

Brightworks PO

PO# for CU's Chemistry Stockroom service is 447028, for use by Brightworks.

See also

- [Spring 2016 enhancement](#)

Current PO

Purchase Order #: 447028

- As of 8/28/17: \$2,488.75 left.

When will the PO expire or run out?

From: Yvonne Marie Ellis
Sent: Monday, August 28, 2017 9:58 AM
To: Oliver B. Habicht <oh10>
Subject: RE: PO number for Brightworks

The PO has paid out \$5011.25 of the \$7500.00 it was set up for. That PO is still open so they can still charge to that PO until the funds run out. They have \$2488.75 left.

Vonnie

From: Oliver B. Habicht
Sent: Friday, August 25, 2017 4:30 PM
To: Yvonne Marie Ellis <yvme2>
Subject: PO number for Brightworks

Vonnie,

I wanted to confirm the PO below is still valid since Brightworks will be invoicing us for recent work.

And when, if ever, do PO numbers expire? Thanks, -Oliver.

History of this PO

Top-level summary (as of 8/28/17)

1) Original PO, for creating the application solution:

- Purchase Order #:152902
- That PO was updated November 08, 2013 with a cap of \$30,000, raised from the original cap of \$14,850.

2) The subsequent PO, created for maintenance and still open:

- Purchase Order #:447028
- That PO was created around November 08, 2013, with a cap of \$7,500.
- As of 8/28/17, \$2,488.75 left.

Details

From: Yvonne Marie Ellis
Sent: Monday, July 20, 2015 9:12 AM
To: Oliver B. Habicht; David Harrington
Subject: Brightworks new PO

Purchase Order #:447028

History:

From: Yvonne Marie Ellis
Sent: Friday, November 08, 2013 10:15 AM
To: Oliver B. Habicht
Subject: PO 152902 Brightworks

Oliver,

Hi there, we are all set with using PO 152902 until June 30th, 2014. To which we will extend as reoccurring each year. So the PO will stay the same for any charges on the stockroom kiosk.

Other info

History on PO's cap

Cap originally set to \$14,850.

When above email sent, cap raised to \$30K. That is current cap, year-to-year (much higher than needed, now that main projected completed!).

Info vendor should have received, from CU Purchasing

Instead of snail-mailing in invoices to CU Purchasing (AND emailing me a copy), simply email the invoice to CU Purchasing:

<http://www.dfa.cornell.edu/payments/contacts/>

Accounts Payable <uco-accts-pay@cornell.edu>

This method would save the vendor time (1 step, not 2), saves a stamp, and gets vendor paid faster. (Bonus: And Oliver is not left wondering if the invoice got sent to CU Purchasing!)

And however one sends an invoice to CU purchasing:

- **Remember the PO number!**

The email's subject line might be, "Invoice attached for PO 152902". And simply attached the invoice as a PDF. Simple!

If a vendor wishes to further reduce human error, and maybe also the repayment turn-around, it appears they can also send in their invoices DIRECTLY using their XML-format:

<http://www.dfa.cornell.edu/procurement/forsuppliers/electronicinvoicing.cfm>

Workflow Oliver wrote up, to assist Brightworks getting paid

From: Oliver B. Habicht
Sent: Wednesday, August 14, 2013 4:26 PM
To: Heather Dengler
Cc: Nicole Tedeyan
Subject: RE: Invoice #15093

Heather,

I checked and Cornell (CU) Purchasing never received your invoice. Thus, please mail then an invoice. Of course let me know if that had already been done so I can track/ report a failure (in transit (US Mail) or CU's own receiving), as an FYI.

If it helps, the invoice that was sent to me was around the time that there was a mix-up of invoices (which Nicole straightened out). Could it be that during the mix-up time period, someone sent this invoice just to me, but not to CU Purchasing?

Work flow for existing POs (as is the case here):

- One copy of an invoice is mailed to CU Purchasing, so Brightworks gets paid. This Cornell auto-pays, so should be a quick turn-around.
 - 7/31/14 notes: See above info: Consider doing this via email, not via postal mail as Brightworks has been doing!
- And one copy of an invoice is sent to me so I can review the charges. (This serves as a check on CU's auto-pay process, obviously.)
 - 7/31/14 elaboration: Invoice copies sent to me can be email attachments, such as simply cc:ing me on the copy sent to CU Purchasing! (It used to be postal mail, wasting a stamp and time.)

Let me know if you have any remaining questions or concerns- we really need to get you paid! -Oliver