



Supplier On-Boarding Policy

(Effective October 1, 2018)

- **Supplier On-Boarding:** i-Buy suppliers must be invited by Procurement's Supplier On-Boarding team to register in the i-Buy Supplier Portal. Future updates to the supplier's record (address, banking information) will be performed by the authorized supplier contact via the i-Buy Supplier Portal. The supplier contact on record in i-Buy will receive a notification when any updates are made to their profile (similar to how Workday notifies users when direct deposit details are changed).
- **Proxy On-Boarding:** Procurement's Supplier On-Boarding team will perform the on-boarding and updates to the supplier record in i-Buy in the following limited cases only:
 - Supplier does not have internet access
 - "Time Sensitive" or "Emergency" situations
 - Guest reimbursements
 - Exception transactions will require approval by the University's Controller or her designee.
- **Prepaid Card:** the Office of the Bursar now offers a prepaid card (MasterCard issued by Bank of America) that can be used to issue de minimis payments (<\$300) to non-employees.
 - Example payments include manuscript reviewers, referees, page turners, honoraria (still requires completion of honoraria agreement)
 - Bursar will coordinate with AP for year-end issuance of Form 1099 to payees where annual payments exceed the IRS threshold of \$600