

BOSTON UNIVERSITY



Sourcing &
Procure to Pay

975

P2P Update for the DA Forum

October 11, 2023

Agenda – October 11, 2021

Procure to Pay (P2P) formed July 1

DA Forum Questions

Improved BU Travel Program

Export Controls Case Study

Boston University Procure to Pay (P2P)

Procure to Pay



Randall Moore
Associate Vice President,
Chief Procurement Officer

Who We Are

Sourcing



Keith Haran, MBA
Senior Director,
Sourcing

+ 8 team members

Procurement



Heather Gillis, CCWP
Assistant Vice President,
Procurement, Contracting
and Shared Services

+ 17 team members

Payment Services



Denise Greene
Senior Director,
Payment Services

+ 11 team members

What We Do

- Manage large strategic supplier relationships
- Run competitive events (RFPs, RFQs, and RFIs)

- Approve Purchase Requisitions in Ariba
- Negotiate supplier contracts
- Train Ariba users
- Answer portal tickets
- Onboard suppliers

- Pay suppliers and recipients
- Approve and pay Concur expense reports
- Manage Procurement and Travel Card programs



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Questions from the DA Team

Procure to Pay questions:

1. Hiring temp consultants - Running to difference in definitions - Honorarium vs Consultants
2. Mixed communication with paying consultants from AP and Sourcing. Are there documents required to determine how they should be paid? See **Ordering Method Matrix** reference in appendix
3. Is it possible to hire a person/pay for work on a one-time basis without having to get a contract etc?
4. How to pay Vendor thru Ariba: How to find an invoice in SAP? How to pay participants thru Concur?
5. Create vendor contracts and Consulting agreements - including foreign. What forms are needed? What approvals? SSJ?
6. Having supplier to submit invoice and BU AP to follow up has been quite a challenge.

General Research Admin Questions:

1. Specific benefits for using BU Travel (cancel/change fees). (NIH) Sponsored Travel Policy - do's and don't's flyer – See **Fly America Act** reference in appendix
2. Not specifically, but it could be helpful to hear where the line is drawn between department and central administration.

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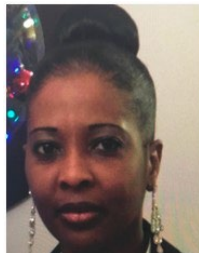
Improvements to the BU Travel Program



- Christopherson Business Travel selected after year-long RFP process with input from travel-heavy departments
- Improved service levels and reduced fees
- Better travel spend insight and duty of care
- New Concur UI displays Air and Rail for same logical routes
- Combined Travel, Expense, and Cards team ready to help



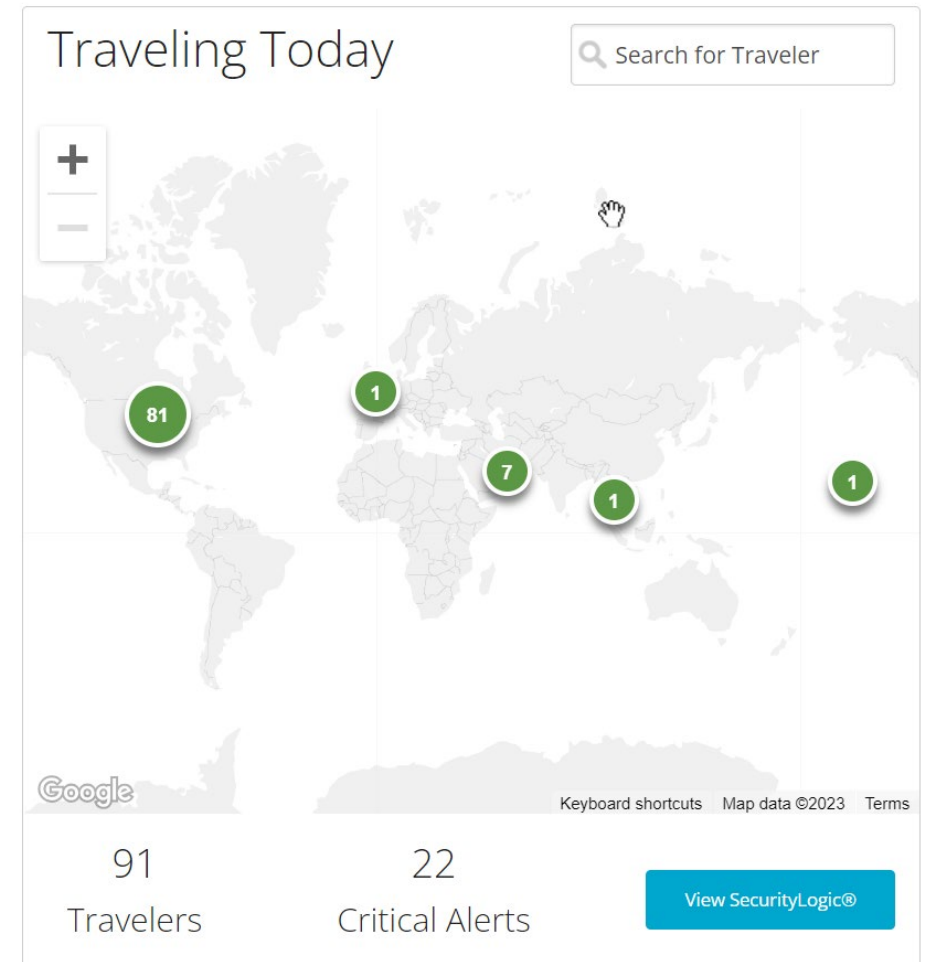
Chase Milanese
Assistant Director, Travel



Shirley Hood
Card Services Specialist



Nicholas El-Dahr
Sourcing Specialist



BU Travel Program and TBC Contracts

The BU Travel Program offers competitive worldwide air, ground and hotel discounts through the TBC travel program on the OneWorld network, JetBlue, Emirates, Cathay Pacific, Porter, Amtrak and Enterprise. In addition to discounts, BU travelers enjoy other value-added benefits and services.

Price Competitive Contracts, a sampling:

- Worldwide 3% to 40% discounts on American Airlines, British Airways, IBERIA, Japan Airlines, Qantas and other OneWorld members; dedicated TBC airline reps
 - British Airways – discounts off most published fares; access to priority seating in all cabins, priority boarding
 - JAL – status match; VIP meet and greet
 - Cathay Pacific - HK and inter China discounts 5% to 25%
- JetBlue – “last seat” shuttle fares with 60% to 70% discounts
- United Airlines – up to 20% discount on Business Class in certain hub markets
- Emirates - UAE and beyond, discounts 5% to 14%; BOS/DXB 9% to 11%
- Porter – 10% to 20% discounts
- Amtrak and Northeast Corridor – 15% to 20% NEC discounts


Value-Added Benefits and Services

- Ticketing flexibility - waivers/favors, name changes, time of ticketing corrections, access to expired fares, and status matches for additional savings
- Online and agent bookings are fully-integrated with Concur Expense reporting
- No service fee for online bookings; fee for agent-assisted; 24/7 customer service
- Membership in National Car Rental Executive Elite Status Program – Emerald Aisle
- Access to BCD Travel Global Hotel Program, Virtuoso, and the THOR Hotel Program at 86,100 properties spanning 189 countries and 6 continents.

JetBlue LGA Shuttle round trip \$188 vs. \$659

BU Travel Program in Concur

Selected Fare



06:00a BOS → 07:15a LGA	Nonstop	1h 15m	Remove ✕ \$187.80 Hide Fares
08:15a LGA → 09:33a BOS	Nonstop	1h 18m	

Most Preferred Airline for Boston University [Hide all details](#) ^

DEPART

✈ Wed, Oct 11 – Boston, MA to New York, NY

[Flight details](#) v


RETURN

✈ Thu, Oct 12 – New York, NY to Boston, MA

[Flight details](#) v

Fare Details	Free Checked Bags	Refundable
Blue Extra Ref (M) Rules	View: JetBlue	Yes Fees may apply

No more fares were found.
Worldspan


 **\$187.80**

Class of Service = M / fully refundable

Jetblue.com

jetBlue

BOS ⇄ LGA | Oct 11 - Oct 12 | 1 Traveler | v

[Sign in](#) 

Shopping Cart

Refundable Roundtrip, 1 Adult
Boston ⇄ New York

[Save for later](#) [Remove](#) [...](#)

Departing: Oct 11 2023

6:00am BOS jetBlue	7:15am LGA	1h 15m Flight 231	Nonstop	Blue
--------------------------	---------------	----------------------	---------	------

Returning: Oct 12 2023

8:15am LGA jetBlue	9:33am BOS	1h 18m Flight 332	Nonstop	Blue
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Price Summary


Flights
BOS-LGA, Oct 11, 6:00am
LGA-BOS, Oct 12, 8:15am
1 Refundable Roundtrip ticket (1 Adult) \$585.66
Fare restrictions

Taxes & Fees \$75.72

Total **\$659.38**
[View in another currency](#)


TRUE BLUE
Join and earn at least 3,510 pts.

[Next: Traveler Details](#)

 **Make your trip refundable**

Cancellations are refunded back to your original form of payment.

[Remove](#)

 **Added**

Fares pulled on 10/5/23 at 10am

AA to Tokyo round trip \$3,055 vs. \$3,334

BU Travel Program in Concur

Review and Reserve Flight

Review Flights

DEPART ✕ Wed, Oct 11 – Boston, MA to Tokyo, Japan [Hide details](#)

Wed, Oct 11 01:20p BOS → 04:15p NRT 13h 55m American Airlines 8475 Boeing 787-900 Operated by Japan Airlines
Lands Thu, Oct 12

RETURN ✕ Fri, Oct 20 – Tokyo, Japan to Boston, MA [Hide details](#)

Fri, Oct 20 06:25p NRT → 06:15p BOS 12h 50m American Airlines 8476 Boeing 787-900 Operated by Japan Airlines

Enter Traveler Information

Ensure all traveler information below is correct.

Remember Your Passport Your international travel will require passport or other government-issued identification. Remember to bring your identification with you on your day of travel.

Primary Traveler [Edit](#) | [Review all](#)
Name: RANDALL CARROLL MOORE Phone: 6173580300 Email: rcmoores@bu.edu
Document Type: Passport [View Details](#)
Frequent Flyer Programs [Add a Program](#)
For American Airlines
American Airlines – ****24

Select Seats



Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AA 8475 Main Cabin (M)	View seat map
AA 8476 Main Cabin (M)	View seat map

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Airfare	\$2,519.00	\$535.00	\$3,054.00
Total Estimated Cost: \$3,054.00			
Total Due Now: \$3,054.00			

aa.com

American Airlines  [PLAN TRAVEL](#) [TRAVEL INFORMATION](#) [AADVANTAGE®](#) [LOG IN](#) 

Choose flights





[« New search](#)





Your trip summary

Main Cabin
Round trip (Non-refundable)
\$3,334 per person
Total \$3,334.00 (all passengers)
Includes taxes and carrier-imposed fees
[Price and tax information](#)
Good value with benefits

- No change fees (difference in ticket price may apply)¹
- Choose your seat at no charge (fee may apply for Preferred, Main Cabin Extra or flights operated by another airline)
- 1 free checked bag²
- General boarding²
- AAdvantage® miles

¹ Changes for trips that begin in Spain, the UK, New Zealand or Australia are allowed with a fee.
² If you're an AAdvantage® status member, your bag benefit and boarding group apply if higher based on status. (Benefits may not apply on partner airlines.)

DEPART
Boston, MA to Tokyo, Japan
Wednesday, October 11, 2023
1:20 PM → 4:15 PM⁺¹ 13h 55m Nonstop Main Cabin
AA8475 789-Boeing 787
   
Operated by Japan Airlines
[Details](#) | [Change](#)

RETURN
Tokyo, Japan to Boston, MA
Friday, October 20, 2023
6:25 PM → 6:15 PM 12h 50m Nonstop Main Cabin
AA8476 789-Boeing 787
   
Operated by Japan Airlines

Fares pulled on 10/5/23 at 10am

Acela to DC round trip \$536 vs. \$706

BU Travel Program in Concur

Review and Reserve Train

Trains

DEPART		Wed, Oct 11		Hide details ^	
Wed, Oct 11	12:10p 06:53p	BOSTON - SOUTH STATION WASHINGTON - UNION STATION	6h 43m	Amtrak Acela THS 2165	4
RETURN		Thu, Oct 12		Hide details ^	
Thu, Oct 12	07:00a 01:48p	WASHINGTON - UNION STATION BOSTON - SOUTH STATION	6h 48m	Amtrak Acela THS 2154	4

Enter Passenger Information

Ensure passenger information below is correct.

Passenger

Name: RANDALL CARROLL MOORE Phone: 6173580300 Email: rcmoore@bu.edu

Rewards Program

Amtrak Guest Rewards Number

Provide Ticket Delivery Preference

You can now experience better comfort in customizing your Amtrak booking experience. With our train options, you can decide where to spend or save money to make your trip optimal.

Ticket Delivery Method Electronic (0.00)

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Train ticket	\$536.00	\$0.00	\$536.00
Total Estimated Cost:		\$536.00	
Total Due Now:		\$536.00	

amtrak.com

AMTRAK

DESTINATIONS

EXPERIENCE

DEALS

SCHEDULES

GUEST REWARDS

18 BOS

Boston, MA
South Station

→

WAS

Washington, DC
Union Station

Wed, Oct 11

Thu, Oct 12

Trip Summary

Departure | Wed, Oct 11
Boston, MA - South Station to Washington, DC - Union Station

BOS → WAS

2165
Acela

DEPARTS
12:10p

50% Full
6h 43m
Direct

ARRIVES
6:53p

Details

1 Business Class Seat

Back

CONTINUE

Return | Thu, Oct 12
Washington, DC - Union Station to Boston, MA - South Station

WAS → BOS

2154
Acela

DEPARTS
7:00a

70% Full
6h 48m
Direct

ARRIVES
1:48p

Details

1 Business Class Seat

Trip Summary

Shopping cart \$706.00

BOS → WAS
12:10p Wed, Oct, 11
6:53p Wed, Oct, 11

WAS → BOS
7:00a Thu, Oct, 12
1:48p Thu, Oct, 12

Price Summary

Fare \$706.00

Balance Due \$706.00

Fares pulled on 10/5/23 at 10am

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Export Controls Case Study

Export Controls – Case Study

- BU postdoc working with collaborators at a university in China on an industry-sponsored research project
- A piece of equipment built by Chinese collaborators malfunctions and postdoc needs to send it back to collaborators for repair (very basic circuit board – nothing fancy or of particular concern).
- BU postdoc takes equipment to FedEx, and ships to a mutual friend of collaborator. (Collaborator's area of China shut down for COVID at the time and FedEx won't deliver.)
- Unbeknownst to BU postdoc, mutual friend works at Chinese organization on the [Entity List](#).
- BU Months later, **FBI agent approached postdoc** as they were leaving work and questioned them about the shipment. After months-long investigation, and OGC involvement, everything likely is ok.



Export Controls – Case Study

- Bottom line: International shipments can raise all types of issues, and it isn't always obvious what they will be. For any international shipment related to a BU research project use official BU channels. Ship using BU contracts with FedEx and UPS, and use [BU's customs brokers](#). If you're shipping materials outside of the US be sure to check in with the Office of Research's page on [BU Export Controls](#).



Boston University Procure to Pay

Watchpoint Logistics

100 Griffin Brook Drive
Methuen, MA 01844

Contacts:

For Import Orders:

Linda Amiro, Air/Ocean Import Specialist

Phone: 617-567-6800

Email: Linda.Amiro@watchpointlogistics.com

For Export Orders:

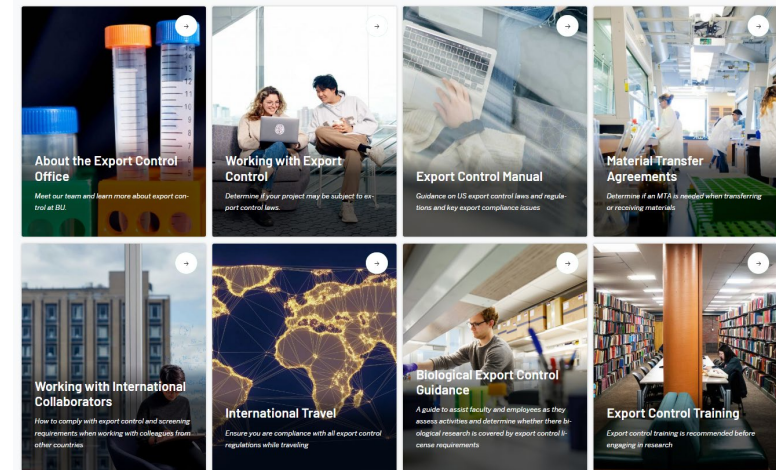
Chris Egan, Air/Ocean Export Specialist

Phone: 617-567-6800

Email: Chris.Egan@Watchpointlogistics.com



Office of Research



<https://www.bu.edu/sourcing/import-export-orders/#mylocation>

<https://www.bu.edu/research/ethics-compliance/research-security/export-control/>

Appendix Slides

Resource Guide for Ariba

Resource Guide to Assist **Suppliers** and **End Users** on Ariba

- 1) Suppliers responding with refusal to use Ariba [Supplier Ticket to AP](#)
- 2) Invoice Submission Video Tutorial <https://support.ariba.com/item/view/189528>
- 3) Credit Memo Submission Video Tutorial <https://support.ariba.com/item/view/189529>
- 4) Supplier Password, Account, or System Questions and Issues [Contact Ariba](#)
- 5) Supplier Information Portal Link [Supplier Information Portal](#)

Resources to send to **Requisitioners** for **Invoice** assistance

- 1) End users responding with push back regarding Ariba [Financial Affairs Customer Service Portal](#)
- 2) Staff Training for Invoice Approvals and Exceptions: <https://www.bu.edu/ap/ariba-guided-buying/>
- 3) Group Q/A Sessions for Staff <https://www.bu.edu/ap/ariba-guided-buying/>
- 4) Internal Staff Invoice & Payment Questions: Submit a ticket to Accounts Payable via the [Financial Affairs Customer Service Portal](#)
- 5) Quick Reference Guides to complete Invoice Actions in Ariba Guided Buying
 - a) Invoice Approval QRG https://www.bu.edu/ap/files/2020/07/QRG_Ariba-BI101-Shopper-Training_Approval1.pptx
 - b) Invoice Exception QRG https://www.bu.edu/ap/files/2020/07/QRG_Ariba-BI101-Shopper-Training_Exception.pptx
 - c) Adding an Approver or Watcher to Invoice Approval Flow https://www.bu.edu/ap/files/2020/07/QRG_Ariba-BI101-Shopper-Training_Add-Watcher-or-Approver.pptx
 - d) Placing Invoice on Hold https://www.bu.edu/ap/files/2020/07/QRG_Ariba-Guided-BUYing-Shopper-Training_Hold-Process.pptx
 - e) Editing Cost Center or Internal Order on an invoice https://www.bu.edu/ap/files/2020/07/QRG_Ariba-BI101-Shopper-Training_Manage_Split-Accounting.pptx
 - f) Invoice Email Notifications https://www.bu.edu/ap/files/2020/07/QRG_Ariba-BI101-Shopper-Training_Notifications.pptx

Resources to send to **Requisitioners** for Purchase Requisition (PR) or PO assistance - Sourcing and Procurement Website

1. Create a Purchase Requisition (PR/Cart) <https://www.bu.edu/sourcing/h2po/#guidedbuyingprs>
2. Editing a Purchase Requisition/PO <https://www.bu.edu/sourcing/h2po/#editingapr>
3. Viewing a PR, PO, Invoices, and Payments applied to the PO <https://www.bu.edu/sourcing/h2po/#viewingprsandpos>
4. Close a PO <https://www.bu.edu/sourcing/h2po/#cancelvsclsepo>
5. Staff Training for Purchase Requisition/ Purchase Order Training <https://www.bu.edu/sourcing/guided-buying-training/>
6. Delegation for staff members on leave or vacation <https://www.bu.edu/sourcing/files/2020/07/Delegate-Authority-1.pdf>
7. Internal Staff Sourcing and Procurement Questions and Issues
 - Purchase Requisition (PR/Cart) or Purchase Ordering (PO) Questions: Submit a ticket to Sourcing & Procurement via the [Financial Affairs Customer Service Portal](#).

Guided **BU**ying Reference Sheet

How Do I Purchase Goods & Services

Guided **BU**ying is a procure-to-pay tool designed to streamline the process of ordering products and services. The process starts with creating a Purchase Requisition (PR) to generate a Purchase Order (PO) which will flow into invoicing and payment.

Types of Orders

Catalog vs. Non-Catalog Orders

- Catalog order: A PR created when you shop through a catalog in Guided **BU**ying.
 - Non-Catalog order: A PR you create when you cannot find what you need in a Guided **BU**ying catalog.
- Standard vs. Amount-Based Orders:**
- Standard: The order type for a PR based on a quote from a supplier when you cannot find what you need through a catalog in Guided **BU**ying.
 - Amount-Based: The order type for a PR based on a quote or agreement from a supplier when the final amount is estimated, or multiple invoices are expected (e.g., services).

Note: Only Non-Catalog orders can have the Standard or Amount-Based order type

Placing an Order

Catalog Orders

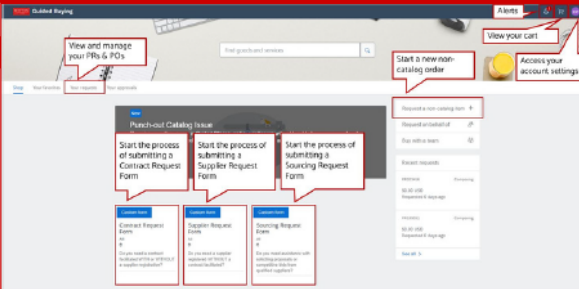
- Locate the supplier you intend to do business with using the Catalog Suppliers tile and category tiles on the Guided **BU**ying homepage. Note: The search bar at the top of the home page can be used to search for suppliers, catalogs, and catalog items.
- Navigate through the supplier's page and add the items you wish to purchase to your cart.
- Check out via the shopping cart inside the catalog. Checking out through the catalog will then add the item to your cart inside Guided **BU**ying. Note: Checking out in a catalog does not complete your order. You must then submit a PR for the items in Guided **BU**ying.
- Click on your cart in Guided **BU**ying and choose to check out. Doing so will start the standard PR process.

Non-Catalog Orders

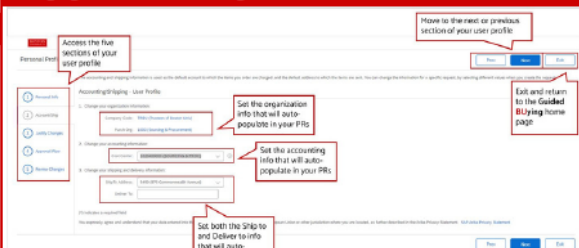
- Click the Request a Non-Catalog Item button on the Guided **BU**ying homepage. Alternatively, navigate to the appropriate category tile and select the Non-Catalog/ad-hoc request option (Note: Category code will populate if selected through a category tile).
- Enter the Product name.
- Click on the drop-down box under the category section and then select Browse all.
- Search for the most accurate category code.
- Click Choose to assign the category code if the section is unpopulated.
- Provide a detailed description of the product or service.
- Enter the Quantity, Unit of measure, and Unit price for the order.
- Select a recommended supplier if applicable or click view all suppliers. Note: PRs cannot be submitted without a supplier assigned.
- If you chose View all suppliers, search and click Choose next to the appropriate supplier.
- Once complete, Click Add to cart.
- Click Check out on the prompt. Information entered in the form will flow to PR.

Guided **BU**ying Reference Sheet

Guided **BU**ying Homepage Overview



Changing Your Account Settings



Searching for Suppliers

Where Can I Find a List of Our Registered Suppliers?

Requisitioners can find a list of our registered suppliers through the following link: <https://www.bu.edu/sourcing/supplier-searchable-dashboard/>

Searching for Catalog Suppliers

The Catalog Suppliers tile on the homepage of Guided **BU**ying contains all catalog suppliers listed in alphabetical order. If you do not know the exact name of the catalog supplier you are searching for, use the category tiles (such as General Goods & Services) to help narrow your search.

How Do I Add Others to My Order

How Do I Add Team Members to My PR?

Approvers and Watchers can be added to the approval flow during checkout or after PR submission. Watchers can view requests, but no action is required. Approvers must approve requests before they can move forward. Note: System-generated approvers cannot be removed.

Policies

Competition and Supplier Selection for Products and Services Policy

Sourcing & Procurement is responsible for ensuring competitive practices and supplier selection for the purchase of products and services in a manner that achieves the **Best Total Value** for Boston University.

Please use the following link to read Boston University's Competition and Supplier Selection for Products and Services Policy: <https://www.bu.edu/policies/competition-and-supplier-selection-for-products-and-services-policy/>

Ordering and Contracting Policy

To see a complete list of commodities and ordering methods, consult the Ordering Method Matrix hosted on Boston University's website through the following link: <https://www.bu.edu/policies/files/2021/04/Ordering-Method-Matrix-Updated-4-12-21.pdf>

Signatories

Trustees of Boston University have authorized signatories who are the only ones allowed to sign contracts on behalf of the university. To ensure your contract is signed by an authorized signatory, please complete a Contract Request Form, and S&P will facilitate the contract and have it executed.

After Your Order

When to Submit PO Cancellation Request Versus Cancelling the PO

- When to cancel a PO: You should only cancel a PO (you can do this by clicking "Cancel request" in the PR in Guided **BU**ying under the Your Requests tab.) after you have confirmed with the supplier that they have neither shipped nor invoiced the items you ordered. Once you cancel the PR, it will automatically cancel and close the PO and send a PO cancellation confirmation to the supplier.
- When to submit a PO closeout request: Submit a PO closeout request when a PO has been partially invoiced and no further invoices are expected for the PO. These instances should be rare now that you, as the requisitioner, have the ability to edit PRs. If a supplier short-ships a PO due to a lack of inventory, or a change in the order, you can adjust the PR to the amount shipped, and the PR will automatically close when the total quantity has been invoiced and paid.

Note: In Guided **BU**ying, an Amount-Based PR will systematically close once it has been fully invoiced for the total amount on the PR.

How Do I Search for a PR or PO?

PRs and POs can be viewed in Guided **BU**ying under the Your Requests tab. Navigate to the Your Requests tab to view detailed information on your Purchase Requisitions, including status, approval workflow, history, and to add any additional comments or attachments.

What is the Status of My Order?

If your order has been approved, but the supplier hasn't received it, please contact the supplier or submit a ticket to the customer service portal.

Editing Your PR

How Do I Edit My PR?

Requisitioners can edit a PR if it has not been fully invoiced. Changes can include increases in total cost or changes to the ship to address, requestor, supplier, accounting (e.g., cost center number, internal order number, or WBS Element), or commodity code. Changes to the PR will prompt re-approval of the PR.

What Will Happen if I Change the Cost Center?

If you change the cost center after an invoice has been posted, charges to the cost center will be applied to invoices moving forward. However, the commitment will remain with the original cost center.

FAQs

How Do I Gain Requisitioner or Approver Access?

Please contact your Department Security Administrator (DSA). If you are unsure who your DSA is, contact Information Security at buinfosec@bu.edu.

Shopping Through Amazon

To access and shop via the Amazon catalog in Guided **BU**ying, Requisitioners must have the Shopper Role. If you need access to Guided **BU**ying, please reach out to your DSA. [https://pr@ariba.com/bu/Training=BU-13036464n-US](mailto:pr@ariba.com/bu/Training=BU-13036464n-US)

How Do I Obtain a Quote for a Product?

If you are familiar with the supplier you would like to request a quote from, contact them directly. If not, Sourcing & Procurement has partnered with Fairmarkit to provide BU with a streamlined machine learning tool to quickly and efficiently solicit competitive quotes for purchases under \$100,000. <https://aqa.fairmarkit.com/login?isForceAction=true>

Forms

Contract Request Form

Complete a Contract Request Form to submit an unsigned contract that needs to be negotiated and signed by the correct authorized signatories of Boston University. These forms are routed to Sourcing & Procurement. Please allow a minimum of 2 weeks for negotiation with the supplier and General Counsel. Once you have submitted the Contract Request Form, use the comment section to converse with Sourcing & Procurement.

Supplier Request Form

If you cannot find a supplier in our Registered Supplier Database, submit a Supplier Request Form. New supplier registration is a complex process that takes on average one to two weeks. Suppliers must sign up for the SAP Business Network with a free standard account, provide tax documents, and agree to Boston University's Terms and Conditions for [Goods](#) or [Services](#). Requisitioners should only consider new suppliers for rare products or services that aren't available from one of our registered suppliers. Requisitioners must submit the Supplier Request Form before engaging the supplier.

Sourcing Request Form

Submit a Sourcing Request Form to request help on a sourcing project. The form is available to Sourcing & Procurement, who can assist with an assessment of your current spend, market research including an assessment of the supply chain, a total cost analysis with identification of suitable suppliers, the development of a sourcing strategy, negotiation, and contracting, as well as tracking and managing supplier performance.

Contracts

How Do I Know if a Contract Needs to Be Executed?

Special risks require Sourcing & Procurement to put a contract in place for special purchases to protect the university. Please consult the slide show on the FAQ page linked below for when to submit the Contract Request Form. <https://www.bu.edu/sourcing/faq/>

If I Have a Contract With a Supplier That is up for Renewal, Should I Submit the Contract Request Form?

Please submit a Contract Request Form for any contract renewals.

How Do I Have a Contract Reviewed and Signed?

Complete a Contract Request Form to submit an unsigned contract that needs to be negotiated and signed by the correct authorized signatories of Boston University. <https://www.bu.edu/sourcing/contract-request-form-5/#navigation>

After the Fact Orders

What if I Have Already Received an Invoice Before Placing an Order?

In the event you have received an invoice for a product or service but have not submitted a PR, you must take the following steps:

- Create a Non-Catalog PR in Guided **BU**ying
- Add a comment, visible to the supplier, stating DO NOT DUPLICATE, INVOICE IN HAND
- Attach supporting documentation, such as the invoice, contract, and quote, and check the box to share with the supplier (don't forget to click Add)

Once the supplier receives the PO, they should invoice the University through the Ariba Network for payment. Note: Requisitioners must place all orders on a P.O. Calling or emailing to place an order is strictly prohibited.

Important Sites

How to Place Orders

The central hub for Guided **BU**ying information and the additional resources we offer. <https://www.bu.edu/sourcing/h2po/>

Guided **BU**ying Training

The first step in learning how to navigate Ariba Guided **BU**ying. Visit the page to find videos, training documentation, and information on how to sign up for monthly live training sessions. <https://www.bu.edu/sourcing/guided-buying-training/>

What Do You Need?

This page contains a list of category cards containing information on where and how to place orders with our preferred suppliers. <https://www.bu.edu/sourcing/wdvpn/>

Guided **BU**ying Announcements

Sourcing & Procurement sends periodic communications to assist the community in navigating Guided **BU**ying. Check here for our most recent newsletters. <https://www.bu.edu/sourcing/sap-ariba-guided-buying/>

Customer Service Portal

Browse our knowledge-based articles for frequently asked questions or submit your questions online through the Financial Affairs (FA) Customer Service Portal. They will be routed to the right people with the right answers. <https://bu-service.now.com/ta>

Invoices

Approving Invoices in Guided **BU**ying

Ariba assigns approvers automatically based on the requisitioner's profile. These system-generated approvers cannot be removed. Approvers can approve or deny an invoice via email or within the Ariba Network (SAP Business Network) tool for purchase orders. If approving via email, you will need to click the Approve/Deny button on the email notification. If approving through your computer, access the "your approval" tab in Guided **BU**ying, which contains all invoices over \$5,000.

What is the Status of My Invoice?

Suppliers should send invoices electronically via the Ariba Network. Invoices and inquiries sent to Sourcing & Procurement cannot be processed as we do not have access to the Accounts Payable system. All inquiries should be brought to AP via the Customer Service Portal. <https://bu-service.now.com/ta>

How Can I Check for Posted Invoices on My PO?

Once a PO has been generated, it will be visible on the associated PR. The PO can be accessed through the PR by clicking on the PO# beginning with 55xxxxxxx. Click the PO# and view the Invoices and Payments tabs to see if an invoice has been posted or paid. Invoices under \$5,000 can be found within the BUwork central portal under the work list tab and will auto-approve within three days. Accounts Payable (AP) can put these invoices on hold within that period. Contact AP to put an invoice on hold. Invoices over \$5,000 are accessed in Guided **BU**ying and require approval before payment is made.

Invoice Training

For resources regarding invoice training, please visit the BU AP Guided **BU**ying page through the following link: <https://www.bu.edu/ap/ariba-guided-buying/>

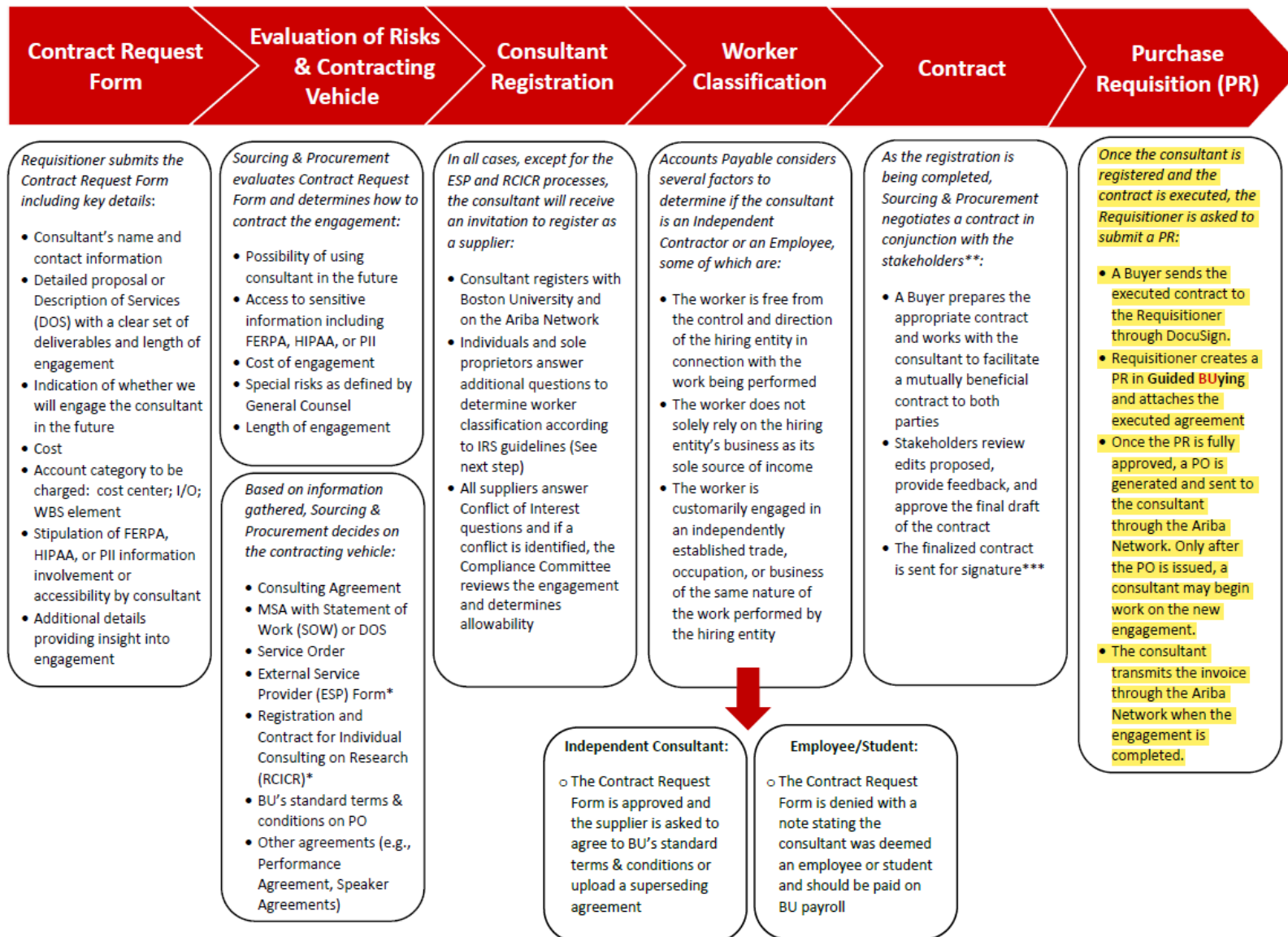
Use the link below to download AP's Guided **BU**ying requisitioner invoice approval and exception training guide.

[Ariba Guided **BU**ying Requisitioner Invoicing Guide](#)

Ordering Method Matrix

Ordering Method Matrix										Ordering Method Matrix										Ordering Method Matrix									
<div>Revised 3-12-21</div> <div> Primary Method Secondary Method Tertiary Method</div> <div> www.bu.edu/sourcing</div>										<div>Revised 4-12-21</div> <div> Primary Method Secondary Method Tertiary Method</div> <div> www.bu.edu/sourcing</div>										<div>Revised 4-12-21</div> <div> Primary Method Secondary Method Tertiary Method</div> <div> www.bu.edu/sourcing</div>									
Category	Guided BUYing Catalog Order	Non-Catalog Request Standard	Non-Catalog Request Amount Based	Amazon Business	PCard	Travel Card	Internal Service Request (ISR)	Facilities Service Request (FSR)	Disbursement	Category	Guided BUYing Catalog Order	Non-Catalog Request Standard	Non-Catalog Request Amount Based	Amazon Business	PCard	Travel Card	Internal Service Request (ISR)	Facilities Service Request (FSR)	Disbursement	Category	Guided BUYing Catalog Order	Non-Catalog Request Standard	Non-Catalog Request Amount Based	Amazon Business	PCard	Travel Card	Internal Service Request (ISR)	Facilities Service Request (FSR)	Disbursement
Advertising Space, Copyright Permission					★				●	Dental & Lab Supplies	★	●			■					Police, Security Detail Services			●				★		
Animals	★	●								DNA Sequencing, Antibodies	★	●			■					Printers	★	●							
Amazon Business*	★				●					Dues, Memberships, Subscriptions, Sponsorship Fees‡					★				●	Printer Toner**	★								
Audit, Insurance, Legal Services, Credit Fees			★							Equipment	★	●								Publishing						★			
Banking Tax Services									★	Entertainment Services						★				Real Estate Payments, Residency Agreements								★	
Books, Journals, Newspapers, Magazines		★			●					Fines, Penalties, Government Fees					★				●	Research and Online Service Subscriptions		★			●				
Business Consulting Training Services			★							Florist Services §					★					Research Related Consultants†			●					★	
Construction, Architecture Services			●					★		Furniture	★	●								Record Storage Services						★			
Event, Meeting, Catering Services			■			●	★			Gift Cards	★									Relocation Services			★						
Charter Bus Services			★							Gifts, Apparel, Music Products	★	●		■						Software	●	■					★		
Computers	★	●								Honoraria, Study Participants									★	Software as a Service			●				★		
Computer Accessories	★	●		■						Lab Environmental Services			★							BU Branded Stationary, Business Cards	★	●							
Conference Fees					●	★				Logistics & Shipping Services			★							Temporary Labor‡‡									
Chemicals, Dry Ice, and Gas	★	●								Mailing, Postage (FedEx use PCard)					●		★			Textbooks, eBooks, Course Materials		★							
Commercial Printing Services			●		■		★			Marketing & Graphic Design Services			●				★			Travel Services						★			
Controlled Substances, Radioactive Materials	★	●								MRO, Custodial, Plumbing Products	●			■			★			Vehicles††		★							
Copiers	★	●								Office Supplies, Art Supplies	★	●		■															
<p>*Order from Amazon Business through Guided BUYing or the Amazon Business website using your PCard.</p> <p>‡Dues, Memberships, Subscription, Journals, Newspapers, Magazines, and Sponsorship Fees should be paid for with a PCard. If you need a one-time increase please submit the Request Temporary Limit Increase Form.</p> <p>§ Entertainment pertains to event tickets, bowling, group activities.</p> <p>¶ ISR (FSR) items cannot be purchased online. Guided BUYing only.</p>										<p>‡Dues, Memberships, Subscription, Journals, Newspapers, Magazines, and Sponsorship Fees should be paid for with a PCard. If you need a one-time increase please submit the Request Temporary Limit Increase Form.</p> <p>§ Entertainment pertains to event tickets, bowling, group activities.</p> <p>¶ ISR (FSR) items cannot be purchased online. Guided BUYing only.</p>										<p>***Toner for Ricoh machines is provided by Ricoh free of charge, under active service contracts.</p> <p>††Disbursements for research-related consultants engaged for <12 months and <\$25k, please use the AGCIB.</p> <p>‡‡ Temporary labor is processed through TempTrends in eProcurement or contact BU TempLab@bu.edu.</p> <p>††† New vehicle purchases shall be facilitated through ARLiss@bu.edu. Used vehicles shall be purchased from MHQ by submitting a Non-Catalog Standard PR in Guided BUYing.</p>									

Engaging a Consultant at BU



* Available from the Accounts Payable website

**Contract negotiations can take up to two weeks and are largely dependent on the responsiveness of the suppliers and the complexity of the engagement

***Contracts can only be signed by Trustees of the University or individuals with delegated authority



Registration and Contract for Individual Consulting on Research

Use this form *only* for research-related consulting, where payment will be made to an *individual* (not a corporation, LLC or partnership); the engagement will *not* exceed 12 months; and total payments will *not* exceed \$25,000. For other engagements, open a shopping cart in SAP or contact Sourcing (sourcing@bu.edu) for assistance.

Instructions for Completing the Registration and Contract:

- Boston University department fills out sections A-C
- Consultant attaches resume or CV, fills out Sections D and E, reviews certifications and terms in Section F
- Consultant signs and dates form and returns it to Department
- Department sends form to Accounts Payable
- Accounts Payable reviews. If independent contractor classification appropriate, Accounts Payable initials Section G and sends back to Department with request for W-9 or W-BEN
- Department initials Section G and sends copy of the completed form to Accounts Payable and Consultant

To be completed by Boston University Department (Sections A-C)

A. Boston University Department Contact

Name: _____ Department: _____

B. Consultant Information

Name: _____ Email Address: _____

Street: _____ City/State/Country: _____

Postal/Zip Code: _____ Fax #: _____

Is the Consultant a U.S. citizen or U.S. resident alien or are there other grounds for Consultant's eligibility to work in the U.S.? ☐ yes ☐ no

C. Description of Engagement

- Engagement Period: Start date / /20 - End date / /20
- Location of services: _____
- How will the Consultant be compensated? ☐ flat fee ☐ hourly/daily
- If hourly/daily, specify \$ _____ per _____ (hour or day)
- Estimated number of hours or days for the engagement: _____ hours or _____ days
- Total fees for the engagement: \$ _____
- Will the Consultant provide all equipment needed for the engagement? ☐ yes ☐ no
- Will the Consultant use Boston University office space or require University administrative support to complete the engagement? ☐ yes ☐ no
- If Consultant requires assistance to complete the engagement, will Consultant have authority to hire his or her own employees? ☐ yes ☐ no
If yes, will Consultant be responsible for compensating the employees directly? ☐ yes ☐ no
- Please provide a short description of services to be provided during this engagement, including type, schedule, and Consultant responsibilities. If available, please attach a detailed statement of work.

To be completed by Consultant (Sections D-F, including signature)

D. Conflict of Interest

- Are you currently or were you ever a Boston University employee? ☐ yes ☐ no
- Are you aware of any existing relationships or circumstances that may create an actual or perceived conflict of interest? ☐ yes ☐ no
- Is your spouse, domestic partner, family member or relative a Boston University employee or trustee? ☐ yes ☐ no
- For any company of which you are an employee or owner, is any Boston University employee with decision-making authority over this engagement also a significant equity holder (10% or more or the current authorized stock or interests) or a partner in that company? ☐ yes ☐ no
- If you answered yes to any of the above questions, please attach a detailed description of the relevant relationships or circumstances including the parties' names and positions.

E. Classification as Employee or Independent Contractor under IRS and Massachusetts Guidelines

- Are you full-time faculty at another college or university? ☐ yes ☐ no (If yes, skip to Section F)
- Do you have the right to schedule and control the progress of the engagement? ☐ yes ☐ no
- Will you bear all expenses incidental to this engagement, including travel expenses? ☐ yes ☐ no
- Are you in business performing the type of services described in Section C? ☐ yes ☐ no
If yes, please describe the last 2 engagements, including the clients, the nature of the engagements and the dates of the engagements (you may substitute client type for the client name if you are bound by rules of professional responsibility or contract to maintain the client's identity in confidence)

Client #1:	Nature of engagement:	Dates:
Client #2:	Nature of engagement:	Dates:

F. Consultant Certifications

By signing below, Consultant indicates agreement with the following statements.

- I agree to provide the services described in Section C and any attached statement of work (the "Services"). Nothing herein implies I have the right or obligation to provide services for any period other than the period described in Section C.
- I confirm that the information provided above and in attachments is true in all respects. I understand that providing false information may disqualify me from contracting with Boston University.
- I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- I acknowledge and agree that (i) Boston University will determine whether I am qualified to receive payments as an independent contractor; (ii) neither I nor my employees or contractors are entitled to receive University employee benefits; and (iii) to the extent required by law, payments to me as an independent contractor will be reported to the IRS on Form 1099-MISC.
- I agree that the terms and conditions in Section H will apply to this engagement.

Consultant Signature Date

G. University Acceptance

Accounts Payable Representative Printed Name Initials Date

Department Representative Printed Name Initials Date

H. Terms and Conditions

- AGREEMENT:** The Consultant acknowledges and agrees that Trustees of Boston University ("University") will only be bound to the engagement proposed above if and when the appropriate University representatives have initialed and dated Section G. Once fully executed, this document and any agreed upon attached description of services will constitute the contract governing the Services (the "Contract"). Both parties must approve any change to the Services or the Contract, including any assignment, in advance in writing. The Contract constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements, written or oral.
- WARRANTIES:** Consultant represents and warrants to University as follows: (a) Consultant will perform the Services with reasonable care, consistent with applicable professional and industry standards and in compliance with all applicable laws, and substantially in accordance with the Contract; (b) Consultant has all rights necessary to perform the Services; (c) neither the Contract nor Consultant's performance of the Services will breach any of its obligations to any other party; (d) Consultant owns all the rights that Consultant is assigning to University under the Contract; and (e) Consultant's work product will not infringe any patents, copyrights, trademarks, trade secrets or other rights of any third party.
- PAYMENT:** As compensation for the Services and all rights assigned by Consultant to University hereunder, University will pay Consultant the amount listed under "Total Cost of engagement" in Section C within 30 days of the conclusion of the Services, provided that Consultant performed the Services in accordance with the Contract. If indicated in Section C, University will reimburse Consultant for all reasonable, documented expenses that Consultant incurs in connection with the Services; provided that University shall not be obligated to reimburse any expense greater than the amount indicated in Section C unless University has approved it in writing.
- CONSULTANT STATUS:** The Contract shall not be construed to create a partnership or any other kind of joint undertaking or venture between the parties. Consultant shall be an independent contractor, free from University's direction and control, and not an agent or employee of University. Consultant shall have no authority to act on the University's behalf or in its name. Consultant shall be solely responsible for all compensation and expenses of its employees and contractors, taxes on Consultant's income, tax withholdings and welfare and benefit payments and contributions required with respect to Consultant and Consultant's employees and contractors, and Consultant's professional and other licensing fees. Consultant's services do not represent nor constitute a transfer of substantive programmatic contract or grant activities by University to Consultant.
- TERM:** The Contract is effective as of the date Sections F and G are fully executed and will expire on completion of the Services in accordance with Section C. University shall have the right to terminate the Contract for any reason in its sole discretion upon thirty (30) days' written notice to Consultant. In addition to any other rights and remedies, either party may terminate this Agreement for failure of the other party to comply with the Contract terms or breach of warranties or representations and such failure or breach continues uncured for 10 days after written notice or cannot be cured. Within 30 days of termination or expiration of the Contract, Consultant will deliver to University all work product and materials related to the Services completed or in progress as of the termination or expiration date and University will pay Consultant undisputed amounts owing for Services performed in accordance with the Contract and, if applicable, reimburse Consultant for expenses agreed to and properly incurred by Consultant through the termination or expiration date. Consultant shall use

reasonable efforts to promptly wind up Services and cancel expenses upon receiving notice of termination. The provisions of the Contract which by their explicit terms or manifest intent are to survive shall survive termination or expiration.

- RIGHTS IN WORK PRODUCT:** University shall own and Consultant hereby assigns to University all right, title and interest in and to all work product created, prepared or developed by Consultant in the course of performing the Services and any patents, copyrights and other intellectual property embodied in the work product, free of all liens, claims and encumbrances; provided that all work product subject to copyright shall be considered work made for hire by Consultant for University to the extent permitted by law. Consultant hereby waives all "moral rights" to the extent permitted by law. Consultant will execute and deliver to University all documentation that University reasonably requires to evidence University's rights in and to the work product and shall comply with all reasonable requests for documentation in connection with (i) applications for registration of any patents, copyrights or other similar ownership rights in the work product and (ii) any action or proceeding with respect to University's protection or defense of its ownership rights.
- CONFIDENTIALITY:** University may disclose to Consultant, or Consultant may obtain access to, develop or create non-public documents or information about University, its students, employees, agents, partners or representatives, or third parties, including without limitation, personal information, charge card and/or credit data, work product resulting from the Services, proprietary and confidential information or material concerning or related to University's general academic, institutional affairs or other proprietary operations ("Confidential Information"). Consultant acknowledges the confidential character of the Confidential Information, and agrees that Confidential Information is the sole, exclusive and valuable property of University. Consultant shall maintain such Confidential Information in strict confidence and agrees not to reproduce, publish or divulge any Confidential Information without University's prior written consent and not to use the Confidential Information except in the performance of the Contract, whether during or after the term of the Contract. All Confidential Information shall remain the property of University. On University's request, Consultant will return or destroy copies of Confidential Information in Consultant's possession, except as is needed to comply with applicable laws; Consultant will continue to be bound by this paragraph with respect to any retained Confidential Information. If the Confidential Information includes "Personal Information," as that term is defined under Mass. Gen. Laws ch. 93H (as it may be amended from time to time), then Consultant must (i) implement, maintain, and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all Confidential Information, be it electronic or hardcopy and (ii) implement and maintain a written information security plan that complies with the requirements of Massachusetts regulations under 201 C.M.R. 17.00 and provide University with a copy upon request.
- USE OF NAME:** Consultant may not use the name "Boston University" (alone or as part of another name) or any logos, seals, insignia, or other words, names, symbols or devices that identify University for any purpose except with University's prior written approval.
- GOVERNING LAW:** The Contract shall be construed and interpreted in accordance with Massachusetts laws (excluding conflict of law rules). All disputes arising under the Contract shall be resolved in the applicable state or federal courts of Massachusetts

Special Risks

“SPECIAL RISK” PURCHASES

- Construction and renovation services
- Real estate transactions (incl. sale, purchase and lease)
- BU Facilities-use arrangements – should go through Events and Conferences
- Gifts
- Contracts which include out-going licenses of BU patents, copyrights, trademarks, logos, symbols, etc.
- Art purchases
- Engagement of legal counsel or auditors
- Equipment or vehicle leases (but not individual car rentals)
- Contracts involving bringing minors to campus
- Contracts involving the authority to open or maintain bank accounts, to borrow money or to obtain credit for the university
- Contracts involving payment processing (e.g., processing credit cards for tickets)
- Contracts involving the provision of free or heavily discounted healthcare, dental or lab equipment
- Contracts for student travel
- Contracts that will give any provider of goods or services access to private or confidential information (such as social security numbers, financial account numbers, driver's license numbers, protected health information or other information protected by FERPA, HIPAA, GDPR, or the Gramm-Leach-Bliley Act)

The HIPAA-Covered Components at Boston University include:

- Sargent College Rehabilitation Services
- School of Dental Medicine: Dental Clinic and Oral and Maxillofacial Pathology Lab
- The Danielson Institute
- The BU Health Plan
- The BU Dental Plan
- The Center for Human Genetics is an affiliate of BU that is also covered by HIPAA

Also, bring to OGC “ACADEMIC AGREEMENTS” such as:

- agreements with third parties for programs that lead to the issuance of a certificate or similar document with BU's name;
- agreements with third parties to establish any major collaborative research, public health, or social service program;
- agreements with other academic institutions, including student and faculty exchanges, artist residencies, production of joint symposia;
- agreements by academic units to acquire collections and archival agreements;
- major clinical affiliation agreements;
- articulation agreements (formal agreements governing transfer of credits between institutions);
- agreements that allow the use of the University's name, logo or trademarks in connection with an academic program;
- agreements for third party services in connection with the recruitment of students or faculty; and
- agreements relating to university-wide membership in academic organizations.

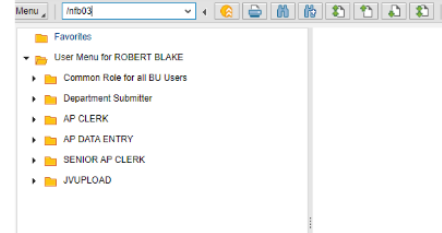
REV 20220328

Determine the Status of a Check with the Invoice Number (Disbursement via SAP only)

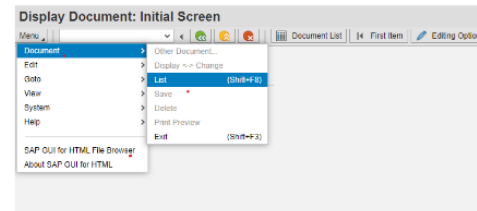
Determine the Status of a Check with the Invoice Number

1. Login to SAP
2. Go to the T code /nfb03

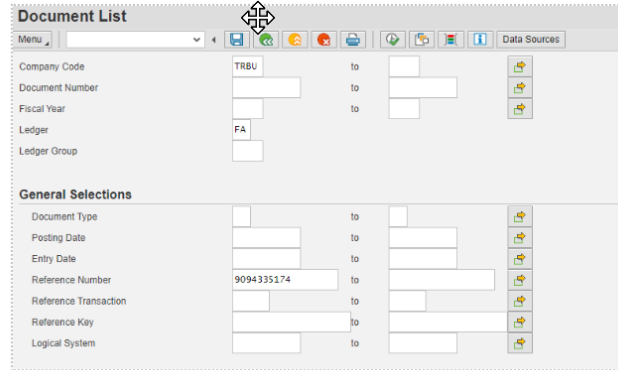
SAP Easy Access - User Menu for ROBERT BLAKE



3. Click on menu, hover over menu, click on list



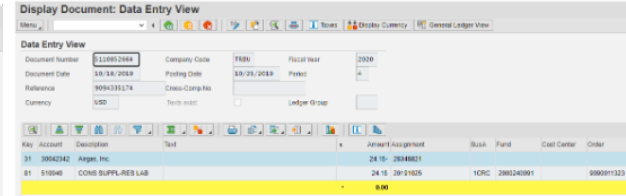
4. Paste the invoice number into the reference number field



5. Click on the execute button
6. Double click on the "DocumentNo" number (EX/ Double Click on 5110852664)
 - a. The Document Number may begin with "511..." or "1900..."

DocumentNo	Type	Document Date	Posting Date	Entry Date	Doc Header Text	Reference Key	DT	Reference
5110852664	RE	10/18/2019	10/25/2019	10/25/2019		51108526642020		9094335174

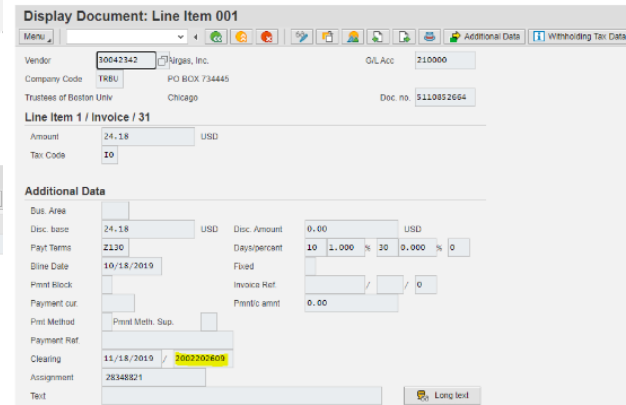
7. Double click on the line with the Vendor Number (EX/ Double Click on 30042342)



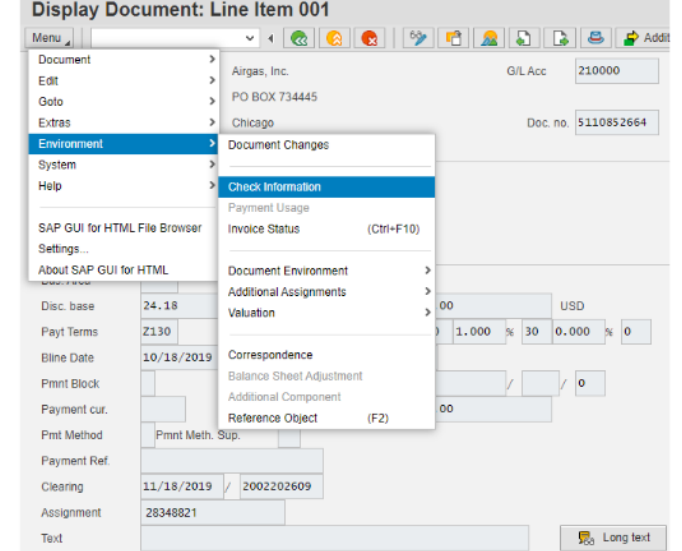
8. If it is a subject payment or reimbursement, hit the red X when the name and address



9. Verify the payment has cleared. If there is no clearing number, the payment has not been sent



10. Go to menu, hover over environment, click on check information




11. It will then show when the check was sent, the amount, and the check number. If the check is cashed the encashment date field will also be populated

Check information			
Check number	3454058	Currency	USD
Payment date	11/18/2019	Amount paid	1,765.50
Check encashment	11/26/2019	Cash discount amount	5.40

12. If the check was sent months ago and has not been cashed or if it is voided due to being stale dated, please submit a check reissue request via ServiceNow.

New Concur User Interface





SAP Concur



Home

Trip Search

Booking for myself | [Book for a guest](#)



Mixed Flight/Train Search

Round Trip

One Way

Multi City

From

Departure city, airport or train station

Find an airport | Select multiple airports

To

Arrival city, airport or train station

Find an airport | Select multiple airports

Search

Show More

Company Notes

Welcome to Concur Travel, the corporate online travel tool for Boston University.

Please take a moment to review your profile and ensure that your information is complete

For questions regarding travel reservations or changes to air that has already been ticketed, please contact Christopherson Travel:

[Read more](#)


My Tasks

00

Required Approvals

→

Great! You currently have no approvals.



02

Available Expenses

→

09/29 JetBlue

\$141.40

09/29 American Airlines


\$202.80

00

Open Reports

→

You currently have no open reports.




My Trips (4)

→

OCT 25 - 28

Cyprus


More



OCT 28 - 29

Hotel Reservation at ATHENS AIRPORT, ATHENS

More



Is your flight compliant with the Fly America Act?

When booking airfare and charging to Federal sponsored awards, travelers must comply with the Fly America Act which requires travelers to use:

- A U.S. Flag air carrier (an airline owned by an American company); or
- A foreign carrier that operates under a U.S. Flag air carrier code-sharing agreement and identifies the U.S. air carrier's designator code and flight number. For example: If you are flying on a Lufthansa flight with a United Code Share, your flight number will show up as UA 8903. In this instance, the Lufthansa flight would be allowed.

Please note: There are over 100 Open Skies Agreements but only 4 meet Fly America conditions:

- European Union (28 countries) (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, including Iceland and Norway)
- Australia
- Switzerland
- Japan

Mistakes to avoid

The most common issues we see where flight charges need to be removed from grant accounts are due to the following:

- There is no Open Skies treaty with Canada, so flights on Air Canada, WestJet and Porter Airlines are unallowable on federal awards.
 - (Please note that Canada should be coded as DOMESTIC travel in our system)
- The Open Skies exception does not apply for any awards funded either directly or as pass-through awards by any branch of DOD.
- The United Kingdom is no longer a part of the European Union so the use of a UK airline (e.g. British Airways), is not allowed unless you are using a different Fly America exception.

Another common issue is non-BU employees booking their own flights and are unaware of the regulations. Unless not possible for some real reason, it is best practice for the PI's department to make travel arrangements for collaborators to ensure compliance with federal and BU regulations.

What are the exceptions?

Travelers should check the [GSA sites](#) for the most up to date information.

1. What are the allowable exceptions under the Fly America Act?
2. The exceptions are
3. When a U.S. air carrier is not available.
4. When the use of a U.S. carrier service would extend the travel time by 24 hours or more.
5. When a U.S. carrier does not offer nonstop or direct service between origin and destination; and,\ul>- Increases the number of aircraft changes outside the United States by two or more.
- Extends travel time by at least six hours or more.
- Requires a connecting time of four hours or more at an overseas interchange point.
6. Short Distance Travel – When the flight time from origin to destination is less than 3 hours and the use of a U.S. flag carrier doubles the time en-route.
7. When there is an applicable Open Skies agreement in effect which the Department of Transportation says meets the requirements of the FAA.

Documentation for exceptions

If you do have to use a non-US carrier because a US carrier is not available, you must document the unavailability of the US carrier at the time of booking, not after the travel has taken place. This documentation should be in the form of a statement of unavailability of US Flag Air Carriers as follows:

International air transportation (and their personal effects) or property by US flag air carrier was not available or it was necessary to use foreign-flag air carrier service for the following reasons:_____

Booking on Concur

To help determine if your flight is compliant, when booking flights in Concur look for the shield icon which indicates flights that are compliant under the Fly America Act.

New York, NY - Tue, Sep 15

Flight Number Search Sorted By: Depart - Earliest

Displaying: 84 out of 84 results

Previous | Page: 1 of 9 | Next | All

06:29a LGA → 08:01a ORD	Nonstop	Economy	
11:00a ORD → 02:16p YUL	Nonstop	Economy	
07:30p YUL → 08:10a CDG	Nonstop	Economy	

1 United 5525 operated by SKYWEST DBA UNITED EXPRESS
2 United 5118 operated by Air Canada

Preferred Airline for Boston University

15h 45m United 761, United 5525, United 5118 - View seats
Airbus Industrie A319, Canadair Regional Jet, Boeing 777-300ER / 1765 lbs CO₂ (Apollo)

Commerce Department Entity List

<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/entity-list>



Bureau of Industry and Security
U.S. Department of Commerce
Where Industry and Security Intersect

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Lists of Parties of Concern

[Denied Persons List](#)
[Entity List](#)
[Unverified List](#)
[Military End User \(MEU\) List](#)
[Consolidated Screening List](#)

Entity List Links

[Entity List FAQs](#)
[Specially Designated Nationals List \(SDN\)](#)
[Debarred List](#)
[Nonproliferation Sanctions](#)
[e-CFR List](#)

Entity List

[Supplement No. 4 to Part 744 of the Export Administration Regulations](#) This document is formatted and provided by BIS as a convenience to the public. However, it does not constitute the official version of the Entity List and may not include recent changes and amendments. To ensure that you are relying on the official version of the Regulations, please visit the [Code of Federal Regulations](#). [Print](#)

General Description

The Export Administration Regulations (EAR) contain a list of names of certain foreign persons – including businesses, research institutions, government and private organizations, individuals, and other types of legal persons – that are subject to specific license requirements for the export, reexport and/or transfer (in-country) of specified items. These persons comprise the Entity List, which is found in Supplement No. 4 to Part 744 of the EAR. On an individual basis, the persons on the Entity List are subject to licensing requirements and policies supplemental to those found elsewhere in the EAR.

License Requirements Imposed by the Entity List

The Entity List specifies the license requirements that it imposes on each listed person. Those license requirements are independent of, and in addition to, license requirements imposed elsewhere in the EAR. For example, if you want to export, reexport or transfer (in-country) an EAR99 item to a listed entity and the license requirements for that person as specified in the "License Requirement" column of the Entity List state "all items subject to the EAR," you would have to obtain a license before exporting, reexporting or transferring (in-country) the item, even if the EAR99 item could otherwise be sent to the country of destination without a license provided the proposed end-use does not trigger another license requirement under Part 744 of the EAR.

Note also that provisions of the EAR other than the Commerce Control List (Supplement No. 1 to Part 774 of the EAR) (CCL) and the Entity List impose license requirements on exports, reexports and transfers (in-country) of items subject to the EAR. See, for example, the end-use requirements in Part 744 or the embargo and special destination requirements in Part 746, and note that if any of these parts impose a license requirement, you would have to obtain a license prior to the export, reexport or transfer (in-country) of the item.