New Process for Blanket Invoices – Win-Win-Win

We are very excited about a new process for paying invoices against blanket orders. Starting in FY 15 invoices will now be sent directly to the Business Service Center from the vendor. We will enter them into CUBuyplus and they will require approval from one person attached to the blanket.

Unlike order approvals they will not need to go through multiple levels. The blanket order approval already happened to authorize the expenditure. The invoice approval is simply an “ok to pay” approval to ensure the product has been received or the service was provided.

The reason this is necessary is that on certain blanket orders no receiving takes place since the product order is not through CUBuyplus.

Several meetings last spring were conducted to get feedback from departments and the financial leadership and liaisons and all agreed to move forward.

The advantages of this process change for the department is that now they always see an invoice giving them better oversight. There are fewer handoffs then the old process since invoices are sent directly to the BSC. For the university and the vendor they can be paid faster which allows us to go after more discounts.

We expect there will be some hiccups at the beginning and the BSC will work with our vendors to fix any issues. If you receive an invoice that should be on a blanket, please send to the BSC with the blanket order written on the invoice and we will contact the vendor to get it fixed moving forward.

If you are concerned about managing emails with this new process please contact your BSC specialist and they can walk you through how to create an Outlook email rule to help.

Please contact your BSC Specialist or Katie Rinkol, Manager Business Service Center at x3744 with any questions or concerns.
Service Partnership Agreement—How We Work Together

Over the next few months we will be rolling out a new agreement with all schools and divisions. What is a Service Partnership agreement? It is kind of like a roadmap that lays out how the Business Service Center and Departments can partner with each other to make things work smoothly and efficiently. Here are a few areas addressed in the agreement:

**Communication** – What is the best way to contact the BSC? What are the hours of business? How can I get information?

**Standard Services** – What services does the BSC provide and how to I request something.

**Roles and Responsibilities** – What timelines, deadlines etc. is the BSC committing to and what is needed from the department.

**Escalation** – What steps should be taken when something goes wrong or there is a problem.

Katie Rinkol, the BSC manager, will be meeting with leaders from each school and division and we will be rolling out this information. You can see a preview of the agreement on our website here.

Office Supplies— “I Can Get it Cheaper”

Recently Joe Zaborowski, Director of completed an analysis comparing Payless office supplies pricing to Office Depot, Staples and Office Max.

He looked at 648 items that were purchased on a university P-Card over a 9 month time period. He found that for most items the price was cheaper with Payless.

**Total savings if we had used Payless would have been $3,300 or 35.3%**. This savings does not include employee time and mileage reimbursement.

If you have questions about office supplies and Payless, please contact Ed Dupree—X2795.
**CUBuyplus User Group Meetings**

We hold meetings once per month to give out information on new processes, gather feedback and share tips and information. Starting with the July 15th meeting we are now inviting all users with an account in CUBuyplus. An agenda will be sent out each month in advance and we will post our presentation on the BSC Website.

Our next meeting will be **August 13th at 2:00 in Harper 3023**.

Ed Dupree will give information on how to use quotes in CUBuyplus. The full agenda will be sent out with meeting request.

**Fast Facts**

Did you know that each month the BSC processes over 4,500 invoices, enters information for 3,900 P-Card transactions and completes over 2,500 orders in CUBuyplus. That’s over 10,000 transactions every month!

**Did You Know?**

We are located in the Labaj Building. Last year the accounts payable staff moved into Labaj. All payment documents can be sent to one location.

We keep our door locked because of non-university foot traffic and because we don’t have a receptionist, but you can enter the Southwest door using your Creighton ID card.