iBuy Processing & Keys to Success

Megan Wells – UIUC Purchasing

Marcy Wright – Strategic Procurement

Erin Bullok – UIUC Purchasing

Professor Warren Lavey – College of Law

Abigail Twenter – College of Law

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Agenda

- Hosted vs. Punchout Catalogs
- Benefits of Catalog Vendors
- Non Catalog vs. Route to Purchasing
- General Keys to Success
- Non Catalog Keys to Success
- Change Orders
- Currently not suited to iBuy
- Resources
- Q&A

iBuy Catalog Vendor

- Catalog Vendors are vendors that have been awarded a Strategic solicitation.
- The role of the Department of Strategic Procurement is to identify commodities that are applicable to the University as a whole and would be beneficial as a Catalog Vendor in iBuy.
- A Catalog Vendor can have a Hosted or Punch Out Catalog.

Hosted vs. Punchout Catalogs

- Both are CONTRACTED VENDORS.
- Hosted vendors provide a list of items & prices loaded directly into the iBuy application.
- Punchout vendors provide a link to their site, which is filtered by our contracted pricing.

Benefits of Catalog Vendors

- Contracted Vendors
 - Solicitation process already completed.
 - Terms & Conditions have already been negotiated.
- E-quotes
 - Offered by many catalog vendors.
 - Allows for special order, special pricing, etc.
- E-invoicing
 - Automatic invoice matching.
 - Results in faster & more accurate payments to vendors.
 - Eliminates manual processing of invoices.

Non Catalog vs. Route to Purchasing Form

- Required information identical on each form.
- Non Catalog forms under \$5,000 will automatically route to the vendor once departmental and special approvals are obtained.
- Route to Purchasing Form will route to Purchasing, regardless of dollar amount.

When to use Route to Purchasing Form:

- Rental Agreements
- Any Purchase requiring an Authorized Signature
- Any Vendor Terms and Conditions different from the U of I Terms and Conditions
- Any Vendor Contract or Agreement that goes with the order that would need reviewed
- Any shipment that goes through Customs
- Telecommunications Equipment
- Weapons and Ammunition
- Furniture
- Charter Air or Bus Service
- Lab or Specialty Gases
- Laboratory or Office Moving (External Vendor)
- Onsite Services
- High Power Lasers
- Non-Denatured Ethyl Alcohol

Not an all-inclusive list. WHEN IN DOUBT - ROUTE!

General Keys to Success

- Be sure that FOAPAL information is both correct, and split correctly, if applicable.
- Be sure to add a line for shipping costs.
 - For catalog orders, shipping line can be added by selecting "Add non-catalog item for this supplier."
- Payment terms: always Net 30

Non Catalog Keys to Success

- Always request a quote and attach it to the requisition.
- Deposits are allowed, but require special handling.
 - Put deposit amount on a separate line
 - Attach a completed & signed Special Payment Request Form
 - Always use the Route to Purchasing Form
- IF you are changing the distribution information, please be sure the information is correct.

Change Orders

- All change order requests need to be sent to servicedeskaits@uillinois.edu
- Hosted or Punchout catalog orders:
 - Will require review and approval by Strategic Procurement prior to completion.
- Non Catalog under \$5,000:
 - If change will increase PO to \$5K or more, it will be routed to a Buyer for completion.
 - Other select transactions may require Buyer review prior to completion.

Do Not Use iBuy For:

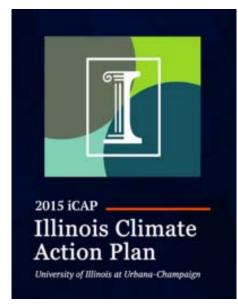
- Non-conforming orders
- Solicitation level purchases
- Renewals
- Two-party contracts
- Vendor Payment Terms other than Net 30

Sustainable Purchasing – Implementing the Chancellor's Commitment

iCAP 2015 – specific purchasing targets and strategies for FY17, 20, 25

Successful models and toolkits

- UIUC
- State of Illinois
- Arizona State University
- Climate Action Toolkit
- SPLC Guidance



Sustainable Purchasing through iBuy

- Contracting with sustainable providers
- Green icon



Contracted vendors with
 Green search functionality.



Awarded Vendors with Green Products search capabilities in iBuy











Resources

- iBuy Guidance
- Purchasing Guidance
- Shipping information

Questions

