the Project/Task/Award (PTA) number if it is a sponsored project or account number to be charged if non-sponsored:

3. Purpose and objective(s) of the procurement:

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GOODS & SERVICES



Welcome to Procure-to-Pay Goods and Services. Here you will find direct links and instructions to order from iBuy+ Vendors. We encourage you to support these business partners and hope you will often check the supplier sites contained here.

GW Vendor Marketplace

iBuy+ and Procure-to-Pay offers the opportunity of savings to GW and MFA faculty and staff via contracts with various suppliers. See iBuy+ Vendors list. **For select vendors, iBuy+ Help Desk setup is required** (see Vendor Ordering Process for details). These vendors may provide a price advantage when purchasing GW products and services. Peruse this list carefully and contact procure@gwu.edu for additional vendor options.

iBuy+ Vendors

Vendor Ordering Process

Amazon Business Account Information

Vendor Account Access Request Form

Formal Bid or RF Process

Competition is required.

- 6. Services of expert witnesses for potential and actual litigation of legal matters involving the MFA or its officers and employees, including administrative quasi-judicial proceedings
- 7. Services of attorneys employed or retained to advise, represent, or provide other legal service to the MFA, on matters arising under the laws of another state or foreign country, or in an action brought in another state, federal, or foreign jurisdiction, when substantially all legal services are expected to be performed outside the District of Columbia.
- 8. Arbitrator and mediator services
- 9. Court reporter services
- 10. Services of printers, rating agencies, support facility providers, fiscal and paying agents, and registrars related to the issuance and sale of the MFA's bonds
- 11. Insurance or insurance broker services
- 12. Payment of dues or fees of organizations of which the MFA or its officers and employees are members as

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MFA P-Cards

Delegated authority to purchase for MFA

Used for small dollar purchases –

- Transactions under \$3,500
- Cannot split purchases
- Monthly credit defaults: \$3,500 per transaction/ \$10,000
- Limits can be adjusted based on business needs

Can be used as a payment tool

- Small dollar invoices
- Competitive Exemption List
- Established Contracts



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P-Cards

Bill paid every Monday for charges made the week prior.

Transactions roll into the cardholder's profile in Concur
30 days to allocate the transaction to your budget

Ghost Cards-

Card responsibility is tied to an individual, but card is dedicated to a particular vendor or area of procurement

Procurement (con't)

Contract Management team in P2P

- Risk, OGC, Tax, GWIT
- Cataloging and reporting from Contract Management System

Contract Processing

- P2P handles all contracts for commercial goods and services- Sent to P2P via requisitions
- OGC handles other types of agreements: Hospital Affiliations, Employment, Donations, Real Estate etc.



MFA Payables

- **Payments on behalf the MFA**
 - **SAP Concur - Invoice, Expense and Request**
 - **Supplier Registration - iSupplier**
 - **P-Card Program**
 - **Employee Reimbursements**



SAP Concur Invoice

invoice@mfa.gwu.edu to use Invoice capture

- Invoices will be matched to POs within system and routed for approval
- Invoices without PO #s will be manually reviewed in Payables and forwarded to the identified department for further action
- Majority of purchases will be made on a PO or if small dollar, via p-cards



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SAP Concur **Expense**

P-Cards issued for Procurement activity and for use by travelers

Expense Reports used for:

Expense Reimbursements

P-Card Transaction allocations

Guest Travel reimbursements through Expense Pay

SAP Concur **Travel**

Access to GW's Travel Agents, discounted airline, hotel and car rentals

Optional per-diem for International travel



For more information:

P-Card Requests and credit
limit increases::

Oracle (EAS) access for
requisitions:

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703-554-4594 m



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Links:

P2P Website: <https://p2p.gwdocs.org>

iBuy Website for Concur Invoice and Expense:
<https://ibuy.gwu.edu/>

Oracle R12 (EAS) for Requisitions

P-Card: pcard@mfa.gwu.edu

P2P: p2p@mfa.gwu.edu

Supplier Registration: isupply@mfa.gwu.edu



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