

UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN



2011 BUSINESS LEADERSHIP CONFERENCE

iBuy Tips and Best Practices

Wednesday, April 6

9:00 to 10:15 am

and

1:45 to 3:00 pm

Workshop Presenter(s)

- Name: **Barbara Roemer**
Title: Associate Director, BIS, Production Support
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- Name: **Lauri Quick**
Title: Sr. Coordinator, Software Analyst, BIS
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- Name: **Cindy Dillman**
Title: Director of Business Services, College of Veterinary Medicine
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Please ...

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

Workshop Objectives

- User would be able navigate and use the iBuy application more effectively.
- 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.
- Hear how a College has successfully implemented iBuy so that you can apply in your unit

Agenda

- Vendor Add Process
- Profile Set Up
 - New Simple Address Edit
- Search Functionality
 - New Level 2 Search
- Route to Purchasing Form
- Dell e-quotes
- C-FOAPAL splits
- Document History
- Vet Med – How we use iBuy

Vet Med

- Overview of shared services model with decentralized purchasing
 - Responsibilities of Business Service Center
 - Responsibilities of purchasers
- Work flow/ Routing /Approvals
- Issues that we have encountered

Vet Med

- Recommendations for best practices
 - Administration must be committed to promoting iBuy as first preference for procurement
 - Recognize opportunities to gain efficiencies
 - Training, training, and more training
 - Other Tips
 - Add all vendors to Banner/iBuy
 - Use “favorites”
 - Avoid tolerances – get current price quotes

Questions / Concerns?