

2011 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

iBuy –  
Solutions for Problems  
You May Be Experiencing

April 27, 2011

2:45 – 3:45 pm

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

*Empowering Performance & Achievement through Teamwork*

# Workshop Presenter(s)

- Name: **Eugene Suwanski**  
Title: **Interim Director of Purchasing**  
Contact Information: **suwanski@uic.edu**
  
- Name: **Barbara Roemer**  
Title: **Associate Dir, BIS, Production Support**  
Contact Information: **roemer@uillinois.edu**

## Please ...

- Turn off cell phones.
- Avoid side conversations.
- Hold questions until the end.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

- Set up a profile to ensure the accuracy of the requisition including finding shipping addresses.
- Review enhanced search functionality to find suppliers and products.
- Use requisition history to locate returned requisitions and/or rejected purchase orders.

# Agenda

- Benefits of iBuy
- Profile Set Up
- Search Functionality
  - New Level 2 Search
- Route to Purchasing Form
- New Simple Address Edit
- Dell e-quotes
- Document History
- Answer questions

# iBuy

An online marketplace for purchasing goods and services that combines the use of Internet technology with procurement best practices to simplify the purchasing process and reduce costs.

For more information go to . . .

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=911887>

# Benefits of iBuy for Users

The Benefits to Users will include:

- Fewer requisition screens for departments to complete than in Banner (maximum of 2 vs. 9)
- No Purchasing approval unless contract vendor over \$100,000 or non-catalog order over \$5,000
- Faster turnaround times than Banner  
iBuy - Average requisition-to-order cycle for purchases (excluding services) = .37 days  
(Banner average = 8.41 days)
- Fewer potential compliance problems than with a P-Card since there are no order logs and reconciliations required
- Better pricing than through use of P-Card due to contract volume discounts

The Benefits to Purchasing include:

- Freeing up staff time to work on larger projects that save UIC big \$'s versus spending time processing low dollar transactions
- Ability to receive attachments at the time the requisition is submitted, i.e. quotes, communications from the vendor, etc.





# Use Contract Vendors- iBuy

Banner requisitions for the following suppliers will be rejected and sent back to the Department to create iBuy requisitions:

- Fisher Scientific
  - Fermentas
  - Office Max
  - CDW Government
  - Agilent Technologies
  - VWR International
  - DOT Scientific
  - MoreDirect Inc.
  - Sigma-Aldrich
- 
- EESCO/Englewood Electrical
  - Interline Brands
  - Sanyo North America
  - WW Grainger
  - Denville Scientific
  - Cell Signaling
  - Hewlett-Packard
  - Dell



# iBUY Demonstration



# Solution to Working Smarter

We've Heard Your  
Comments and  
Questions...



*and Here's Our  
Official Answer*

# Comments.....



**Comment:** Huge learning curve; too many dept. roles

**Reply:** We created multiple roles for iBuy to accommodate the needs of different departments. It is up to the individual department how to best utilize these roles.

*Required Roles: Requestor, Approver, Department Account Coder and Invoice Acknowledger.*

# Comments.....



**Comment:** Is it true that I can also submit attachments to Purchasing by using an iBUY requisition

**Reply:** Internal notes and attachments for Purchasing, External notes and attachments sent to the vendor, i.e. quotes.

*Exception: Punch-out vendors will not receive attachments.*

# Comments.....



**Comment:** Reliable help not available; need real “help desk”.

**Reply:** All questions need to go to:  
AITS Service Desk at 312-996-4806  
[servicedeskaitis@uillinois.edu](mailto:servicedeskaitis@uillinois.edu)

Adding additional support staff at UIC.

# Reminders for All Users



- Set up a profile to ensure the accuracy of the requisition, including finding shipping addresses, frequently used FOAPAL accounts
- Review enhanced search functionality to find suppliers and products; practice adds efficiency
- Use requisition history to locate pending order requests, returned requisitions and/or rejected purchase orders

# Summary

- *Someday Banner requisitions to Purchasing will stop and be replaced by requisitions in iBuy.*

- *This is the  SOLUTION for our future.*





# Questions / Concerns?