



**WAVE 2 TRAINING SESSION**  
**PARKING LOT QUESTIONS AND ANSWERS**  
**MAY 6, 2015**  
**8:30 AM – 12:30 PM**  
**TRAINERS: JIMMY DETER & DEVONNE SCHMOLKE**  
**BT SME: SUSAN SUDMAN**  
**TRAINING FACILITY: DGS**  
**ROOM #: 1-316**

**20150506\_PO101\_AM\_DGS\_316**  
**QUESTIONS AND ANSWERS**

Question	Answer
<p>Q: Is there an emergency process for getting vendors registered in the VMF? We know the initial upload process might take a few days. What if its an emergency train derailment and we need a clean-up crew we've never used before?</p>	<p>A: As in any emergency situation, the system should not prohibit getting the necessary goods or services a department needs. Ultimately, the PO or contract will need to be entered into the system, after the fact. Chances are in an emergency the agreement will be handled outside the system and entered in later for documentation and payment.</p>
<p>Q: When you enter a value in the *Due Date field on a PO, is there enforcement on that date? What if I'm ordering something from overseas and I'm not sure when it will arrive? Am I going to get a report that says my POs were filled after the due date?</p>	<p>A: There are reports that can be run to show the difference between due date and received date. However, how the information is used in those reports is up to the department.</p>
<p>Q: If State Library (or anyone) purchases a subscription, but they paid for it all up front, how do they create a receipt each month if it's already paid for?</p>	<p>A: Yes, there is a way to do it and there wouldn't be a need to receive it each month.</p>