Advisory 1 - Subject: PO Number Duplicates Due to System Migration

Dear Colleague:

As previously announced, a new company for the Miller School of Medicine (MSOM) was created in Workday effective June 1st. As part of this initiative, MSOM purchase orders were replicated with only the remaining balance from Company 200 to Company 500, which generated notifications in Workday. Accordingly, you may disregard any system-generated emails that refer to a new PO number with a “.1” at the end (e.g., P0-0000XXXXXX.1).

If you are contacted by a supplier, please refer them to the original order as the only items that should be provided, if still required. If an order is received and not needed, please initiate a return to the supplier.

If you have any questions or need support, please contact:
- The Supplier regarding order status and delivery confirmations, and to confirm orders have not been duplicated.
- Accounts Payable regarding unpaid balances and refunds.
- Purchasing at PurchasingHelpDesk@miami.edu regarding confirmation of PO numbers that may have been impacted and general questions.

Thank you,
University of Miami Purchasing
PurchasingAcademic-ResearchHelpDesk@miami.edu

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