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iBuy Processing & Keys to Success

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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

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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.

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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.

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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!

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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.

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Do Not Use iBuy For:

- Non-conforming orders

- Solicitation level purchases

- Renewals

- Two-party contracts

- Vendor Payment Terms other than Net 30

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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

2015 iCAP
Illinois Climate Action Plan
University of Illinois at Urbana-Champaign

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Sustainable Purchasing through iBuy

- Contracting with sustainable providers
- Green icon 🌲
- Contracted vendors with

Green search functionality.

Login to iBuy

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Awarded Vendors with Green Products
search capabilities in iBuy

Resources

- [iBuy Guidance](#)

- [Purchasing Guidance](#)

- [Shipping information](#)

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Questions