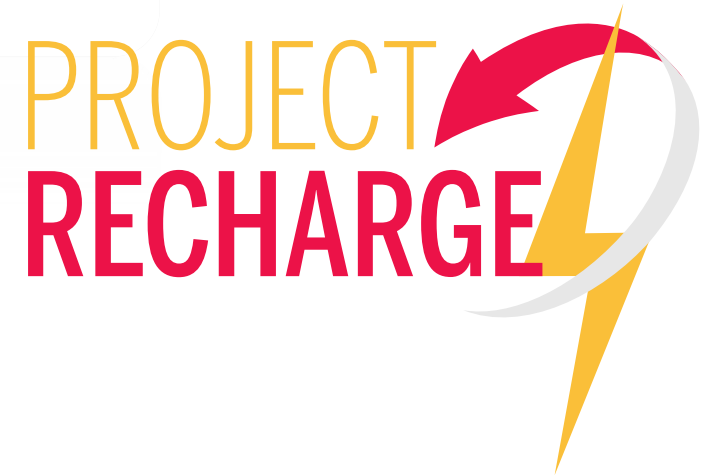




**BUY.IU**



**Sarah Chavez**, BUY.IU Training &  
Communication Team



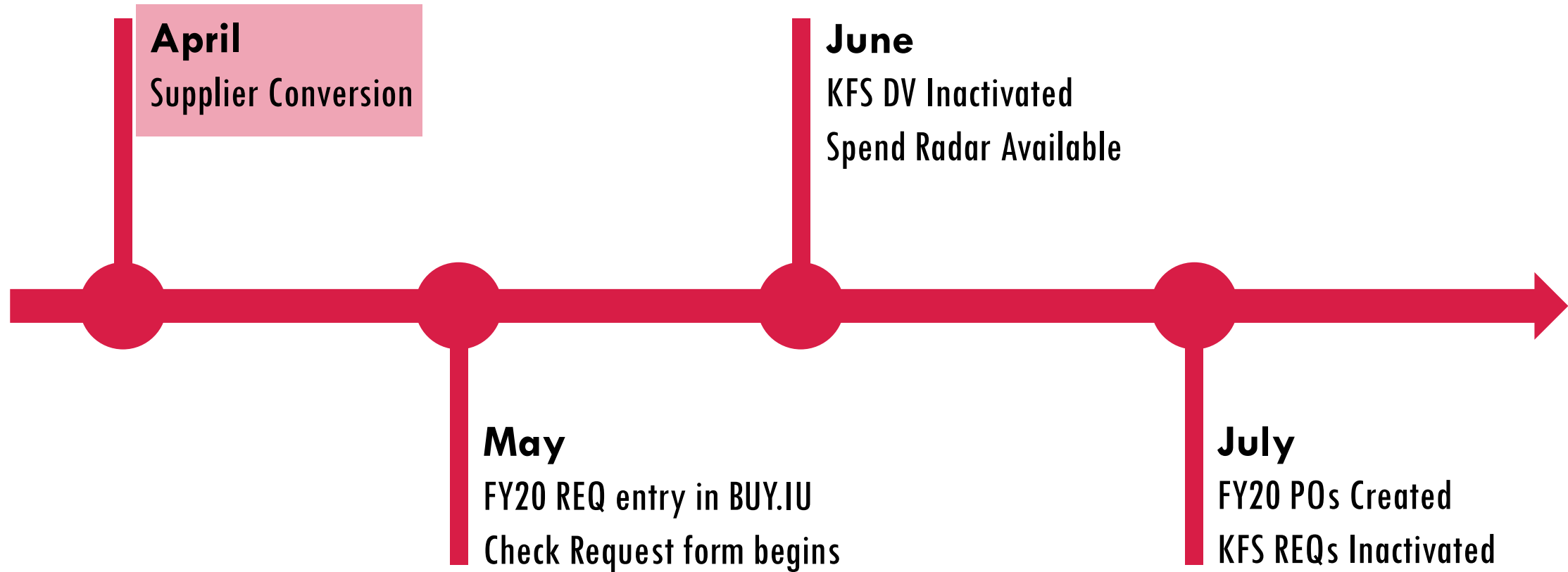
## THE STORY SO FAR...

- KFS is not going away
- BUY.IU is IU's new purchasing system

## UP NEXT:

- KFS vendor  BUY.IU supplier

# WHAT'S THE CURRENT TIMELINE?





# SUPPLIER CONVERSION

- Active KFS vendors are being converted to BUY.IU suppliers
  - Active = vendor record has been updated or paid in past 18 months
  - Will be contacted to updated information on file with IU
- All active vendor types are being converted
  - Purchase Order (PO)
  - Disbursement Voucher (DV)
  - Participant Payment (SP)
  - Refund (RV)
  - Revolving Fund (RF)

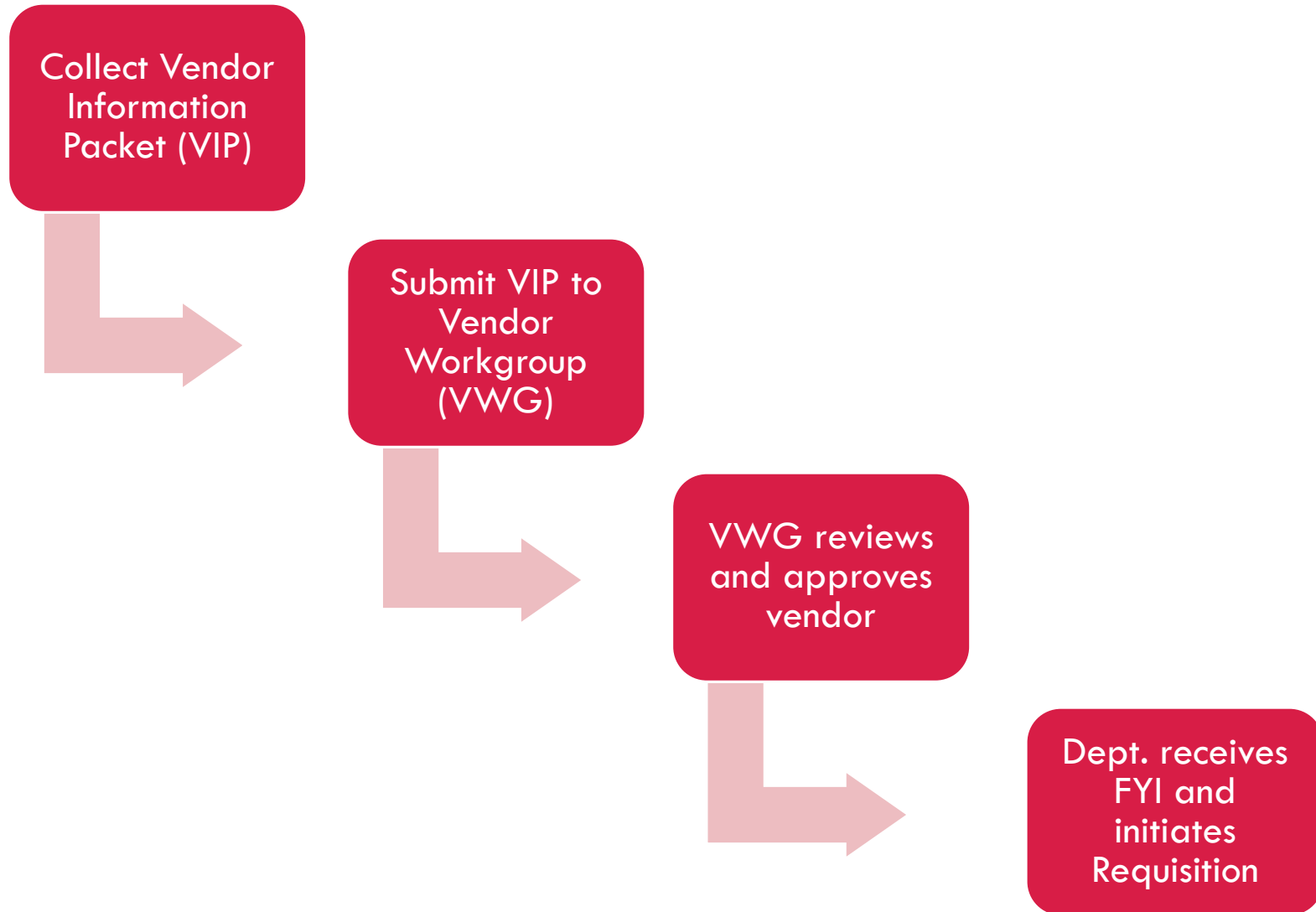


# SUPPLIERS IN BUY.IU

Three profiles:

Supplier Name	Supplier Type	KFS Vendor Type
---------------	---------------	-----------------

# CURRENT PO VENDOR PROCESS



# NEW SUPPLIER ONBOARDING

BUY.IU Sarah Chavez 0.00 USD Search (Alt+Q)

## Non-Catalog Item

**Supplier Name**

**Duns No.**

**Supplier Phone**

(Country, Area, Phone, Ext)

**Supplier Fax No.**

(Country, Area, Phone)

**Supplier Email**

[cancel manual entry](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text" value="Pug costume for musical event on 5/5/2019."/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="600.00"/>	<input type="text" value="EA - Each"/>

212 characters remaining [expand](#) | [clear](#)

**Commodity Code**

[Save and Close](#) [Save and Add Another](#) [Close](#)

▼ **Frequently Used Catalogs**

# SUPPLIER INVITATION

Supplier Invitation for Indiana University

Inbox x



Indiana University User Test Site <purhelp@iu.edu>

11:32 AM (0 minutes ago)



to me ▾



**INDIANA UNIVERSITY**  
FULFILLING *the* PROMISE

## Supplier Invitation for Indiana University

Dear Kate's Costumes,

Indiana University has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a Indiana University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now](#)



# SUPPLIER PORTAL

The screenshot shows the 'Supplier portal!' registration progress page for 'Kate's Costumes'. The page is titled 'Registration In Progress for: Indiana University' and indicates that '3 of 9 Steps Complete'. A vertical list of steps is shown on the left, with green checkmarks indicating completion. A red box highlights the 'Certify & Submit' button at the bottom of the list. Another red box highlights a vertical column of green checkmarks next to the list items. The main content area on the right contains a welcome message and instructions for logging in.

**INDIANA UNIVERSITY**  
FULFILLING the PROMISE

Kate Creative

Registration > Manage Registration Profile

JAGGAER revised its Service Privacy Policy

**Kate's Costumes**

Registration In Progress for:  
Indiana University

**3 of 9** Steps Complete

**Welcome**

Supplier portal!

Indiana University has made a major investment in redesigning our process for procuring goods and services. Our improvements will include faster payment. Our implementation of JAGGAER, IU's electronic procurement system, will allow IU to easily source and purchase from a wider range of suppliers to do business with Indiana University.

If you are a supplier that has been invited to do business with Indiana University, please log in with your username and email address.

Required information available to:

- Insurance documentation
- Orders
- Mobile device

Name of the entity as listed on the tax form provided to the University.

Payment terms is NET 30 upon receipt of invoice because this is the shortest period in which we can consistently uphold our commitment to pay our vendors in a timely manner. If you have questions or concerns contact 317.856.3057.

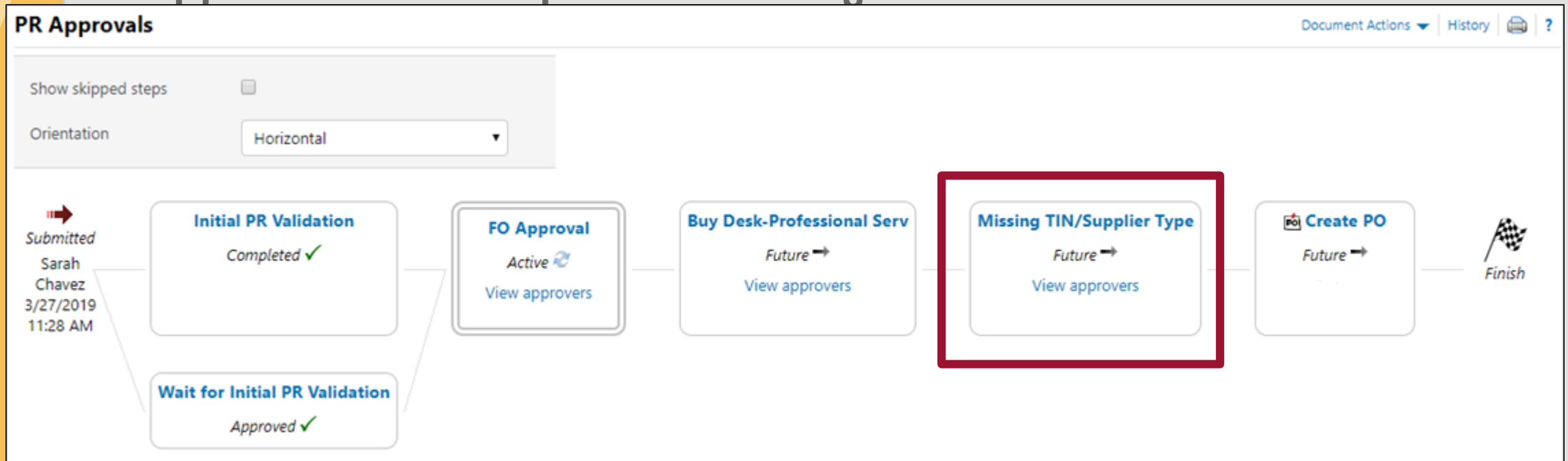
Registration FAQ | View History

**Certify & Submit**

Next > Save Changes

# PURCHASING'S ROLE

## Supplier Work Group in Purchasing:



Once approved, REQ proceeds through workflow and ultimately becomes a PO



# PREVIOUS WEBINAR

## Meet BUY.IU

### Topics covered:

- Overview of BUY.IU's features
- Walk through of implementation timeline
- Review of implementation resources

[Click here to view a recorded session and access slides](#)

Session questions coming soon!



# UPCOMING WEBINARS

## Suppliers in BUY.IU

- Types of suppliers in BUY.IU
- New supplier on boarding
- Legacy supplier information

## Vocab and Roles in BUY.IU

- Before and after: terminology
- Roles in BUY.IU
- Fiscal review



# WEBINAR SCHEDULE

<b>Topic</b>	<b>Date/Time</b>
Suppliers in BUY.IU	Monday, April 8, 9:00 a.m.
Vocab and Roles in BUY.IU	Monday, April 8, 1:30 p.m.
Suppliers in BUY.IU	Tuesday, April 9, 1:30 p.m.
Vocab and Roles in BUY.IU	Friday, April 12, 9:00 a.m.
Suppliers in BUY.IU	Monday, April 15, 9:00 a.m.
Vocab and Roles in BUY.IU	Monday, April 15, 1:30 p.m.

- Each session is 30 minutes
- Recorded for later viewing
- Session questions will be compiled and published alongside recording



# STAY IN THE LOOP!

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

- Subscribe to the BUY.IU news list!

Email: [askbuyiu@iu.edu](mailto:askbuyiu@iu.edu)

# QUESTIONS?



**BUY.IU**

