



ILLINOIS INSTITUTE OF TECHNOLOGY

Buy It eMarketplace Year-End Action Items and Review of Procurement Processes

April 2024



Agenda

- ◀ Year-End Action Items
- ◀ Review of Buy It Processes
- ◀ Navigating within Buy It
- ◀ Procurement Updates
- ◀ Q&A



Closing FY24

Purchase Orders

- ◀ **Requisitions for FY25 activity will be deleted from the system** - *departments will be required to re-enter the requisition in Buy It in the new fiscal year starting June 1, 2024*
- ◀ **Open FY24 purchase orders (standard & blanket) will be closed in most cases after May 31, 2024** - *departments will need to enter new requisitions to encumber funds in Buy It for FY25*
- ◀ *FY25 purchases fully received in FY24 will hit FY24 expenses - deliveries and services received after May 31, 2024 will be charged to FY25 expenses*



Closing FY24

- ▶ **Final FY24 PO Activity** - In May, FY24 purchase orders should only be entered if they will be delivered and fully invoiced by 5/31/2024. Purchase order activity from 5/1 - 5/17 will be closely monitored and only approved if **absolutely essential**. On 5/20, purchase order activity will be paused to resume on 6/1/2024 for FY25
- ▶ **If a purchase order covers a service that is delivered both in FY24 and FY25, please submit the **entire requisition** against the prepaid account 1923** - Procurement Services and General Accounting will then reallocate the FY24 portion to your current year expenses after invoice payment
- ▶ **Expense Reimbursements** – Expense reimbursements for FY24 must be submitted and fully approved (have a status of accepted or downloaded) by **5/24/2024**



Paying Invoices for FY24: Important Dates

- ◀ All invoices for FY24 purchases must be received by Accounts Payable at invoicing@iit.edu by **12pm on Friday, June 7, 2024**
- ◀ If an invoice is NOT received by June 7, 2024 for goods/services provided before May 31st, contact Accounts Payable (invoicing@iit.edu) by 12pm on Friday, **June 15, 2024** to accrue the expenditure to FY24



NSF Budget Checking

- ◀ NSF budget checking is currently turned on so purchase orders cannot be processed and invoices cannot be paid unless there is available budget in the FOAP submitted on the order/invoice
- ◀ Budget availability can be checked in Banner using FGIBAVL

ellucian Budget Availability Status FGIBAVL 9.3.13 (BNRPRD) ADD

| | | | | | | |
|----------|--------|-----|----------------|------|-----|------------------------|
| Chart: * | 1 | *** | Fiscal Year: * | 23 | *** | |
| Index: | | *** | Commit Type: | Both | ▼ | |
| Fund: | 100000 | *** | Organization: | 5102 | *** | Facilities Maintenance |
| Account: | 7000 | *** | Program: | 3800 | *** | |

Keys --->

- ◀ If there is not enough budget available to cover the cost of the purchase order/invoice, a [budget transfer](#) will need to be completed

**Note - if you are having difficulty completing your budget transfer, please reach out to Tej and Bizi in the Budget Office for assistance*



Obtaining & Using a PCARD

- ▶ *To obtain a PCARD you will need to complete a [Request For Procurement Card Account Form \(iit.edu\)](#). Please make sure your application is also signed by your department budget manger and submit application over to pcards-group@iit.edu.*
- ▶ *Once this application is reviewed by the budget office and approved, The procurement office will request a new card from PNC.*
- ▶ *All PNC Visa PCARD holders are required to complete PCard training on Canvas and obtain a 100% on the PCARD test. Test results should be sent to pcards-group@iit.edu. Once an application is processed, Procurement Services will send over a PCARD agreement which will need to be signed in order for the PCARD to be obtained.*
- ▶ *All PCARD limits are refreshed the 16th of each month. If you are in need of a credit limit increase please fill out the [PCard-Credit-Limit-Increase-Request-Form.pdf \(iit.edu\)](#) and send to pcards-group@iit.edu for review.*
- ▶ *Please make sure to go over [PCARD Guidelines](#) and review the [PCARD policy](#) before obtaining a new PCARD*



PCARD Reconciliation - Audit Priority

- ◀ PCards should only be used for **essential purchases**
- ◀ Purchasing gift cards with your PCARD **may result in your PCARD being turned off**
- ◀ Cardholders have **30 days to reconcile PCARD transactions** after the end of each billing cycle ending on the 15th of each month. PCARD reconciliation **MUST** be completed every month and includes the following 3 steps in [VISA Spend Clarity](#):
 - ◀ **Update business purpose** / description for each transaction
 - ◀ **Attach receipts** or [Missing Receipt Affidavit](#) to applicable transactions
 - ◀ Approver's **approval** in VISA Spend Clarity
- ◀ **Reconciling Transactions for Someone who has Left the University**
 - ◀ If an individual has left the university, it is the department's responsibility to reconcile any PCARD transactions still outstanding on that individual's PCARD. Please reach out to Lauren Hickey to indicate who this process should be delegated to within your department
- ◀ **Fraudulent transactions reconciliation process**
 - ◀ Fill out a [dispute form](#) for each transaction and send to pcards-group@iit.edu once completed.
 - ◀ Once dispute form is approved by Bank, you will use this dispute form to complete reconciliation



How to Resolve PCARD Errors

- ◀ Visa Spend Clarity Spend Mgmt. [User Guide](#) and [Approver Guide](#) can be found on the [Procurement Services website](#)
- ◀ If you are having trouble logging in to VISA Spend Clarity, are not receiving your 2-factor authentication code, or need to change who reviews / approves your PCARD expenses, please contact pcards-group@iit.edu
- ◀ **Personal Use of Illinois Tech PCARD Reimbursement Process**
 - ◀ *If you accidentally used your Illinois Tech PCARD for personal use, you will need to reimburse the university for the amount of your personal expenses*
 - ◀ *Now you can make the reimbursement electronically via our [Online Pay Site for Procurement Card Reimbursements](#)*
 - ◀ *Please upload your online reimbursement confirmation email as a “receipt” to your PCARD transaction and complete the reconciliation process*



The Correct Procure-to-Pay Process

The correct procure-to-pay process must be followed to be compliant with Illinois Tech's Procurement Policy.

It is the responsibility of ALL Illinois Tech individuals to ensure that University resources are used in the most responsible, effective, and compliant way.

The Correct Procure-to-Pay Process at Illinois Tech

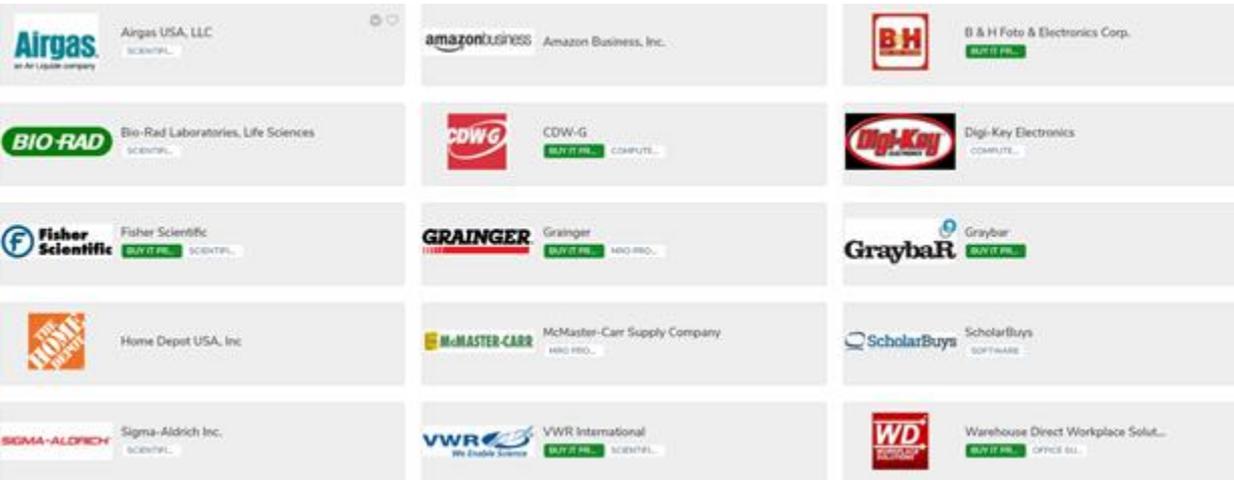


- ◀ All New Supplier Requests **MUST** go through Buy It
- ◀ Please encourage your **vendors to accept electronic payments** for faster and more secure payments. If you have a supplier that is interested in electronic payments, please connect them with Lauren Hickey (lhickey1@iit.edu) and Lauren will assist in updating their payment method
- ◀ Retrofit orders, or entering a PO in order to pay an invoice is not policy compliant and generally not permitted. Recurring purchases should be paid against a blanket order



Shopping with Preferred Catalog Suppliers

- ◀ Allows Buy It users to make purchases through the supplier's online catalog. Once a cart is filled, it is brought back to Buy It to complete checkout
- ◀ Many Illinois Tech Preferred Vendors have Buy It online shopping catalogs
- ◀ All Illinois Tech Preferred Vendors will have the **BUY IT PREFERRED** sign next to their name in Buy It; **you do not need 3 quotes or SSJ when you purchase from an Illinois Tech Preferred Vendor, even for requisitions >\$10K**





Non-Catalog Items

- Use the **Item Name** field for important information for AP/Vendor, such as **Acct. #, Quote #, Reference #**, so vendor knows where to apply the payment, or **WIRE TRANSFER** so AP knows not to generate a check for the vendor
- For Wire Transfer Request, MUST:
 - Inform Lauren to tag the vendor as Wire Transfer during supplier request process
 - Attach invoice and completed [Wire Transfer Request Form](#)
 - Can be made in foreign currency

Wire transfer orders will be routed to John Kirsits and Aimee Harpt in the Controller's Office to process

Store Details Contact T

Supplier Purchasing Instructions

> Create a Non-Catalog Item »

🔍 Create a Blanket Order »

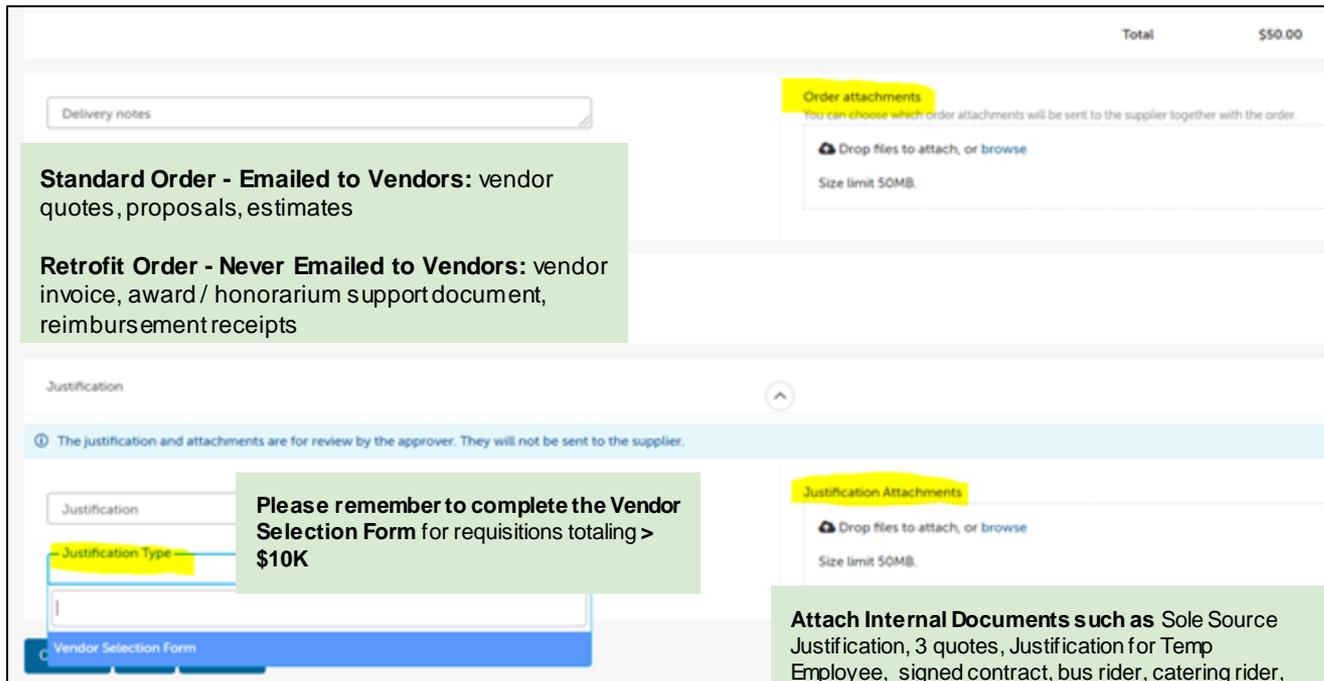
Create a Non-Catalog Item

Supplier
Blick Art Materials

Item Name
Act#, Quote#, Invoice#, WIRE TRANSFER REQUEST

Attaching Documents to a Buy It Requisition

Make sure you are uploading / attaching the appropriate requisition support and backup in the appropriate places in the Buy It requisition form



The screenshot shows a web interface for a requisition form. At the top right, it displays 'Total \$50.00'. Below this is a 'Delivery notes' field. To the right is an 'Order attachments' section with a yellow highlight, containing a 'Drop files to attach, or browse' button and a 'Size limit 50MB' note. Below the delivery notes is a green callout box with text: 'Standard Order - Emailed to Vendors: vendor quotes, proposals, estimates' and 'Retrofit Order - Never Emailed to Vendors: vendor invoice, award / honorarium support document, reimbursement receipts'. Below that is a 'Justification' section with a blue information bar stating 'The justification and attachments are for review by the approver. They will not be sent to the supplier.' To the left of the justification field is another green callout box: 'Please remember to complete the Vendor Selection Form for requisitions totaling > \$10K'. Below the justification field is a 'Justification Attachments' section with a yellow highlight, also containing a 'Drop files to attach, or browse' button and a 'Size limit 50MB' note. At the bottom left, a blue button labeled 'Vendor Selection Form' is visible. A final green callout box at the bottom right contains the text: 'Attach Internal Documents such as Sole Source Justification, 3 quotes, Justification for Temp Employee, signed contract, bus rider, catering rider, etc.'



Blanket Orders

A Blanket Order encumbrance should be used for any vendor / order for which you expect to receive more than one invoice for payment.

The Benefit of Blanket Orders

- ◀ Create requisition and attach justifications once, then send all subsequent invoices directly to invoicing@iit.edu for payments and reference the Blanket PE #
- ◀ You can increase or decrease the encumbrance amount on your Blanket Orders at anytime

Examples of Blanket Orders

- ◀ Monthly phone bills, water service, utilities, etc.
- ◀ Project-based services, independent contractors, consultants
- ◀ Equipment or supplies order expected to be shipped / invoiced over time

****NOTE****

***DO NOT attach invoices to Blanket Order requisitions!! They will not be processed this way!
Email invoices to invoicing@iit.edu and reference the Blanket PE#***



Requisition and Support Documents

Depending on the total requisition amount and the type of purchase, some additional supporting documents will be required

All contracts should include insurance and indemnification language and all vendors coming onsite to perform services or make deliveries also need a COI unless specifically waived by Procurement Services or General Council

| Description | Support / Contract Required |
|---------------------------------------|---|
| > \$10K in total requisition amount | <ul style="list-style-type: none">● Buy It digital Vendor Selection Form● 3 Quotes or a Sole Source Justification if not using University Preferred Supplier or an active multiple-year contract |
| Independent Contractors / Consultants | <ul style="list-style-type: none">● Agreement for Consulting Services |
| Catering | <ul style="list-style-type: none">● Catering Rider |
| Charter Buses | <ul style="list-style-type: none">● Bus Rider |
| Temp Employee Agencies | <ul style="list-style-type: none">● Job Description Questionnaire● Justification for Temporary Employee● Agreement for Consulting Services● Rider for Contract for Hire Service - if not using Illinois Tech contract template |
| Performers | <ul style="list-style-type: none">● Artist Agreement |
| Vendors Coming Onsite | <ul style="list-style-type: none">● Contract including insurance language and COI required |



Vendor Registration

- ▶ Illinois Tech departmental end users must request the specific vendor to be added as a new supplier by completing the **Request Supplier** form online in **Buy It** eMarketplace
- ▶ When submitting a request for supplier please make sure to include a valid email address and attach a W9 (domestic vendors) or W8 BEN (international vendors), and ACH details on bank letterhead (if applicable)
- ▶ Procurement Services will then send the vendor a **registration link via email** so the vendor can complete registration online
- ▶ If the vendor will be coming onsite to Illinois Tech campus to perform any work, the vendor **MUST** provide a copy of the [Certificate of Insurance including the specific language requested Illinois Tech General Counsel](#)
- ▶ Once registration is complete, Procurement Services will activate the vendor in Buy It eMarketplace, which will trigger a confirmation email that is sent to the vendor



Navigating Buy It Demo

- ◀ Requisition status
- ◀ Approval status
- ◀ Expenses
- ◀ Viewing payment information
- ◀ PEs and Invoices - download report into Excel
- ◀ Completing receiving in Buy It or redoing receiving
- ◀ Adding a proxy in Buy It



Concur Online Travel Booking

- ◀ All university-related travel should be booked through Concur

- ◀ Gaining Access to Concur
 - Detailed instructions are available on the [Procurement Services website](#)
 - All users are required to complete training on Canvas and obtain 100% on the assessment, send results to travel-group@iit.edu please find step by step directions located [How to Access & Complete Concur Training on Canvas \(iit.edu\)](#), register in Concur, and complete a profile

- ◀ Travel Support
 - Travel support is provided by Foremost Travel. If you need to change a reservation, complete a group booking or have questions about available options in Concur, please contact concur@foremosttravel.com



Finexio

- ▶ **Finexio is Illinois Tech's payment vendor** – when vendor receive Illinois Tech payments, they come from Finexio
- ▶ **Illinois Tech offers 4 payment methods through Finexio with varying net terms**
 - ▶ Check (default) Net 45
 - ▶ ACH Net 30 (ACH details on bank letterhead or voided check and updated W9 required for setup)
 - ▶ ACH Express Net 20 (ACH details on bank letterhead or voided check and updated W9 required for setup)
 - ▶ Virtual Card (VCard) Net 15

**We highly encourage all vendors to sign up for electronic payments. EPayments are more secure and are issued to the vendor more quickly than paper checks.*

For questions regarding these payment methods or to update the payment method of a supplier, please reach out to Lauren Hickey (lhickey1@iit.edu)



University-wide Procurement Programs



University-wide Preferred/ Mandatory Copier Program through IMAGETEC on competitive equipment leasing and copier/printer maintenance cost per page maintenance



University-wide Zoom Account: available to all university employees and students, contact OTS for more information and account access, should not be purchasing any other conferencing solutions



UPS Campus Ship Program offers heavily discounted shipping costs, free supplies, and centralized billing process



R4 Shredding Program: local, women-owned, competitive pricing and centralized billing



Qualtrics Survey Tool: university-wide and available through OTS; SurveyMonkey and other online survey tools will not be allowed going forward



Buy It Amazon Business Prime: free Prime shipping, centralized billing, 5-7% pricing discounts compared to regular Amazon



The Procurement Services Team

Accounts Payable (invoicing@iit.edu) - this is where all invoices should be sent for processing

Luzmarie (Luz) Arellano - invoice processing and payment, invoice payment information

Elena Mancari - invoice/payment inquiries, PNC gift cards, expense reimbursements

Lauren Hickey - Buy It access, PCARDS, Buy It approval queue changes, Supplier Requests, Vendor profile updates, Vendor ACH setup, requisition approval, Buy It processes, R4 Services shredding bin pickup, Concur access & training, new copier/printer requests, UPS CampusShip access

Madeline Olszak - non-working fellowship payments, 1099 issues, escalation of issues, etc.

**New team members coming soon!*



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Questions & Answers





THANK YOU!