

Sourcing Workbench

Managing Procurement Contracts

The purpose of this Job Aid is to discuss the Sourcing Workbench and how to troubleshoot errors.

The Purchase Order business sourcing business process creates Purchase Orders from item requests loaded to ARC's Purchasing staging tables from various sources. The Sourcing Workbench provides a view of the results of each of the sourcing steps.

You can use the Sourcing Workbench to:

1. View and Modify Staged Row Details
 - Modify Staged Status, Vendor, and Vendor Location (as necessary)
2. View Eligible Vendors for Staged Rows
 - Modify vendor selection for the future Purchase Order
3. View Item Requisition Pricing Details
 - Price Details, Base/Standard Details, and Contract Details
4. Correct Errors
 - Ability to research and correct sourcing errors (as necessary)

Use the following table to troubleshoot sourcing errors:

No	Error	Cause	Type of Issue	Staging Action	Resolution
1	Vendor not found or specified vendor is inactive.	Either no vendor was found for this item, or the given or found vendor is inactive.	Vendor	Recycle	Change the vendor on the Sourcing Analysis page.
2	Contract is specified but is not effective during transaction due date. Modify due date, or modify contract effective dates.	Contract not effective.	Non Vendor	Reset/Purge	Modify due date or modify contract effective dates.

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No	Error	Cause	Type of Issue	Staging Action	Resolution
3	Sales/Use Tax Default Information is Missing.	There should be an entry in the Sales/Use Tax Defaults table for each ship to ID that does not exist. This information is required in order to proceed with building this purchase order item. This error also appears if there was a serious error in trying to obtain VAT information.	Configuration	Reset/Purge	Columbia University is a tax exempt organization. Check if the Shipto that is being used on a requisition has been configured to be exempted from Sales Tax.