



**Finance  
Strategic  
Transformation**

# HIGH IMPACT PURCHASE ORDER DISTRIBUTION METHOD CLEAN UP

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# High Impact Purchase Order Distribution Method Clean-up | Summary

**Issue:** Issued Purchase Orders were not delivered to the suppliers because there was outdated distribution method on file. This caused department users and Central Buyers confusion, delayed delivery of items, and unproductive administrative time to track down Purchase Orders.

**Actions Taken/Methodology:** Find non-catalog suppliers with no distribution method. Filter to suppliers who were active in the past FY and use the Pareto rule to identify the ones with high impact. Collaborate with the Supplier Management team to send new Paymentworks invitations and clean up supplier profiles in Workday and Marketplace.

## **Quick Stats:**

- In the last FY, UVA did business with 710 suppliers that had bad distribution method
  - 4824 Purchase Orders, \$41.6m
  - 238 high-volume suppliers
  - 3697 Purchase Orders, \$36.5m

**Changes/Impact:** Created efficiency in the sourcing process for dept users and Central Buyers. Helped the Disbursement team by reducing the time to manually adjust supplier profiles

- As of 8/2/2023--Fully registered/approved 64 suppliers
- 1115 Purchase Orders, \$13.9m

## **Major Contributors:**

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- Franky Kong
- Susanna Huang
- Sri Ranjani Murthy