

September 2024



Amazon Receiving and Returns

Procurement asks that departments complete receiving for all Amazon orders in a timely manner. We are working to keep all charges and returns current for reporting considerations.

Please make all returns and refund requests as quickly as possible. We will be closing open Amazon POs on a monthly basis.

[Creating a Return](#)

Supplier Registration- OBO-Hub

One service offered by the OBO Hub team is to streamline the supplier onboarding and modification processes.

Departments can submit the [Add/Update Supplier form](#) and our team will work directly with the supplier to get their info set up. This reduces the amount of follow ups and calls that you need to make.

We do ask that you include a copy of your quote or invoice so we can expedite the process with vendors (helps verify our request is legitimate).



Required Annual Training

Employees that handle cash/checks, make deposits, or reconcile deposits must complete the Deposit and Cash Handling Training.

Employees that accept, process, or reconcile credit card payments must complete the Payment Card Industry Data Security Standards Training. (this is not travel/purchase card training).

Both trainings have moved from Blackboard to UNI Works. Navigate to

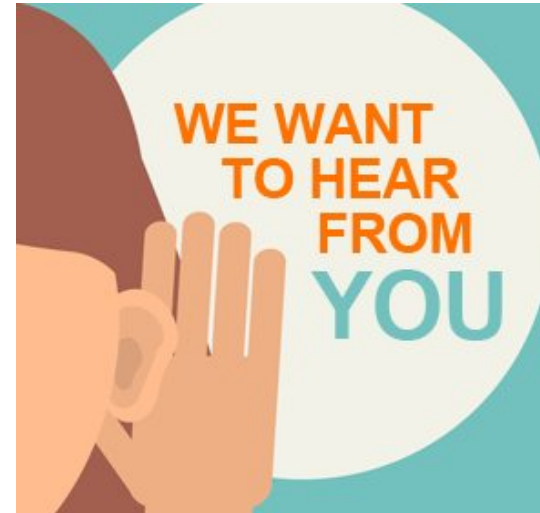
the Learning app to self-enroll or to enroll your team.

BPUG: Submit a Topic

We're looking for topic areas for upcoming Business Process User Group (BPUG) Meetings.

BPUG meetings are intended to provide end-users with up to date information on University business processes and upcoming changes related to HR and Financial transactions.

This group meets once a semester, typically in October and April.



[Submit a Topic](#)

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