



**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/>

# Procurement Post

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## Checkout these new features for 2016:

### **Sort by Supplier:**

Users now have the functionality to sort by vendor when looking for order history under the checkout tab. Simply go to the Checkout Tab, chose "supplier" from the "Sort By" drop-down box and click "GO". Both A-Z and Z-A options are available. We hope this helps our users find the orders they are looking for easier and faster.

### **Faceted Search:**

- This new functionality provides a searching experience similar to other shopping websites. The search results can be filtered by:
- Preferred Supplier
- Supplier
- Price
- Manufacturer (MFG/Provider)

Selecting one or more filters will allow for a more efficient shopping experience.

### **Copy Feature:**

We are happy to report that now, when you copy an order into a new one, all of the information including notes and attachments copy over and are added to the new transaction.

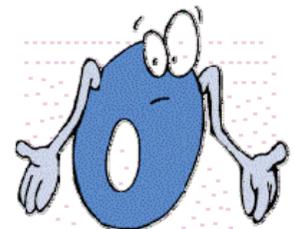
### **Best Vendor:**

Do You want to order a non-catalog product but you don't know who the supplier should be? Now you can chose "Best Vendor" as the supplier. Using this as the supplier will enable Procurement to go out for bid for the product you need. You will need to provide all specifications for the product your are seeking. If you have an initial quote, please attach that as an internal attachment and use that pricing on the order. If you do not have a quote use the expected cost of the item as the price.

### **Fear No Zero's—Zero**

#### **Dollar orders that is...**

We now have a mechanism in place that will catch orders that have a zero dollar line item. Any order that is entered with a line for \$0.00 will trigger an alert asking the user to delete the line and add that information to external notes. This takes place BEFORE the order enters the workflow process. This new feature is designed to eliminate the need to have an order rejected, deleted and re-entered



### **Adding items to requested orders:**

Have more items to add to an order but the order has already been requested? Not a problem. Procurement will reject the order. Then the requester will go to their checkout tab, start a new order to the same vendor with that new line item, convert the cart to transaction and the order showing the new line will be in their checkout tab. Hit the little blue triangle next to the initial transaction number and the new line(s) will be viewable following the lines that were already in the order.