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/](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