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  
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- **Name:** Lauri Quick  
  **Title:** Sr. Coordinator, Software Analyst, BIS  
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- **Name:** Cindy Dillman  
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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
• 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?