**Requesting Subcontracts and
Processing Subcontractor Invoices under the Purchase Order System (Emory Express)**

1. Scope

2. Purpose

3. References

4. Responsibilities

5. Process

   5.1 Requesting a Subcontract or Subaward

   The process for requesting a subaward is handled through the Compass Financial System. A detailed User Manual for utilizing the Subaward Request pages of Compass can be found at: http://osp.emory.edu/systems/sub-request.html. Completing the request provides OSP with standard pieces of information needed to draft any subcontract or subcontract amendment or modification. Once the form has been completed and submitted, the OSP will initiate the subcontract or modification. The drafting progress and exchange of signatures can be tracked in the Compass Subaward pages.

   As the drafting process for the subcontract nears completion, OSP submits a purchase requisition to Procurement and Payment Services (PPS). The requisition includes the departmental/RAS contact name and their e-mail address, as identified in the request. The PPS system (Emory Express) accepts OSP's requisition (OSP is a buyer in PPS for subcontracts and amendments/modifications) and creates the official purchase order number. Both OSP and the designated departmental/RAS contact are notified of the official purchase order number via e-mail.

   5.2 Processing Subcontractor Invoices

   OSP includes the purchase order number in the subcontract document making it complete, allowing OSP to issue the subcontract to the subcontractor.

   Invoices should be sent directly to invoices@emory.edu as a PDF attachment, with a copy to the department/RAS contact. This will ensure that the invoice is placed into the procurement system for payment in the expeditious manner and with the least margin for error.

   Once PPS has entered the invoice information into Emory Express, a copy of the subcontractor's invoice document is attached, allowing it to be reviewed before receipt/approval and ultimate payment. PPS has provided a step-by-step process for receiving and approving invoices in Emory Express at

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https://finance.emory.edu/home/Procure%20and%20Pay/procure_and_pay_training%20/index_procure_pay_emoryexpress.html under Quick Guides for Emory Express.