POST AWARD PROCEDURES (PURCHASING & INVOICING)

The Grants Development, Review and Management (GDRM) Team

UAB SCHOOL OF NURSING

The University of Alabama at Birmingham

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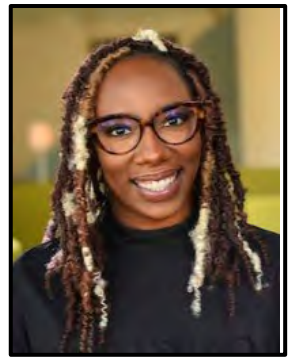

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PRE-AWARDS

POST-AWARDS

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WHAT WE (GDRM) DO

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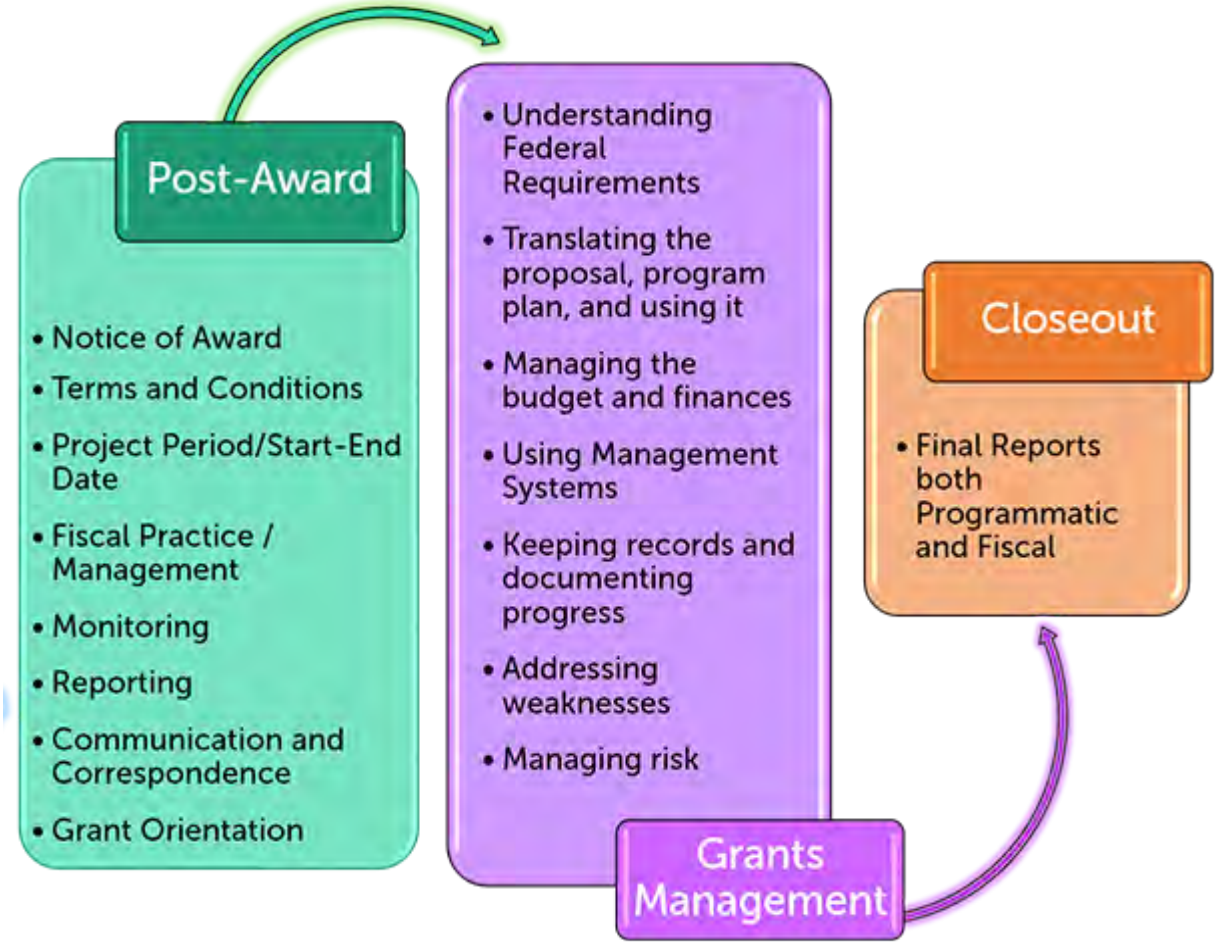
POST AWARD

POST AWARD GRANT LIFE CYCLE



WHAT IS PTAO & HOW TO LOOK UP

PTAO = Project # + Task# + Award# + Org#

Similar to your bank account #, PTAO refers to the financial account numbers used in UAB Accounting system

GL accounts have a longer accounting string than a GA account

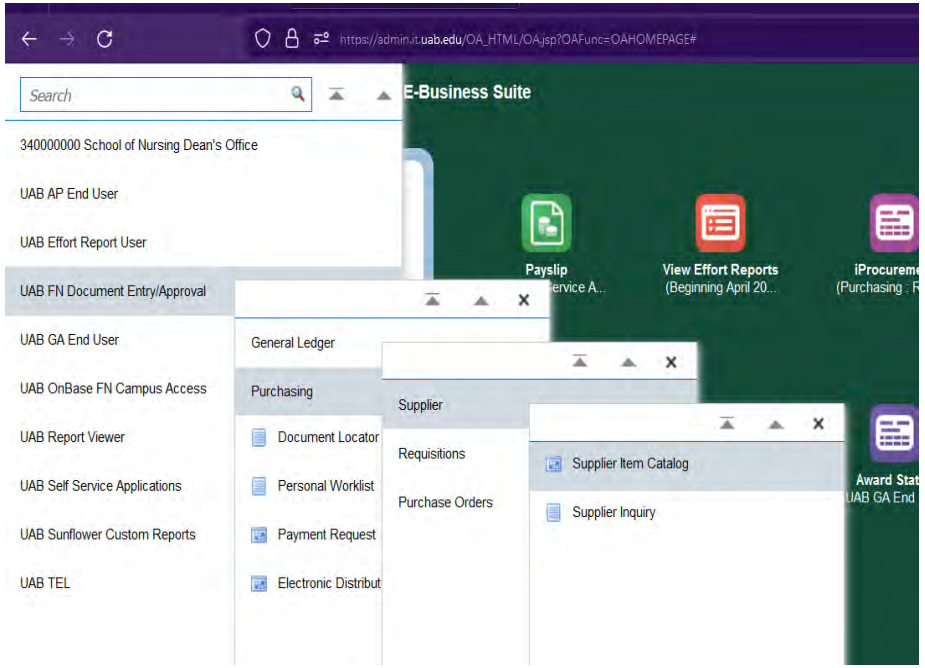
For example:

3122758.000.213122758.344000000.0000 (GL)
342695.01.01.2023207.10 (GA)

PURCHASING

Acquisitions
Buying
Analysis
Supplies
Proposals
P-Card
BestPractices
PURCHASING
Bids
Contracts
Vendor
Invitations
Quotes
PurchaseOrder
Negotiation
Projects

SUPPLIER INQUIRY



Supplier Search

Simple Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name: Landmark%
Supplier Number:
Taxpayer ID:
Tax Registration Number:
D-U-N-S Number:
Employee Number:

Show More Options

Go Clear

Search Results

Supplier Name	Supplier Number	Parent Supplier Name	Taxpayer ID	Tax Registration Number	Employee Number	Update	End Date	Supplier Type
LANDMARK ASSOCIATES INC	598651							Supplier
LANDMARK EDU BUSINESS	156571						08-Mar-2005	Supplier
LANDMARK ENTERPRISES	35538						09-Mar-2005	Supplier
LANDMARK HOTEL	634666		640220550				12-Feb-2016	Supplier
LANDMARK SURVEYING INC	361955		631233919				05-Mar-2008	Supplier
LANDMARK TOURS & TRAVEL	91164						09-Mar-2005	Supplier

Doing Business with UAB

- Overview
- UAB iSupplier Portal
- Electronic Bid Bulletin Board
- Purchase Orders
- Receiving
- Invoicing
- Purchasing Policy
- Sales Tax

Home › Doing Business with UAB › UAB iSupplier Portal

UAB iSupplier Portal

Print Email

All* UAB vendors are required to register through UAB iSupplier, an online vendor portal that enables suppliers the ability to maintain purchasing and accounts receivable address(es) and contact information as well as retrieve UAB purchase orders.

The **FIRST** step in the registration process is to complete the iSupplier Registration Request. Upon review, the vendor will receive instructions for completing the registration process.

UAB vendors are eligible for RFQ (Request for Quotation) status. RFQ status enables the vendor to receive future bid solicitations for the commodity or non-professional service indicated on the bid classification form submitted as part of the iSupplier registration.

Direct questions to uabisupplier@uab.edu.

Find vendor information (i.e. locating vendors and vendor status inquiries) for UAB departments.

iSupplier Registration Request

iSupplier Login

CONTRACTS

- When is a contract required?

- Paying an entity $10,000 or more per year
  - Individuals being paid require Personal Services Form
- Quotes/3rd Party Agreements requiring signature
- Quotes/3rd Party Agreements with terms and conditions

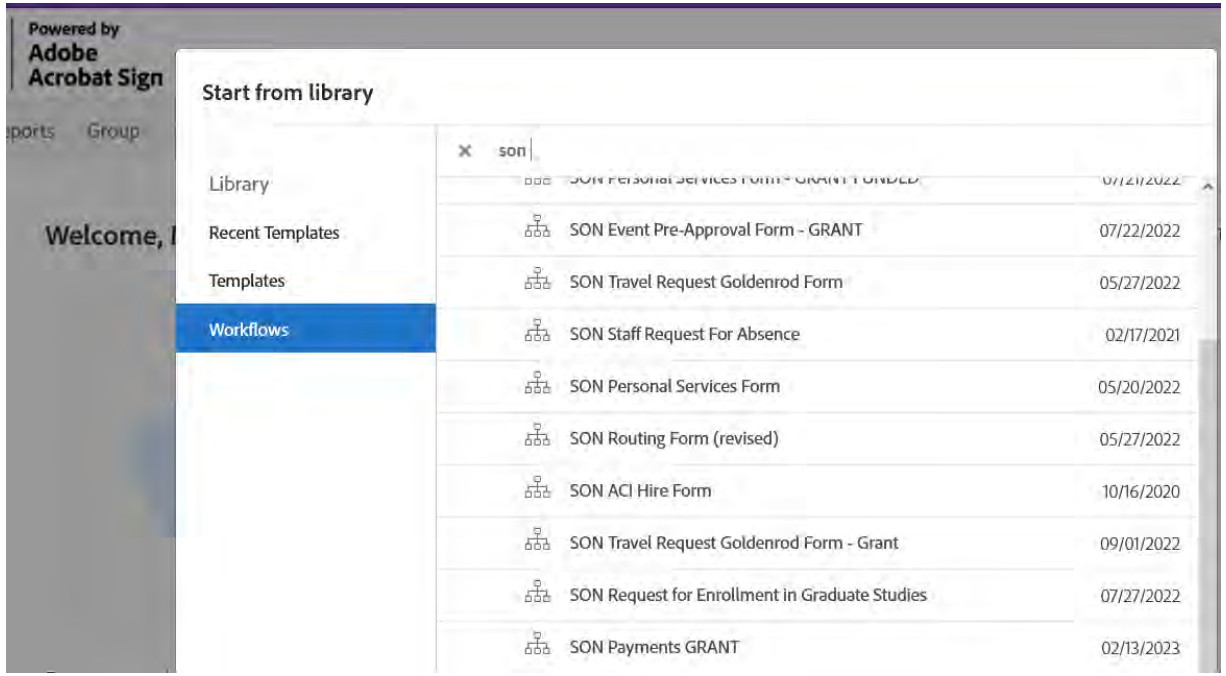
Items $5,000 or more are considered equipment

INVOICING

ADOBE SIGN WORKFLOW

- Payments, requisitions, P-Card
- Single PDF attachment
- Include full PTAO
- Include justification – especially important for P-Card purchases

- Automatically routes to SON Finance when fully signed



ANY
Questions?