

PAYABLE CONTRACT GUIDANCE

- All payable contracts must have a corresponding purchase order to pay an invoice.
- When a payable contract is activated in the contract management system, an overnight data feed will create a Contract Purchase Agreement in DASH.
- That Contract Purchase Agreement (CPA) will have the same number as the contract.
- You cannot pay an invoice using the CPA. The CPA is an unencumbered agreement that requires requisitions to be processed against it in order to get a purchase order (PO).

PURCHASE ORDER PROCESS



To get a purchase order, you will log into DASH and use the contract order form to process a requisition. You will enter the contract number into the contract order form in the “agreement” field. Instructions for using the contract order form can be found on our website.

WHEN A SUPPLIER REQUIRES A PURCHASE ORDER



When a supplier requires a purchase order in conjunction with the contract, you can process a requisition the day after your contract is activated. You will make a note to the approver in the requisition that the supplier requires a PO. The system will automatically generate a PO once your requisition has been approved by Accounts Payable.

PRINTING A COPY OF THE PURCHASE ORDER



To get a PDF of the purchase order, you will need to use the PO Inquiry transaction in DASH. Follow the instructions for looking up a PO to view, save, or print. Instructions can be found in training resources on our website.

SUPPLIER DOES NOT REQUIRE A PURCHASE ORDER



If the supplier does not require a purchase order, you can wait until you have an invoice from the supplier to process your requisition. You will attach your invoice to the requisition and it will route to Accounts Payable for their review. Once they approve, the system will automatically generate a purchase order. You will use that PO number when you pay your invoice.

Training Resources: <https://procurement.tennessee.edu/training/>