

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
 - iBuy
 - All documents supporting a request for purchase can be attached electronically to the document itself.
 - Banner
 - All documents supporting a request for purchase must be submitted separately.
- Audit
 - 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.
 - Banner
 - All approvals in Banner are date stamped.
 - Documents may be housed in different places and difficult to find.