BUY.IU UPDATES

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SINCE GO LIVE...

Requisitions
• 116,000+ completed
• $270M+ entered
• 73% complete within 1 day
• 88% complete within 5 days

Invoices
• 52,000+ received
• $75M+ paid
• 90% paid within 1 day
• 97% paid within 5 days

There are growing pains, but the system is working.
WHAT ARE THOSE GROWING PAINS?

There are a few, but here’s what we’re focusing on today:

- Supplier setup.
- Invoice review process.
SUPPLIER SETUP
CURRENT PROCESS

New or inactive suppliers:

• Enter supplier details in Non-Catalog order or on Check Request form while completing Requisition.

• Request supplier via Supplier Request Form.
FUTURE PROCESS

• Departments can request supplier invite ahead of submitting Requisition.
• Once supplier approved, initiate Requisition.
• Accomplished via additional Supplier Request Forms.
• Manual entry methods will be disabled.
REQUESTING EDITS

• Supplier Request Forms will also allow departments to request edits to existing suppliers.
• Changes must be substantiated with supporting documentation.
• Proposed changes reviewed by Supplier Workgroup, supplier notified of change.
PROCESS TRACKING

- Submitter of Supplier Request Form will receive email notification when supplier approved.

- Track status of request using My Supplier Requests.
ADDITIONAL PORTAL OPTIONS

• Individual and Company versions of portal.
  • Individual portal consists of fewer sections and fields.

• Better (and more!) supplier support documentation.
  • Detailed, step-by-step guide for companies and individuals.
INVOICE REVIEW
SEGREGATION OF DUTIES

Reminder:

- Individual listed as the “PO Owner” cannot approve Invoice documents associated with that PO.
- Driven by “Prepared For” field on Requisition.
MATCHING EXCEPTIONS

• Invoices which fail matching rules route to Matching Exceptions workflow stop.

• Outside acceptable tolerance:
  • Invoice total is 10% or $250 greater (whichever is lower) than PO total.
  • Invoice quantity exceeds PO quantity.
  • Invoice contains non-PO items.

• Fiscal reviewers verify accuracy of invoice and force match or reject/cancel.
### Matching

**PO Number:** PO0005170

<table>
<thead>
<tr>
<th>Match Status</th>
<th>Matching Method</th>
<th>PO Line No.</th>
<th>PO Line No.</th>
<th>Catalog No.</th>
<th>Description</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmatched</td>
<td>2 Way PO/Invoices show matching rules</td>
<td>1</td>
<td>1</td>
<td>Hydrosedger, 400 - 600 Fell 0700125</td>
<td>EA</td>
<td>780.00 USD</td>
<td>1</td>
<td>780.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

**Matching Exceptions:**
- Invoice quantity exceeds PO by 2
- Invoice extended price exceeds PO by 780.00 USD

**Matching Summary**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Ordered</th>
<th>Received</th>
<th>Net Invoiced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>--</td>
<td>780.00 USD - 1,900.00 USD</td>
</tr>
<tr>
<td>Unit Price</td>
<td>3,800.00 USD</td>
<td>--</td>
<td>4,580.00 USD</td>
</tr>
<tr>
<td>Ext. Price</td>
<td>3,800.00 USD</td>
<td>--</td>
<td>4,580.00 USD</td>
</tr>
<tr>
<td>Document DTS&amp;H</td>
<td>0.00 USD</td>
<td>--</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Related Documents**

Invoices: 2 / Credits: 0 / Receipts: 0

**Invoice Details**

<table>
<thead>
<tr>
<th>Invoice No</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>TS&amp;H</th>
<th>Invoice Date</th>
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</thead>
<tbody>
<tr>
<td>91649620001/S100185871</td>
<td>1</td>
<td>1,900.00 USD</td>
<td>1,900.00 USD</td>
<td>--</td>
<td>8/2/2019</td>
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<tr>
<td>29164962-00012/S10050581</td>
<td>1</td>
<td>1,900.00 USD</td>
<td>1,900.00 USD</td>
<td>--</td>
<td>8/30/2019</td>
</tr>
</tbody>
</table>

Previous Receipts
None
WHEN TO FORCE MATCH

• Supplier invoice is correct but does not match PO.

• Example:
  • PO: 1 item at $100 each.
  • Invoice: 4 items at $25 each.

• Assuming we did receive 4 items, approve for payment.
WHEN TO REJECT/CANCEL

- Invoice matched to incorrect PO.
  - Contact AP staff so they can research the Invoice.
- Supplier invoice is incorrect.
  - Invoiced for incorrect amounts or quantities.
    - Reject/cancel invoice.
    - Request corrected invoice from supplier.
WHEN TO CONTACT AP

AP staff can edit and manually enter Invoices.

- Contact AP when:
  - Supplier invoice is correct but entered incorrectly.
  - Remit address on Invoice is incorrect.
  - AP staff can sometimes correct these errors. Once corrected, department can approve for payment.
RESOURCE UPDATE
NEW AND UPDATED RESOURCES

• BUY.IU Training Reference Guides (link)
• Cart management (copy, cancel, save draft) (link)
• Wire transfer/foreign draft payment instructions (link)
• For Supplier page (AP information, written onboarding instructions) (link)
WHO CAN I CONTACT FOR HELP?

Purchasing
• Question or issue:
  • BUY.IU Support Form
• Action required:
  • Log a Comment and tag “purhelp” as email recipient

Accounts Payable
• Question or issue:
  • BUY.IU Support Form
• Action required:
  • Log a Comment and tag “fmsaphlp” as email recipient