THE JOURNEY OF GOODS
Serialized Equipment - UNHQ

Umoja provides the UN with one set of data for vendors, materials and services - Master Data.

1. CATALOGUE SEARCH
Requisitioner searches in a contract catalogue for IT equipment to add to Shopping Cart.

2. ENTER INFORMATION
Requisitioner enters information such as funding source and delivery details.

3. SHOPPING CART APPROVAL
Shopping Cart is automatically routed to the Cost/Fund Centre Manager for approval within Umoja.

4. PO IS GENERATED
Upon Shopping Cart approval, PO is automatically generated and routed to the Buyer.

5. PO IS APPROVED
Buyer validates that PO has been created according to terms of contract and sends to commodity vendor.

6. GOODS ARE SHIPPED
Commodity vendor ships goods.

7. GOODS DELIVERED
UNHQ’s receiving unit receives goods, completes goods receipt in Umoja and advises UNHQ department.

8. GOODS AT DEPARTMENT
UNHQ Department completes inspections. This does not impact payment.

9. PAYMENT TO VENDOR
Umoja conducts 3-way match. Payment is disbursed to commodity vendor.

Details of the goods receipts are recorded in Umoja.

In Umoja, freight forwarders, vendors and other groups are referred to as Business Partners.

Umoja provides a ‘3-way match’ among invoice, PO and Goods Receipt to clear an invoice for accounts payable.