

Supplier Invoice Request (SIR) Process For Facilities D&C Project Managers

Latest Revision Date: 4/12/2021

Overview

All payments that do not require a purchase order are to be submitted on an SIR via the Institute’s financial system. For D&C’s purposes this primarily applies to payments to utility providers, such as Georgia Power, Atlanta Gas Light, Atlanta Watershed, and AT&T, for new utility installation.

Before Workday was implemented, payments to utility providers were submitted to Accounts Payable via a signed check request form. Accounts Payable no longer accepts or processes paper check requests on behalf of the campus. Now each individual department is responsible for submitting their own requests via the SIR process. In select cases where an SIR is required for reasons other than new utility installations, the same method will apply.

Before the work begins, have the service provider’s proposal signed by the AVP of Design & Construction ([Gary Jelin](#)). This can be sent back to the service provider as the contract for the work.

Initiation

1. Once the Construction Manager has received the invoice(s) and is ready to pay the service provider, the following steps should be followed.
2. Complete the Supplier Contract Worksheet Form:

Facilities Project Number [PJ#]	PJ00000109
Facilities Document Type	Supplier Invoice Request
Facilities Amendment Number	0
Facilities Procurement Method	Supplier Invoice Request
Facilities Building	800 General Campus
Facilities Spend Category	SC753177 - INFRASTRUCTURE - Utility Infrastructure Work
Driver Worktag 1 [DE#]	DE00005726
Amount 1	\$6,157.75

- a. Facilities Document Type: Select “Supplier Invoice Request.”
- b. Procurement Method: Select “Supplier Invoice Request.”
- c. Facilities Spend Category: Select “SC753177 – INFRASTRUCTURE – Utility Infrastructure Work,” or the most applicable category.

3. Email the Supplier Contract Worksheet, signed proposal, and corresponding invoice(s) to the D&C Administrative Professional ([Jasmine Robinson](#)).
 - a. The invoice total must match the total value on the proposal.
 - i. If the cost of work changes the proposal must be revised and re-signed rather than routing a Change Order. Be sure to attach the original proposal to the revised one and mark it as void.
 - b. All payees for Supplier Invoice Requests must be set up as suppliers in the Institute’s Financial System before payment can be processed.
 - i. Suppliers are responsible for setting themselves up in Workday. They can use the following link, select ‘Sign In’ in the top right corner, and then ‘Create Account’ in the lower left corner:
https://wd5.myworkdaysite.com/supplier/gatech/SUPPLIER_REGISTRATION_PROD

Confirmation & Status

Once the SIR has been routed in Workday by the D&C Administrative Professional ([Jasmine Robinson](#)), an Invoice Request number will be generated (e.g. INVRQST-021337). The Project Manager will **not** automatically be notified so they will need to request this number from the Admin. This number can be entered into the Workday search bar to confirm the SIR details:

Supplier Invoice Request	Request Number
INVRQST-021337	INVRQST-021337
Primary Information	
Invoice Date	12/02/2020
Invoice Received Date	02/11/2021
Company	CO503 Georgia Institute of Technology
Supplier	AT&T
Remit-To Connection	AT&T_1025_Lenox_Park_Blvd
Currency	USD
Control Total Amount	6,157.75
Supplier's Invoice Number	417 20D-8998 066 8

The status can be viewed under the “Process History” tab. The workflow for a utility SIR after it has been entered is as follows:

1. Approval by Cost Center Manager 1 ([John Richardson](#))
2. Approval by Cost Center Manager 2 ([David Goldfarb](#))
3. Approval by Custodial Entity Manager, Designated Manager, etc. ([Gary Jelin](#))
4. Review Supplier Invoice Request (Accounts Payable)
5. Create Supplier Invoice from Supplier Invoice Request (Accounts Payable)

Method of Payment

Payment can be made in the form of direct deposit, or a physical check delivered or picked up at Business Services (711 Marietta St. NW). If the payee is set up for direct deposit, that will be the default method of payment. If a certain payment method is required, simply communicate that to the D&C Admin Professional and they should be able to accommodate.

This is not intended to be a comprehensive explanation of SIRs. For more information please refer to the following website:

[Supplier Invoice Request \(SIR\) | Policy Library | Georgia Institute of Technology | Atlanta, GA \(gatech.edu\)](#)