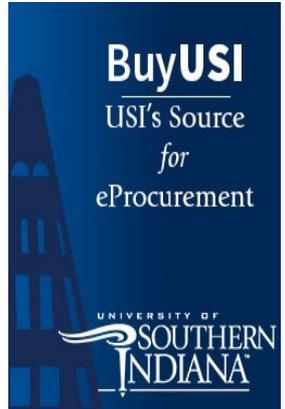


PROCUREMENT POST

BuyUSI Newsletter

Happy New Year!

The new year is a time for fresh starts and with that in mind, we have some enhancements and directives we would like to share with you:



Transactions in "Waiting" Status

Transactions that were forwarded in Checkout no longer display in the "Waiting" selections for the forwarding user after submitting the transaction to the supplier

BuyUSI Attachments

Quotes

Transactions should include a price quote/estimate showing the price, items or services being procured, and freight if applicable. Attach Quotes as internal attachments. Reference the quote number, date and who provided the quote in external notes. Also include the email address of the vendor.

Non-Quote Back-Up (Contracts)

In the event that a transaction is being processed to allow for payment of a contract, the original contract must be sent to Accounts Payable with the transaction number written at the top.

Non-Quote Back-Up (Invoices)

While most transactions should be accompanied with a quote, there are times when it is acceptable to enter a transaction using an invoice as back-up. If an invoice is used, the vendor must submit the invoice directly to Accounts Payable: acctspay@usi.edu or PO Box 18158, Evansville, IN 47719. Invoices submitted as back-up in BuyUSI will not be used to make a payment.

Contact Procurement to determine when it is passable to use an invoice as back-up for a transaction.

Display number of active transactions in Checkout and Approve

The Checkout and Approve tabs now display the number of active transactions to

allow users to eas-



selection: Active Transaction #: PO #: sort by: Requester Name rows / pg: 40 Go

ily see which tabs require attention. In the example below, there are 85 transaction in this user's checkout and 13 waiting for approval.

Guy Brown Catalog Lists and History



The Guy Brown Catalog is now functioning properly and will retain recently purchased history and allow users to create their personal shopping lists. As a reminder, all office supplies must go through Guy Brown. If you need an item that is not available through Guy Brown, contact your buyer for assistance.