

Table of Contents

Overview	2
Updating the Table ZAPT_UNDP_SRVFEE.....	3
Appendix A – Mapping from Published UPL Document to table	4

Overview

The Universal Price List (UPL) consists of a set of standard services provided by UNDP country offices to UN agencies. These charges are updated annually and should be communicated to the agencies prior to change.

There are four UPLs lists sent for each of the following categories of UNDP offices:

- General Development Situation Country Offices
- Special Development Situation Country Offices
- Liason Offices
- UNV Office (United Nations Volunteers)

This job aid outlines the UPL fees that will post automatically when uploaded via the SCA file within tolerance (10%).

Only 5 types of fees will automatically post (see Appendix A). These 5 fees represent the largest quantity of charges for UN Secretariat Agencies. The other fees would be expected to be manually processed (these have not been included due to limited unique identifiers available).

Umoja will prevent duplicate SCA charges posting when charges referencing the same Transaction ID & Agency ULO/Acct code have already been loaded. The instead these line items will park with the message “PRK-DUP CHRG”.

It is the task of the FI production Support User in UNHQ to update the UNDP Fee table (ZAPUNDPSRVFEE). Note: each time a new UNDP BP is added to the process the table needs to be updated also.

The FI Production Support Users are within Tier 2b Financial Accounting (OPPBA- Accounts Division).

* * * * *

Updating the Table ZAPT_UNDP_SRVFEE

The basic steps required to update the table each year include:

1. Mapping each the UNDP country office in the UPLs lists issued to an Umoja Vendor business partner.
2. Determining which Vendors should be “included” in the UNDP process (usually by including the Vendor in the table with a value of \$1 or \$2 for all categories), and which ones should be excluded.
 - a. \$1 if the UNDP vendor should not be used (as an OAH and/or housebank exists in the location).
 - b. \$2 if UNDP doesn't list the country in their UPL list
3. For each UNDP Vendor included the appropriate price, for the below 5 services according to the latest UPL sheet, is applied.

Appendix A – Mapping from Published UPL Document to table

This section shows the mapping of UPL fee to Category and Document type in Umoja, the amount is entered in USD. Only the five rows highlighted below have been included in the table.

Item number in Figure A.1	Category	Document Type
#1	AP	
#3	AP	TI
#5	FC	
#5	PO	
#2	PO	ZHRS
#4	PO	ZMOU
#5	PO	ZVLP

Service ^{1,2,3,4} (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
#1 Payment Process ⁵	51.74	36.10	32.49	27.58
Issue check only (Atlas Agencies)	19.73	15.23	14.18	12.79
Vendor profile only (Atlas Agencies only)	28.66	19.30	16.72	13.58
Staff selection and recruitment process for resident agencies ^{6,7}	938.05	586.14	491.63	375.02
Advertising (20%)	187.61	117.23	98.33	75.00
Short-listing (40%)	375.22	234.46	196.65	150.01
Interviewing (40%)	375.22	234.46	196.65	150.01
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at: - the issuance of a contract, and - again at separation)	302.86	198.44	173.02	139.62
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁹ (annual fee per staff, per calendar year)	660.19	447.44	381.93	310.33
Payroll validation, disbursement (35%)	231.07	156.61	133.67	108.62
Performance evaluation (30%)	198.06	134.23	114.58	93.10
Extension, promotion, entitlements (30%)	198.06	134.23	114.58	93.10
Leave monitoring (5%)	33.01	22.37	19.10	15.52
Consultant recruitment	362.92	228.29	192.76	148.41
Advertising (20%)	72.58	45.66	38.55	29.68
Short-listing & selection (40%)	145.17	91.31	77.11	59.36
#2 Contract issuance (40%)	145.17	91.31	77.11	59.36
Interns management	111.82	67.92	58.65	44.79
Issue/Renew IDs (UN LP, UN ID, etc.)	55.48	36.55	32.25	26.29
#3 Travel authorization	50.18	33.36	29.26	23.90
F10 settlement	45.52	30.53	26.81	22.03
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{7,10,11}	837.66	524.49	444.18	341.61
Identification & selection (50%)	418.83	262.24	222.09	170.80
#4 Contracting/issue purchase order (25%)	209.41	131.12	111.05	85.40
Follow-up (25%)	209.41	131.12	111.05	85.40
Procurement not involving local CAP ^{7,10,11} (low value procurement)	328.48	206.76	179.38	140.73
Identification & selection (50%)	164.24	103.38	89.69	70.36
#5 Issue purchase order (25%)	82.12	51.69	44.85	35.18
Follow-up (25%)	82.12	51.69	44.85	35.18
Disposal of equipment	426.86	267.18	225.89	173.48
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	52.67	33.95	28.80	22.52
Issue /Apply Deposit only	31.91	20.68	17.59	13.82