i-Buy NYU Training

June 27, 2016
Welcome to i-Buy NYU User Training!

• Course Overview & Objectives

• Overview of Roles

• Key Concepts
  - Part 1: Navigating the home screen & profiles settings
  - Part 2: Supplier management
  - Part 3: Understanding forms & submitting orders
  - Part 4: Approvals & Receipts
  - Part 5: All Other System Functions

• Knowledge Checkpoint

• Course Summary
Course Overview
By the end of this course, you should be able to:

- Recognize the benefits of i-Buy NYU for you and the University
- Navigate through i-Buy NYU
- Understand how you will use i-Buy NYU in your day to day activities
- Perform common tasks and activities in i-Buy NYU
- Understand where to ask questions and get support for i-Buy NYU
What is NEW in i-Buy NYU?

- Paper-based payment forms (Business Payment Form BUS5000 & Payment to Individuals Form IND40000) are going away

- All Procurement activity will be done via i-Buy NYU. The eReq and Flextecs systems will be retired and read-only.

- Online Supplier Requests

- More visibility to look up status of payments, invoices, Reqs, POs

- Acknowledgement of receipt required for purchases exceeding $2500 (with exceptions)
Payment systems that will not change:

- AP Workflow
- Purchasing Card/CTA
- Student Expense Reimbursement form
Understanding the System

PO Issuance Process

1. Shopper adds item to a card and assigns to Requestor
2. Requestor reviews cart, purchase requisition is created & submitted for approval
3. Approver(s) approve(s) purchase requisition
4. Purchase Order issued to vendor

- Budget Checked
- Chartfield validation
- Encumbrance created in FAME
Overview of Roles
<table>
<thead>
<tr>
<th>Role</th>
<th>Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>- Shops for items using enabled suppliers, forms, or Non-Catalog requests.</td>
</tr>
<tr>
<td></td>
<td>- Assigns draft carts to Requestor for order placement</td>
</tr>
<tr>
<td></td>
<td>- Issue receipt, if necessary.</td>
</tr>
<tr>
<td>Requestor</td>
<td>- Shops for items using enabled suppliers, forms, or Non-Catalog requests.</td>
</tr>
<tr>
<td></td>
<td>- Submits assigned carts to workflow for approval and order placement</td>
</tr>
<tr>
<td></td>
<td>- Issue receipt, if necessary.</td>
</tr>
<tr>
<td>Advanced Requestor</td>
<td>- Shops for items using enabled suppliers, forms, or Non-Catalog requests.</td>
</tr>
<tr>
<td></td>
<td>- Submits assigned carts to workflow for approval and order placement</td>
</tr>
<tr>
<td></td>
<td>- Issue receipt, if necessary.</td>
</tr>
<tr>
<td></td>
<td>- Bypass approvals for orders under $2,500 (exceptions apply)</td>
</tr>
<tr>
<td>Approver</td>
<td>- Reviews &amp; Approves appropriate requisitions</td>
</tr>
<tr>
<td></td>
<td>- Returns or Rejects non-compliant or incorrect requisitions</td>
</tr>
<tr>
<td>Match Exception Approver</td>
<td>- Reviews &amp; Approves invoices that create a match exception (3-way tolerance 10% or $100, whichever is less)</td>
</tr>
<tr>
<td></td>
<td>- Escalates supplier errors for resolution</td>
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</tbody>
</table>
Overview of Roles

**The Shopper**
- Selects Items and adds them to a shopping cart
- Assigns a cart to a **Requestor** within their school/dept for review
- Can acknowledge receipt of goods/services

**The Requestor**
- Reviews shopping carts assigned to them by a **Shopper** in their school/dept*
- Submits carts for approval
- Acknowledges receipt of goods/services

*Note: All University employees will have the role of **Shopper**. **Shopper** cannot submit an order.*

*Requestor will receive an email when a shopping cart has been assigned to them.*
Part 1: Navigating the Home Screen & Profile Settings
Welcome to i-Buy NYU!

i-Buy NYU Tip of the Day
Did you know that you can create your very own i-Buy NYU dashboards customized to the information most important to you, just click on your name above and click Dashboards and you will be off and running!

For the i-Buy NYU Resource Portal which contains up to date communications, training materials etc:
- i-Buy NYU Resource Portal

For access to i-Buy NYU Tip Sheets and Videos:
- i-Buy NYU Tips and Video

Need assistance on Buying and Paying methods at NYU:
- Buying and Paying Guide

Direct access to the following key i-Buy NYU Tip Sheets:
- Submitting Non-Catalog Order
- Approving a Requisition
- Commodity Codes
- Receiving Goods and Services
- Requesting Change Orders

Direct access to the most popular i-Buy NYU Videos:
- Submitting Non-Catalog Order
- Approving a Requisition
- Receiving Goods and Services
- Change Orders

For lookup requestors:
Profile Maintenance

- Selecting a Default Ship To Address
- Selecting Default Chartfield Favorites
- Managing Notifications
Part 2: Supplier Management
• Suppliers must be setup prior to submitting a cart requisition. Please ensure you allow sufficient time for supplier onboarding to occur. This applies to all order types, including Forms. 30 days is recommended.

• If the supplier does not appear within the search results you will need to submit a **New Supplier Request**

**Example 1: Search for Supplier “Supplier A” in Supplier Management**
New Supplier Requests

- Complete brief supplier questionnaire
- Your request will be routed to the Supplier Onboarding Team in Procurement for their review. If they approve the request, you will receive an email notification.
- The Supplier Onboarding Team will then send an email to the new supplier inviting them to register as an NYU supplier in i-Buy NYU.
- Once the supplier completes their registration in i-Buy NYU, you will receive an email notification.

*Note: W-9, W-8 and/or other IRS forms are not required to submit a new supplier request.*
“Submit Supplier Requests” -> “Supplier Update Request”

Maintenance requests including address updates, contact information changes, and name changes are subject to review by the Supplier Onboarding Team in Procurement prior to being activated in i-Buy NYU.

Click on the Supplier Request Workflow at any time to view the status of your supplier request.
Supplier Request Workflow

- Request Submitted
- Procurement Review
- Supplier Invite & Registration, if necessary
- Procurement Approval
- Supplier Active for Ordering
*Suppliers should be submitting invoices directly to the centralized system.

**Definitions:**

**Centralized Invoice Receiving:** Centralized location that receives invoices via fax, email, or traditional mail, from suppliers and processed in iBuy NYU.

**Supplier Invoice:** The itemized bill for goods sold or services provided containing individual prices, the total charge and the terms.

**Submission Email:** nyuinvoices@nyu.edu
In addition to self-guided and “on-demand” training materials, including Tip Sheets and Quick Videos, the Project Team will be available to support post go-live:

- **Special hotline for questions and support**

- **Email questions to askfinancelink@nyu.edu**

- **On-site visits and office hours**
Part 3: Submitting Orders & Understanding Forms
What are Punchout Orders?

Punchout catalogs connect to a supplier’s website, but are branded for NYU and use our contract pricing.

- Very similar functionality as old i-Buy system.
- Suppliers include Staples, B&H, Grainger, etc.

Example 2: Placing a Staples order.
What are Catalog Orders?

Catalogs 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.

Example 3: Placing a Catalog order.
What is a NonCatalog request?

A NonCatalog request is a free form requisition that allows you to enter in product information including (description, catalog number, quantity, and price). NonCatalog requests are typically used for service related orders, or unique goods that are not available through punchout or catalog suppliers.

- Need to enter a good/service **Commodity Code**.
- If your non-catalog request is for goods, no action is required. If you’re purchasing services from an individual or company you’ll need to **Flag as Cost Matching**.

Example 4: Submitting a NonCatalog request for services based on quote from “independent contractor a”
When should I use an ‘Order Form’?

Forms have been designed to simplify certain types of requests. Available forms include:

- Bid Waiver Order Form
- Catering Order Form
- Change Order Form
- Standing Order Form
- Subaward Form
- Venue/Events Form

Each form has a description in the header (and by hovering over the form with your mouse) to define proper use.
Understanding I-Buy NYU Order Forms

Definitions

• **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.

• **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**: Requesting a change to an established purchase order. Changes include increases, decreases, and chartfield changes.

• **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.

• **Subaward Form**: Establishes subawards on sponsored projects replaces the Flextecs subaward invoice approval process.

• **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.
Submitting Standing Orders

Standing Purchase Orders may be used when the University:

- Is purchasing repetitive, specified services or items, or categories of items, from the same supplier over a period of up to one year, or on a monthly basis
- Is obtaining more favorable pricing through volume commitments
- Has a contract with negotiated pricing in place with the supplier
- Standing Orders should NOT be used to manage your budget
- All Standing Order Requests are subject to Procurement Review & Approval

Notes when submitting:
- Ensure the “Flag as Cost Matching” option is checked
- Need Start Date and End Date.

Example 5: Submitting a standing order from “Supplier A”
Grant Funded (Funds 24/25) requests follow workflow to ensure Department Administrators and Principal Investigators are included in the review and approval process, as appropriate.

To ensure a requisition with Grant and Non-Grant funding sources is routed correctly, separate requisition lines must be established for each distribution line.

If you are splitting a cost of one item or service between a Grant and Non-Grant Chartfield, it is recommended that you include an EXTERNAL COMMENT to the supplier that you are ordering a quantity of one only to avoid duplicate delivery of the one item.

- For Grant POs (excluding subawards) up to $5,000, approval will be required by Dept. Admin.
- For Grant POs (excluding subawards) exceeding $5,000, approval will be required by both Dept. Admin and PI.
- For all Subaward requisitions and invoices, approval will be required by both Dept. Admin and PI, irrespective of dollar amount.
Recurring Payments can be accommodated to address invoice scenarios that require a schedule of payments to be followed. The Procurement and Accounts Payable teams will evaluate each recurring payment request for validity and appropriate documentation.

Prepayment Requests can also be accommodated, and are subject to Procurement review to ensure optimal payment terms are achieved.

In Advanced Checkout:
• Click the corresponding “edit” for the line item that will require recurring payment accommodations.
• Select Recurring Payment Request from the Invoice Processing Flag drop down field.
• Enter Payment Instructions to be reviewed by the Procurement and Accounts Payable teams.
• Enter additional commentary in the Internal Notes section, if necessary.

Example 6: Do we want an example of this?
Order Request Workflow

Requisition Workflow

Build Draft Cart

Requisition Submitted

Department Review & Approval

Grant Review & Approval (if necessary)

Procurement Review & Approval (if necessary)
3 Kinds of Change Orders

- **Increases** consider whether or not the increase is to accommodate continued future use of the Purchase Order (PO) OR to accommodate a final invoice payment.

- **Decreases** consider whether or not there is previous invoice activity on the PO. You cannot decrease a PO or PO line below what has already been paid to supplier.

- **Chartfield Changes** consider previous invoice activity, complexity of chartfields on the original PO, and the impact of issuing a new PO. Chartfield changes can only accommodate future activity, invoice activity that has already occurred against the original chartfield must be resolved via a journal voucher.

**Example 7: Change order for “supplier A”**
### Scenarios where a **Change Order** should be submitted:

<table>
<thead>
<tr>
<th>IF...</th>
<th>AND...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount (PO Quantity or Price) increases or Decreases</td>
<td></td>
<td>Submit change order and indicate lines that will increase/decrease in price/quantity, amount and new PO total.</td>
</tr>
<tr>
<td>Chartfield changes resulting in new funding source</td>
<td>Order is <strong>Non-Catalog</strong>, Change is simple and Invoice activity is minimal to none.</td>
<td>Submit change order and indicate lines that will change and from/to chartfield.</td>
</tr>
<tr>
<td>PO is cancelled (Note: Order must not have been invoiced against)</td>
<td></td>
<td>Submit change order and indicate “Cancel PO” as type of change.</td>
</tr>
<tr>
<td>PO line(s) are canceled or specific line is zeroed out</td>
<td></td>
<td>Submit change order and indicate lines that will decrease to zero and new PO total.</td>
</tr>
<tr>
<td>PO is closed (Note: PO must be fully encumbered to request cancellation and encumbrance release)</td>
<td></td>
<td>Submit change order and indicate “Close PO” as type of change.</td>
</tr>
<tr>
<td>General PO information is amended (Address, Ship-to address, etc)</td>
<td></td>
<td>Submit change order and indicate specific PO change.</td>
</tr>
</tbody>
</table>

### Scenarios where a **New Order** should be submitted:

<table>
<thead>
<tr>
<th>IF...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change is related to Catalog or Punchout Order</td>
<td>Submit a new order</td>
</tr>
<tr>
<td>Complex change to multiple lines/chartfields that haven’t been invoiced</td>
<td>Copy existing order, edit cart to reflect changes and submit new order. Cancel old order.</td>
</tr>
<tr>
<td>Chartfield changes on a partially paid PO</td>
<td>Change chartfield on PO for remaining balance. Submit JEMS entry for paid portion of PO.</td>
</tr>
<tr>
<td>Chartfield changes on a fully paid PO</td>
<td>Changes must be done via JEMS entry.</td>
</tr>
</tbody>
</table>
Change Order Workflow

- Change Order Submitted
- Departmental Approval
- Procurement Review & Approval
- Change Order dispatched to Supplier, if necessary
- Change Order Complete
What is a Match Exception?

Match Exception Reviewer (Accounts Payable)

Match Exception Approver (Level 5 Approver)
The **Payment Request Form** has been designed to address specific types of **Non PO activities**. Routing and approval of the Payment Request will follow the DOA structure and will not require offline signatures and approvals.

Available forms include:

- *Guest Travel/Reimbursable Expenses Form*
- *Honoraria/Limited Engagement Form*
- Memberships Form
- Non-NYU Prizes/Awards Form
- Royalties/Licensing Form
- Taxes
- Legal

*Commonly used at ISAW*

**Example 8:** Guest Travel Reimbursement for “Guest A”
**Example 9:** Honoraria for “Speaker A”
Definitions:

- **Guest Travel/Reimbursable Expenses Form**: To be used to reimburse out of pocket expenses incurred by guests of NYU for Meals, Travel, Lodging, Taxi/Cab Fare, and Alcohol.

- **Honoraria/Limited Engagement Form**: To be used to accommodate engagements for speaker fees and honoraria, as well as, additional expenses including Meals, Travel, Lodging, Taxi/Cab far, and Alcohol.

- **Memberships Form**: To be used to pay approved NYU membership expenses only.

- **Non-NYU Prizes/Awards Form**: To be used to pay for prizes and awards presented to non-NYU individuals.

- **Royalties/Licensing Form**: To be used to pay for royalties and licensing fees due from NYU to an individual (including NYU employees).

**NOTE**: During the checkout process, you will be required to copy and paste the commodity code provided at the checkout screen.
Payment Request Workflow

- Payment Request Submitted
- Department Review & Approval
- Accounts Payable Review & Approval
- Invoice automatically approved
- Payment Issued
What Are Commodity Codes?

- Commodity codes are an internationally standardized system of names and numbers used to classify goods/services and are maintained by the World Customs Organization.

- In an effort to standardize how NYU categorizes purchases across all schools and divisions, the commodity code of an item has been linked to the existing FAME account structure.
If you are submitting…

• An order using a **Punchout supplier/catalog, Subaward Order Form or the Membership, Non-NYU Prizes/Awards, or Royalties/Licensing Payment Request Forms**:  
  → i-Buy NYU will default the commodity code provided by the supplier.

• The **Catering or Venue/Events Order Forms or the Guest Travel/Reimbursable Expenses, Honoraria/Limited Engagement, or Taxes Payment Request Forms**:  
  → copy and paste the commodity code provided within the checkout screen.

• The **Bid Waiver, Change Order, Non-Catalog or Standing Order Form**:  
  → you will be prompted to search for and select a commodity code within the form itself.
Q: How do I pay an invoice that does NOT have an accompanying purchase order?

A: The invoice can be submitted with a Payment Request Form, only if it meets the criteria for acceptable use of the Payment Request (refer to the Understanding Order Forms tip sheet). Invoices that *should* have a corresponding purchase order will require a requisition to be submitted, a purchase order to be issued “after the fact” and then be processed against the after-the-fact purchase order.
Part 4: Approvals & Receipts
- Approval Queue Management
- Assigning & Reviewing Requisitions
- Approving Requisitions
- Returning & Rejecting Requisitions
- Comments & Attachments
- Document History
Approving a Requisition

There are several options for navigating to your approvals:

- Option 1: Click on link to requisition within the approval notification email, which will bring you to i-Buy NYU.
- Option 2: Within the system, click Orders & Documents > Approvals > My Approvals
- Option 3: Within the system, Click Action Items > My Assigned/Unassigned Approvals

To Approve from inside view requisition in My Approvals: select Approve/Complete Step under the Available Actions menu and click Go.
Note the following tabs within the Requisition summary screen:

- **Requisition**: Allows access to a summary view, as well as additional details specific to Shipping, Billing, Chartfields, Notes and Attachments, Supplier Information, and Taxes/Shipping & Handling.
- **PR Approvals**: Approval workflow, including current position within workflow.
- **PO Preview**: Preview of Purchase Order
- **Comments**: View and add comments. All comments are delivered to the recipient’s NYU email address. The comment is time date stamped and historically recorded on this tab with the Requisition.
- **Attachments**: Attachments associated with the Requisition.
- **History**: Systematic time date stamp of every event that occurs against the Requisition.
- **Chartfield**: Allows approver to review and modify the fund, department, program and/or project assigned to a Requisition.

You may also Return or Reject a requisition.
- Who can issue a receipt?
- Receipt requirements
  Purchase Orders > $2,500 (exceptions apply)
- Notifications
- How to issue a receipt
- Types of receipts
  (Full, Partial, Cost, Quantity)
What Is a Receipt?
Receipts provide an acknowledgement in i-Buy NYU that the goods/services ordered have been received.

There are two kinds of receipts: **Cost Receipts**, typically used for non-catalog service orders and standing orders and **Quantity Receipts**, typically used for tangible goods.

- A Receipt is required for all purchases exceeding $2,500. Note: Receipts can be entered at the time that goods or services are received OR after an invoice has been received.

- Receiving functionality in i-Buy NYU replaces the “negative confirmation process” used with eReq.

- i-Buy NYU has been configured to alert the Requestor (via email and system notification) when a Receipt is required. Note: This notification can also be forwarded to a Shopper who can then acknowledge receipt.

- Systematic reminder notifications will persist until receipt has been acknowledged in i-Buy NYU.
Receipts

How To Create a Receipt:

1. Find the Purchase Requisition that you have received goods/services for

2. Create the receipt within the Available Actions

- **Option 1:** Under your profile name, click My Recently Completed Purchase Orders. Click on the PO from within this list.

- Click on the appropriate PO number. Within the Available Actions drop-down menu, click on Create Quantity Receipt or Create Cost Receipt.
If receipt of an invoice within i-Buy NYU triggered the creation of a receipt, the invoice will be submitted for payment in accordance with the payment terms NYU has with the supplier.
Two and Three Way Matching

When is a receipt needed?

**Two-Way Match**
- Purchase orders less than $2,500
- No receipt is required to process a payment against a two-way match purchase order

**Three-Way Match**
- Purchase orders greater than $2,500
- Receipt is required to process a payment against a three-way match purchase order
Part 5: All Other System Functions
- Foreign Currency per Supplier
- Requisition & Approval routing
- Daily Exchange Rate Automated
- Purchase Order / Invoice / Payment discrepancies
Foreign Currency Overview

Notes:

- Foreign Currencies are set at the supplier level and user profile level. **If you encounter a situation where your supplier is not showing the appropriate currency, please contact the Supplier Onboarding team (askfinancelink@nyu.edu), or submit a supplier maintenance request.**

- Corresponding FAME Encumbrances for requisitions submitted with Foreign Currency will be converted into US Dollars based on the exchange rate the day of Purchase Order issuance. The Approval routing for the requisition will be based upon this USD equivalent but the PO will be generated in the foreign currency to the supplier. Conversion discrepancies will be resolved at the time of payment to ensure the original foreign currency amount is honored.

Example 10: Request a payment to “foreign payee 1” in foreign currency.
- **Profile Search**
  - Quick Search
  - My Recent Documents
  - Action Items & Notifications

- **Document Search**
  - Simple Search
  - Advanced Search
  - Save/Export Search

- **Document Summary**
  - History
  - Comments
  - Attachments
  - PO, Invoice, Receipt, & Payment Information

Demonstrate: Search for requisition already in the system “PO 1”
Course Summary
Congratulations!

You have successfully completed the **i-Buy NYU Introduction** course! Please refer to the following for more assistance:


- **www.nyu.edu/financelink** for more information under “Buying & Paying” about the transition to i-Buy NYU
Step-by-Step Tip Sheets:

- 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
- Creating Standing Orders
- Splitting Chartfields
- Copying Requisitions
- Requesting a New Supplier
- Requesting Foreign Currency
- Commodity Codes
- Requesting Change Orders
- Total Supplier Management
- Understanding i-Buy NYU Forms
- Managing your shopping cart/approval queue
Video Tutorials:

- Customizing Profile and Setting Favorites
- Total Supplier Management (Supplier Requests)
- Submitting Non-Catalog Order
- Creating Standing Orders
- Submitting Catalog/Punch-out Orders
- Receiving and Matching
- Approving a Requisition
- Returning/Rejecting Requisition
- Change Orders
- Searching Documents
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