



Procurement Post

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BuyUSI Goes live on Campus

New Policy Begins 9-1-15:

Invoices received without a PO will be returned to the vendor. Make sure you ask for a quote and process the order in BuyUSI for prompt payment.

Need help with an order?

Contact Tricia Tieken at our help desk, extension 1058 or email :
patieken@usi.edu

Have a new employee who will use BuyUSI or need a refresher course?

Contact Julie Weinzapfel at jweinzap@usi.edu to schedule a training session.

More features coming soon! Training will be scheduled this fall for cart transfer, FOAP splits and more!

Procurement Services
<http://www.usi.edu/Procurement/>

Procurement Services is pleased to announce that the new eProcurement tool, BuyUSI, has been implemented as of July 1, 2015. eProcurement is an electronic procure to pay system that allows for the purchase of goods and services. It allows requestors to login to create requisitions and to browse online catalogs of USI approved contracted suppliers with pre-negotiated pricing, add items to a cart and process an order.

- Training sessions were held during the month of June with over 200 employees in attendance
- BuyUSI currently features the following catalogs:

Adorama	Graybar
B&H Photo	Henry Schein
CDW	Matrix Integration
Dell	Pro-Tex-All
Fastenal	Porter Paint
Grainger	Pocket Nurse
Gov Connection	The Home Depot
Guy Brown	VWR
	Wesco

*Have a catalog you would like to see added? Contact Dan Martens, extension 1799 to explore possibilities.

Tired of Rejection?

Getting your order rejected that is...follow these tips to help:

- ◆ Have your quote saved before you start the req so that you can add as an internal attachment before you request approval
- ◆ Make sure to add a line for freight where applicable. If the quote does not show a price for freight, verify with the vendor before entering in BuyUSI
- ◆ Be sure to chose the appropriate order type
- ◆ Reference the quote number, date and who provided the quote in external notes
- ◆ Include contact information of person who should receive the PO in external notes
- ◆ If you are entering a standing order, be sure and put the time frame in external notes
- ◆ Check to be sure you are using a unit of measure that Banner supports. For a complete listing go to the Procurement website: <http://www.usi.edu/procurement/>
- ◆ Use the Expense Account Code spreadsheet to chose the correct code. Go to the Procurement Website for spreadsheet link under the BuyUSI tab
- ◆ Do not change the release method type