Requisitioning in iBuy and Banner

- **Processing Costs**
  - Activity-based costing study of orders < $5,000 (excluding services)
    - iBuy Order = $4.31
    - P-Card Order = $13.00
    - Banner Order = $18.47

- **Requisition-to-Order Cycle**
  - Average requisition-to-order cycle for purchases (excluding services)
    - iBuy = 0.39 days
    - Banner = 8.9 days

- **Order Entry**
  - iBuy = By using catalog vendors and/or iBuy profiles, you may only need to choose your vendor, choose your items, and decide your quantities.
    - Information that can be loaded and/or defaulted in iBuy Profiles:
      - Ship To Address
      - FOAPAL Information
    - Information that is provided by iBuy Catalog Vendors:
      - Vendor Information
      - Commodity Codes
      - Item catalog numbers and description
      - Unit of Measure
      - Unit Price
  - Banner = Department requestor must provide and enter all information into electronic requisition form. This includes:
    - Ship To Address
    - Vendor Information
    - Commodity Codes
    - Item catalog numbers and descriptions
    - Unit of Measure
    - Quantity
    - Unit Price
    - FOAPAL Information

- **Notifications and Approvals**
  - iBuy
    - User can choose which email notification they receive from the system
    - Approvers can be notified automatically when a document has entered their workflow.
    - Requestors can be notified automatically when a document has been fully completed or rejected from the workflow.
• Banner
  ▪ No system notification for any step of document creation or approval, except when a document is disapproved.
  ▪ Disapproval notification is difficult to see, and easily missed most of the time.

• Supporting Documentation
  o iBuy
    ▪ All documents supporting a request for purchase can be attached electronically to the document itself.
  o Banner
    ▪ All documents supporting a request for purchase must be submitted separately.

• Audit
  o iBuy
    ▪ Every step of an iBuy order is date and time stamped, including approvals.
    ▪ Documents are all housed in one place, making finding them in audit situations easy.
  o Banner
    ▪ All approvals in Banner are date stamped.
    ▪ Documents may be housed in different places and difficult to find.