



Procurement Post

VOLUME 2 ISSUE 1

JANUARY, 2016

Happy New Year from Procurement Services!



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.



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

Recap of 2015 for BuyUSI

2015 was an exciting time for BuyUSI. Below are some system highlights:

- The system went live on July 1st, with 393 orders entered the first day.
- Over 86 hours of training were performed with individual sessions taking place as requested.
- Q&A sessions were offered in October for additional support. 
- Workflows were adjusted so that the Financial Managers would receive the approval request after the order was already edited and approved by Procurement.
- The email notification was updated so that the email recipient could click on the link provided in the email to logon to the system easily.

Roadmap of BuyUSI for 2016



Below are just a few enhancements we will be looking into for 2016:

• **Cart Transfer functionality**

Users can be set up to load a cart then transfer that cart to individuals who have Banner access to finalize and request.

• **Unit of Measure Library**

The Unit of Measure area will be changed to a drop-down box to select the appropriate code.

• **Faceted Searches**

Users will be able to search by multiple facets in some catalogs (i.e. cost, size, color, etc.)

Look for these in early 2016!



Checkout the newest catalogs added to BuyUSI:

SupplyWorks Johnstone Supply