

Guide to i-BUY NYU

What is i-Buy NYU?

i-Buy NYU is the University's system for requisitioning, paying suppliers, and procuring goods and services.

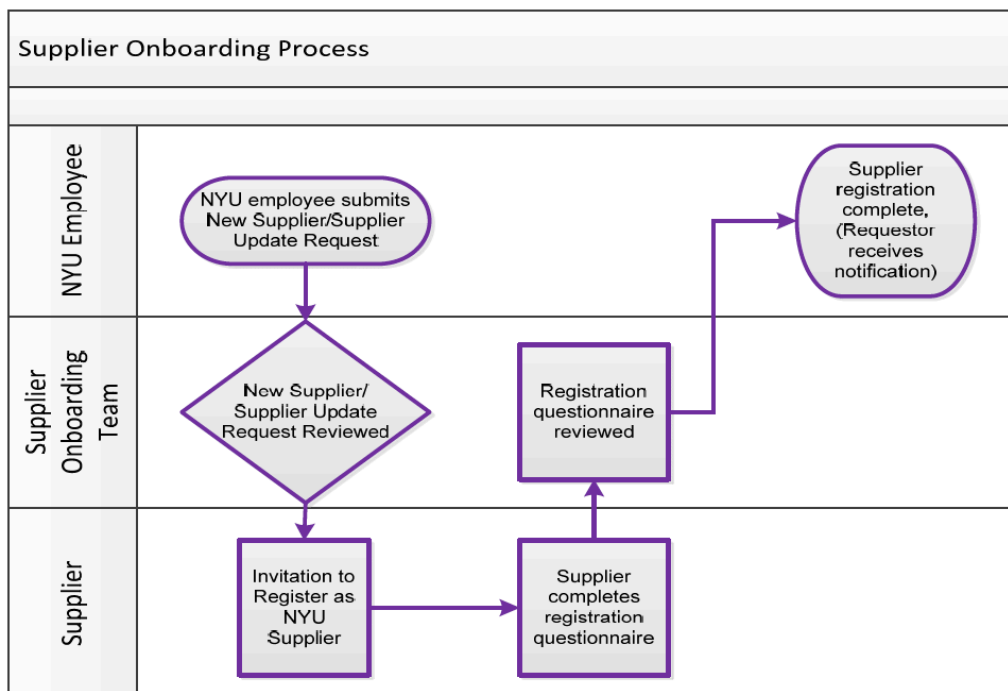
Please Note: Employee reimbursements are processed via AP Workflow. Please see [Requesting Advances & Reimbursements](#). Student reimbursements are processed via the [Student Expense Reimbursement Form \(EXP2000S\)](#).

To use i-Buy NYU, log in to [NYU Global Home](#), search for i-Buy NYU in the search bar and click “Go” on the i-Buy NYU link, or you can log in to i-Buy NYU via [this link](#).

Onboarding Suppliers

In order to do business with NYU, all suppliers, including both businesses and individuals, need to be onboarded into the i-Buy NYU system.

Below is a flow chart of the supplier onboarding process, which starts with the NYU administrator submitting a “New Supplier Request”:



For detailed instructions on onboarding a new supplier and requesting an update for a current supplier, see the i-Buy NYU Tip Sheet [New Supplier Requests/Supplier Updates](#).

For more information on the registration section of the supplier onboarding process and their interaction with the i-Buy NYU Supplier Portal, see the i-Buy NYU Tip Sheet [i-Buy NYU Supplier Registration and Portal](#).

Guest Reimbursement Onboarding

The single exception to the above onboarding process is the enrollment of guests who are receiving expense reimbursement **only**.

Be advised that this process cannot be used for individuals who will be receiving an honorarium or performing any payable services. A guest is an individual person that does not operate as an Independent Contractor or Business.

These guests can be onboarded as suppliers without having to complete the online registration on their own. The onboarding request can be processed by an NYU administrator by submitting a limited amount of information about the payee directly to the NYU procurement team. For instructions, see the i-Buy NYU Tip Sheet [Supplier Request form for Guest Reimbursements](#).

To facilitate gathering the needed information from the payee, use the [ISAW Guest Reimbursement Form](#).

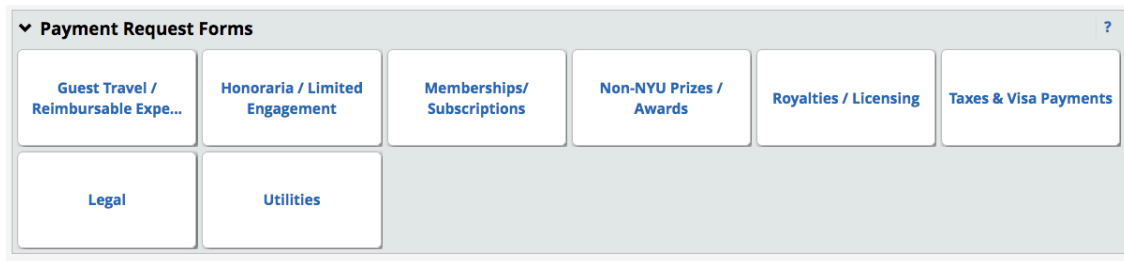
Types of i-Buy NYU Payments

There are two types of i-Buy NYU payment methods:

- Payment Requests
- Purchase Orders

Payment Request Forms

Payment forms for businesses and individuals for the following services are available on i-Buy NYU under “Payment Request Forms” at the bottom of the home page.



Descriptions of the most commonly used payment request forms are below:

- **Guest Travel / Reimbursable Expenses:** to reimburse out of pocket expenses incurred by guests of NYU for meals, travel, lodging, and cab fare.
- **Honoraria & Limited Engagement:** to pay speaker fees and honoraria, as well as additional expenses including meals, travel, lodging, cab fare, and alcohol.
- **Memberships/Subscriptions:** to pay approved NYU membership expenses only.
- **Non-NYU Prizes /Awards:** to pay for prizes and awards presented to non-NYU individuals.
- **Royalties & Licensing for Suppliers:** to pay for royalties and licensing fees due from NYU to an individual (including NYU employees).

For more information on the different types of payment requests and detailed instructions on submitting a payment request form, see the i-Buy NYU Tip Sheet [Understanding Payment Request Forms](#).

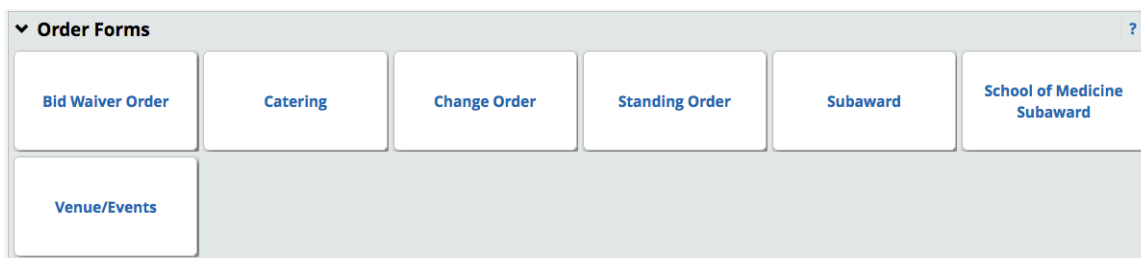
Purchase Orders

A Purchase Order (PO) is a contract for suppliers to provide goods/services to the University and for the University to pay for those goods/services according to the agreed terms. Before a purchase order gets issued a requisition needs to be created.

Requisitions can be created by three different methods within i-Buy NYU:

Method 1: Order Forms

Order forms are used to request purchase orders for certain specific goods or services. They are available on the i-Buy NYU home page under “Order Forms”.



Descriptions of the most commonly used order forms are below:

- **Bid Waiver Order Form:** Used for the purchase of supplies, equipment or services not under contract requiring the expenditure of funds in excess of **\$10,000** (with the exception of Construction Services, which has a separate threshold).
- **Catering Order Form:** Used for all catering order requests from NYU’s approved caterers. Caterers that are not approved are subject to further Procurement team review.
- **Change Order Form:** Used to request changes to any pre-existing purchase orders. See Tip Sheet on [Requesting Change Orders](#) for more information.
- **Standing Order Form:** Used as justified for repetitive, specified services or items from the same supplier over period of up to one year, or on a monthly basis. See Tip Sheet on [Submitting Standing Orders](#) for more information.
- **Subaward Form:** Used for subaward contracts on sponsored research projects.

- **Venue/Events Form:** Used for space and event-related expenditures. Requests must be submitted sufficiently in advance of the event to allow for any deposits or check requests to be processed.

For more information and instructions on Order forms, see i-Buy NYU tip sheet [Understanding Order Forms](#).

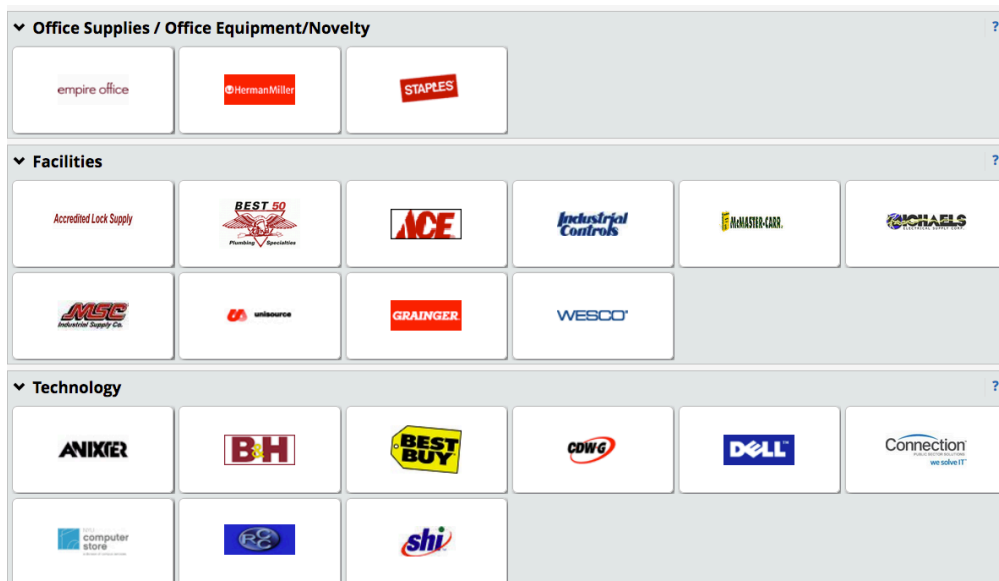
Method 2: Catalog/punch-out Orders from i-Buy Marketplace

Catalogs are part of the i-Buy marketplace allowing you to shop from approved NYU suppliers. They allow suppliers to provide their product lines directly to i-Buy NYU. You can use the “Shop at the Top” search bar to immediately add items to your cart.



Punch-outs are catalogs that connect directly to a supplier’s website, but are branded for NYU and use our contract pricing. The sites retain the look-and-feel of the supplier’s regular public website; however, the checkout will result in the products being returned to your active shopping cart in i-Buy NYU.

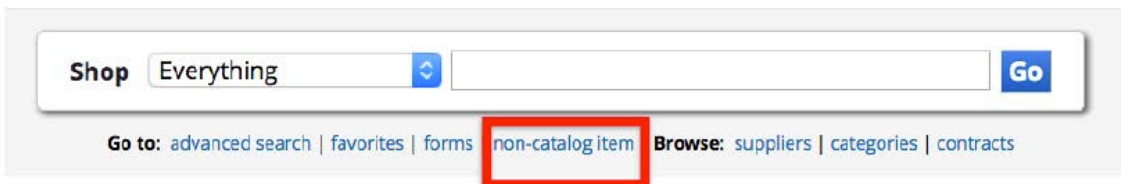
These suppliers’ catalogs are available by category to order from on i-Buy NYU in the center the home page.



For more information and instructions for submitting orders, see i-Buy NYU tip sheets [Submitting Punchout Order](#) and [Submitting Catalog Order](#).

Method 3: Non-Catalog Orders

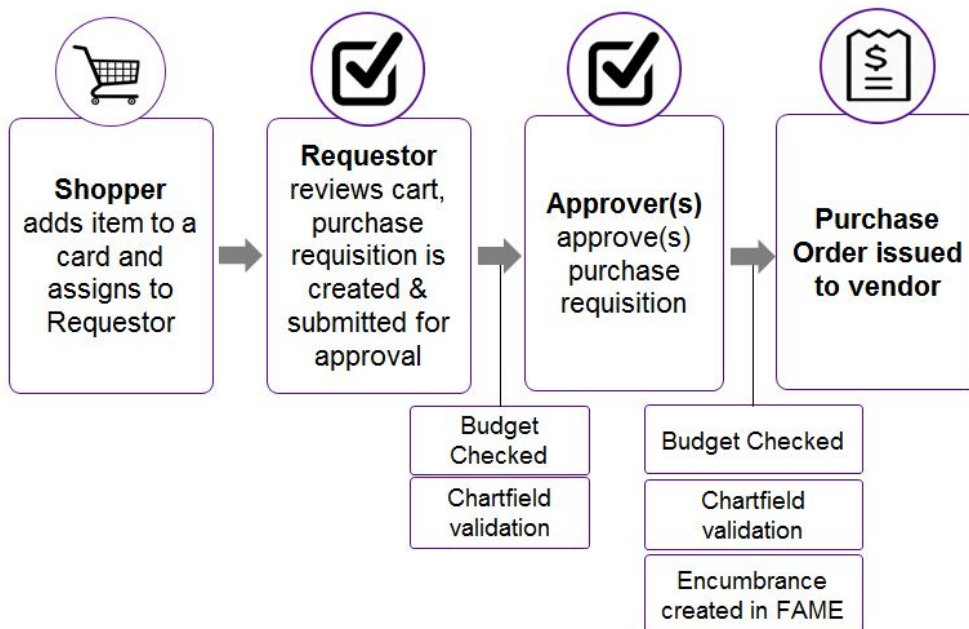
Non-Catalog Orders are intended to address purchasing needs that fall outside of typical requests within a punchout site, catalog or form. The form can be accessed just below the search bar on the i-Buy NYU homepage.



For more information and instructions for submitting orders, see i-Buy NYU tip sheet [Submitting Non-Catalog Order](#).

PO Issuance Process

The process flow below highlights the steps, system validation and roles required prior to a PO being created in iBuy NYU and issued to the supplier.



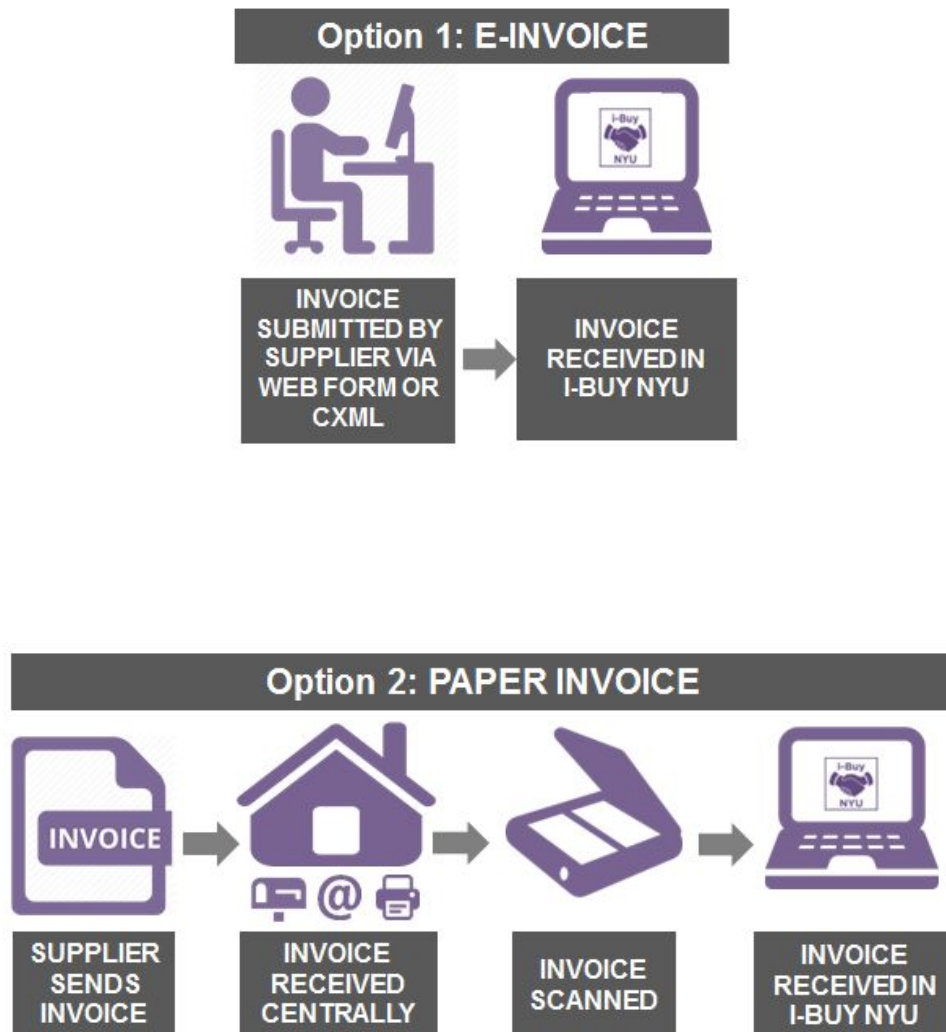
Requisition Approvals

Approval workflows for Purchase Requisitions (excluding Funds 24/25), will be driven by the existing Delegation of Authority matrix for each school/division and reflective of current signature authority policy thresholds:

- Level 5: Up to \$5,000
- Level 4: \$5,001 to \$25,000
- Level 3: \$25,001 to \$100,000
- Level 2 & 1: \$100,001 and Above

Types of Invoices

Invoices can be submitted in the following ways:



Email address for invoice submission: nyuinvoices@nyu.edu

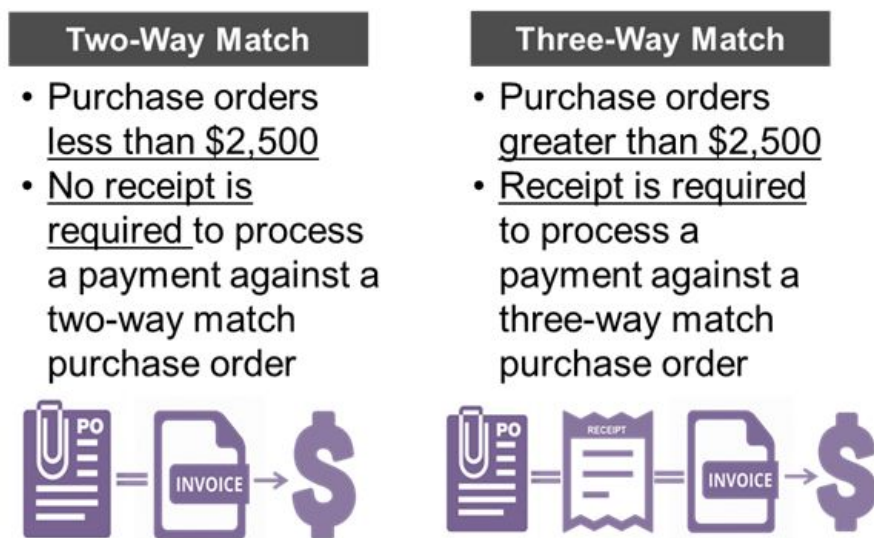
**Preferred submission method*

Receiving Goods & Services

For purchase orders exceeding \$2500, i-Buy NYU will require an acknowledgement that the goods/services are "received."

When an invoice is submitted, the system will automatically notify the Requestor to confirm receipt of the goods/services within i-Buy NYU.

See the below rules for if a receipt is required:



For more information and instructions for creating receipts, see i-Buy NYU tip sheets [Receiving Goods and Services](#).

Further i-Buy NYU Resources

- [i-Buy NYU Resource Portal](#) – (NYUHome login required) contains tip sheets, training modules, presentations, and additional project materials about i-Buy NYU
- [NYU Purchasing Policies & Procedures Manual](#) – Please refer here to read the entire i-Buy & Purchase Order Policy.

Complete List of i-Buy NYU Tip Sheets:

- [Bid Waiver Guidelines](#)
- [Submitting Punchout Order](#)
- [Submitting Non-Catalog Order](#)
- [Submitting Catalog Order](#)
- [Customizing Profile and Setting Favorites](#)
- [Approving a Requisition](#)
- [Returning/Rejecting Requisition](#)
- [Receiving Goods and Services](#)
- [Searching Documents](#)
- [Setting up Recurring and Pre-Payment Requests](#)
- [Grant and Non-Grant Distributions](#)
- [Guest Reimbursements](#)
- [Submitting Standing Orders](#)
- [Splitting Chartfields](#)
- [Copying Requisitions](#)
- [Managing your shopping cart/approval queue](#)
- [Requesting a New Supplier](#)
- [Requesting Foreign Currency](#)
- [Commodity Codes](#)
- [Requesting Change Orders](#)
- [Understanding Order Forms](#)
- [Understanding Payment Request Forms](#)
- [New Supplier Registration](#)
- [Managing Invoices](#)