

## Memorandum

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**Date:** May 20, 2024

**To:** GLWA Vendor Community and Team Members

**From:** Sonya Collins, Procurement Director  
Jill Kusters, Financial Reporting & Accounting Director

**RE:** Workday Financial System Launch – Vendor Communication 2024-001

The Great Lakes Water Authority (GLWA) is implementing a new financial system on July 1, 2024, known as Workday. Our team has worked very hard over the last two years to make this transition as seamless as possible. However, as we move towards the launch date, we will need to pause certain business activities to provide for this transition. This memo highlights key topics from the Procurement and Accounts Payable Groups.

**Purchase Orders** – Every effort is being made to execute purchase orders by May 31, 2024. This means that no purchase orders will be processed in the month of June 2024 to allow for a streamlined transition. Any emergency purchase requests will be addressed on a case-by-case basis during June. Normal procurement operations will resume with the new Workday system on July 1, 2024.

The **Procurement Group** would like to note the following:

1. GLWA will continue to use Bonfire as it has in the past for solicitations and contract management.
2. For the most part, this transition will be seamless to the vendor community as it relates to procurement activity. In most instances, existing Purchase Order numbers and balances will be in the new system. In some instances, a new Purchase Order number may be issued; in those instances, a GLWA Buyer will contact the Vendor to arrange for a new purchase order.
3. The new Workday Purchase Orders will have a different look but will still contain the same information.
4. Purchase Orders and Contracts will have a new numbering system, but the new system will track the old purchase order numbers.
5. **There is no action required on your part.** Please continue to use the existing invoice information with your corresponding Purchase Order number. Continue to submit your payment requests to [accounts payable@glwater.org](mailto:accounts payable@glwater.org);
6. Any questions related to the procurement transition can be sent to [procurement@glwater.org](mailto:procurement@glwater.org).

The **Accounts Payable Group** would like to note the following:

1. All vendor payee information is being carried forward into the new system. For the vendors using the GLWA Direct to You ACH Program, there are no changes. The bottom line is that there is no action required on your part to continue receiving payment due to the new system.
2. The issuance of checks will be similarly paused to allow for data migration. The payment runs for the weeks of July 5 and July 12 will be paused. Payments will begin to be issued in the new system the week of July 15.
3. **In order to process as many invoices as possible for payment on June 28, we ask the following of our vendors:**
  - a. **For Construction Pay Applications, Vendors are encouraged to submit their applications to the GLWA Project Managers no later than June 7 to afford the best probability for payment on June 28.**
  - b. **For all other payment types, Vendors are urged to submit invoices by June 14 to afford the best probability for payment on June 28.**
4. GLWA team members are also being asked to provide vendor processing and approvals at the highest priority up until June 21 to support timely payment for our vendor community.
5. The Accounts Payable team will be available to answer questions during the transition and can be reached at [accountspayable@glwater.org](mailto:accountspayable@glwater.org).