

# Quick Reference Guide: Subaward Annual PO Setup



## Purpose:

Subawards on grants will be set up as Annual POs in procurement by the Award Owner or the Award Owner's department. Invoices will be processed against the PO for payment. Any time there is a new Project created a new subaward PO will be created. POs may be modified for a project extension or additional funding.

## Step-by-Step:

Sign into WaveWorks.

Procurement

Click on the Procurement Tab.

Click on the Purchase Requisitions (RSSP) shopping cart.



Purchase Requisitions (RSSP)

Click on Request Forms under the Shop by category.

Request Forms



Choose the Annual PO for services form.

Create Request

Click Create Request.

Enter the Subcontract-Project# here.

Item Description

Choose Subcontract/Subaward as the Category.

Category

Required



Enter the total Amount of the Subaward.

  
Required

If this is existing subaward before 4/13/26, use the remaining balance as the amount.

Choose the Supplier.

Vendors should be set up as part of the award process

Choose the Supplier Site.

Please choose the proper address if multiple options

Please indicate that the PO is not for order fulfillment.

Add a copy of the Subcontract as an attachment.

**Attachments**

Category  
Internal to Requisition

**Drag and Drop**  
Select or drop files here.

URL

Add to Cart.

Click on the pencil next to the Requisition Summary

**Requisition summary**



Enter the Sponsored Project in the Project costing field.

**Project costing**

Enter 67510 G/C Subcontractor1 as the expenditure type.

  
Required

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Enter the Expenditure Organization.

Expenditure Organization  Required

This is the Cost Center where the Sponsored Project lives

Do **NOT** change this date.

Expenditure Item Date  Required

Do **NOT** change this date.

**Budgetary control**  
Budget Date  Required

Add your name as the Attention to.

Attention to (Receipt of Package or Service)  Required

Enter the building in your HR record.

Deliver-To Building Name  Required

This should match the building in the Delivery field above

Enter your room number.

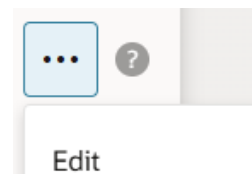
Room Number  Required

Update.

Click on the Delivery Truck.  
Scroll down.



Click on the 3 dots under Billing.  
Click Edit.



Add in the total amount of the Subaward.

Annual PO Amount

If this is existing subaward before 4/13/26, use the remaining balance as the amount.

Enter the Start Date of the Subaward.

Start Date  Required

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Enter the End Date of the Subaward.

Enter the RASU Details.

This is the Cost Center of the Project

Click Update.

Click Update.

Click Submit.

Once the Requisition is approved and becomes a PO, it can be invoiced against.

Invoices should be emailed to [accountspayable@tulane.edu](mailto:accountspayable@tulane.edu)

The invoice **MUST** contain the PO#.

