IMPORTANT DATE CHANGE!

Fiscal Year 20 Requisition entry pushed to May 15.

- Vendor conversion taking longer than expected.
- 65,000+ vendor records being converted.
### IMPLEMENTATION AND YEAR END DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>FY20 BUY.IU REQ entry begins</td>
</tr>
<tr>
<td>May 31</td>
<td>KFS REQ entry FY19 cutoff</td>
</tr>
<tr>
<td>June 14</td>
<td>KFS Shop Catalog FY19 cutoff</td>
</tr>
<tr>
<td>June 30</td>
<td>KFS vendor entry cutoff</td>
</tr>
<tr>
<td>July 1</td>
<td>FY20 PO release</td>
</tr>
<tr>
<td></td>
<td>KFS DV and REQ entry suspended</td>
</tr>
<tr>
<td></td>
<td>BUY.IU Check Requests available</td>
</tr>
</tbody>
</table>
WHAT IF...

I need to place a Shop Catalog order after June 14?

• Use the Shop Catalog task tile in One. Your purchase may book to FY20, depending on how quickly it is fulfilled.

I need to enter a REQ after May 31?

• If the PO should be released before July 1, enter in KFS.
• If the payment should post in FY20, enter it in BUY.IU.
WHAT IF...

I have a Blanket PO that ends June 30, 2019?
- Enter a new Blanket PO in BUY.IU for the new fiscal year.

I have Blanket POs that extend past June 30, 2019?
- Best practice: enter a new Blanket PO in BUY.IU and close open KFS PO.
- Post-implementation Purchasing will track open KFS POs and follow-up as appropriate.
RESOURCES

Where can you go for help in BUY.IU?

• Review video and written documentation.

• Email: askbuyiu@iu.edu

• Join our office hours via Zoom: https://go.iu.edu/learnbuyiu
  • Friday, May 17, 9-11
  • Friday, May 24, 9-11
  • Friday, May 31, 9-11
ADDITIONAL RESOURCES

Webinar recordings
- Meet BUY.IU
- Suppliers in BUY.IU
- Vocab and Roles in BUY.IU

Instructional videos and documentation — coming soon!
- Non-catalog item and recurring order entry
- Document approvals
EVEN MORE RESOURCES!

For Suppliers page — coming soon!

• Converted supplier email communication
• New supplier onboarding video
• New supplier flyer
• How to complete a sourcing event documentation
FUTURE BUY.IU TRAINING

Getting Started with BUY.IU

Catalog Orders

Non-Catalog Orders

Check Requests

Receiving and Accounts Payable

Training will be announced via BUY.IU news list.
GETTING STARTED IN BUY.IU

Topics include:

- User profile setup
- Placing a catalog order
- Shopping cart management
- Document workflow and communication
- Action items
NON-CATALOG ORDERS

Topics include:

- Contracts
- Placing Non-Catalog Item orders
- Document setup: best practices
- Recurring Payments
- Change Requests
STAY IN THE LOOP

BUY.IU website:  https://go.iu.edu/buyiu

• Subscribe to the BUY.IU news list!
• View previous webinar sessions and Q&A

Email:  askbuyiu@iu.edu