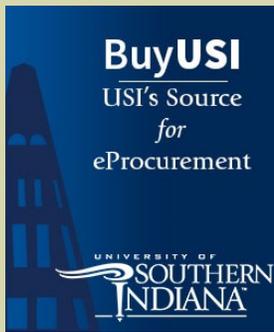


Procurement Post

VOLUME 11 ISSUE 4

OCTOBER 2016



Tutorial Videos Coming Soon!

Procurement has been hard at work creating training tutorial videos. These will be released soon. Watch for more information in the following weeks.



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.

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

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

Town Hall Recap

Procurement hosted their first “BuyUSI Town Hall” meeting on Thursday, August 4th, with over 100 people in attendance. This hour-long session included an overview of the past year using BuyUSI and then opened the floor for questions and answers. The session was recorded to accurately capture each question. Great feedback was given from those in attendance. As a result, the Procurement staff have been able to address all questions and have made some modifications to the system based on the feedback received in the Town Hall. For a recap of the questions and answers, contact jweinzap@usi.edu.

Choosing the Correct Order Type is now even Easier

Not sure which order type to chose? Procurement has made it easier by eliminating two orders types in the line-up. Effective 8-5-16, the “AP Payment” and “AP Standing Order” order types have been removed. Users will now chose either the “Regular Order” or “Standing Order” options for these types of orders. Most orders typically fall into the “Regular Order, Standing Order or IT Order” types. If you are unsure, call us and we can help you determine which order type is appropriate

Why do some order types have letters and others have numbers in front of them?

Since the order types must match those in Banner, the letters and numbers are necessary as that is how they are listed in Banner.

Cart Forward Feature

The cart forward feature is now up and running. This feature allows a user to fill a cart and then forward it to someone else to finalize and submit. **Forward** is an option in the “Next Step” menu and the requestor can search for the desired user. The user receives an email that a cart has been forwarded to them, then accesses the cart in their checkout. For more information on how to be set up with Cart Forward, contact: jweinzap@usi.edu

System Alerts

BuyUSI now has several built-in system alerts designed to allow the requestor to edit the order and resubmit, rather than having to start a new order. An alert will appear under “System Note”. Click on “Alert” to see what the issue is and take appropriate action. The following errors will result in an alert:

- Incorrect release method (catalog orders should be electronic release and non-catalog orders are manual release)
- Zero dollar line item
- Invalid vendor
- Incorrect Ship-to on Dell Orders