

# CUBuyplus User Group Meeting

## Welcome!

- Monthly meetings started 1 year ago
- Started with our heavy users of CUBuyplus
- Now including everyone with a CUBuyplus user account
- Meeting purpose – introduce new/improved processes, get feedback from users, continuous improvement



# CUBuyplus User Group Meeting Agenda

- How to use quotes – Ed DuPree Assistant Director of Purchasing
- Blanket Order Process – Follow Up
- Tips/Tricks on how to find things in CUBuyplus
- Feedback/Questions/Concerns
- BSC Open Position



# Tips/Tricks/Suggestions

- Back Door....find information from receiving
- Looking for invoices on Order screen
- Receiving dates and information
- Tags – what are they? More to come....
- Who approved this? – go through the requisition
- Can I see a copy of the invoice? – go through the requisition



# Who can help me?

- General Guidelines on sourcing
  - Under \$5,000 – BSC Specialist most of the time
  - \$5,000 – \$9,999 need a quote, BSC special may handle
  - \$10,000-\$19,999 need 3 written bids – Purchasing may help
  - \$20,000 or higher need an RFP – Purchasing must assist



# Website/Newsletter

- <https://www.creighton.edu/finance/businessservicecenter/>
- Newsletter
- Business Partnership Agreement
- Contact names and assignments



# BSC Specialist Open Position

- Posting is available on HR website
- Internal Only
- CUBuyplus orders
- P-Card review
- Work with departments on ordering needs
- Customer Service
- Troubleshooting
- Associates Degree preferred, administrative experience

