UNIVERSITY OF
SOUTHERN INDIANA®

PROCUREMENT POST

BuyUSI Newsletter

Lip Sync? No-It's Called Vendor Sync for BuyUSI Vendors

Vendor Sync is now up and running, which means that as soon as the vendor is built in Banner, it is instantly created in BuyUSI as well. Before vendor sync, when a vendor was built in Banner, it also had to be manually entered in BuyUSI. This new feature helps get vendors is the system faster so you can get your orders sooner.

BuyUSI
USI's Source
for
eProcurement

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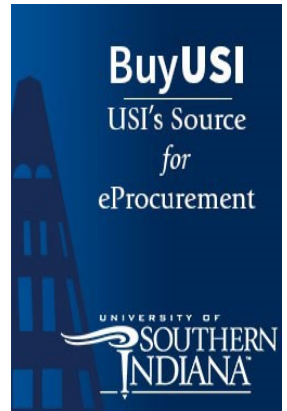
Get Standing Order *Savvy* for Fiscal Year 18

We are happy to report that the new fiscal year has been opened in May to allow for early entry of Standing Orders

The purpose of a standing order is to provide a procurement method for repetitively purchased, lower dollar value goods and services during a specified period (the University's fiscal year). It is basically a form of open account which is limited in terms of the things which can be ordered, who is authorized to place the orders, the period for which it is to be open, and the total amount that can be ordered. This form of purchase order is useful for departments that have repetitive supply and service needs. The standing order is also used for annual renewals such as software licenses and fees.

This year, requestors received emails containing spreadsheets with their standing order information listed. Requestors will copy the current order into a new order for fiscal year 18. For the requestor, the list below highlights items to be aware of when creating the FY 18 order:

1. **Ask for a quote (not an invoice)**
2. **Attach updated quotes, agreements, etc. In INTERNAL notes. (Delete outdated attachments).**
3. Verify the email address of the vendor and put in External notes Update renewal dates in EXTERNAL NOTES
4. Update the pricing
5. Double check the correct Fund, Org, Account and Program Codes
6. **Consult the Financial Manager's listing for current FOAP information or Index
7. Update authorized personnel
8. Make sure to choose the correct Standing order type
9. **Change the fiscal date to 7-1-17.**
10. Make sure the order you are renewing is due when you are renewing it (i.e. if the order renews in October, enter the order in September)