

# CUBuyplus® User Group Meeting July 30, 2015

Welcome!



# Today's Agenda

- Single Sign-On Update
- Tagging
- TER's & Direct Deposit
- Invoice Reminders
- Purchasing Topics
- New Features
- Receiving and Requisition Review
- Questions & Follow Up



# Single Sign-On



Appearance of Login  
screen will not  
change

## Login

Username \*

Password \*

Login

Forgotten Password? [Click here.](#)

? Need help logging in? [Click here](#) to contact your administrator.



# Single Sign-On

“Forgotten Password” will no longer appear

5 unsuccessful attempts will lock account

Contact Linda or Suzanne to unlock. DoIT cannot assist with CUBP lockout issues


## Login

✖ The Username/Password entered is incorrect.

Username \*

jjk30749

Password \*



Please enter the characters in the image above \*

[New image](#)

Login








Forgotten Password? [Click here.](#)

Need help logging in? [Click here](#) to contact your administrator.



# Tagging

- Is it used when selecting a vendor?

	<b>Alamar Uniforms</b>  <b>SPAHP</b> <b>UNIVERSITY MINISTR...</b> Medical, industrial, food service, security uniforms and embroidery services
	<b>American Hotel Register</b> 
	<b>Anixter Corporation</b>   <b>FACILITIES</b> Anixter is a distributor of wiring and components for Voice, Data and Security systems.



# TER via Direct Deposit

- Currently submission process for TERs remains the same
  - Fall changes - payment will only be via direct deposit
  - Payment will be deposited into highest percentage account



# Invoicing Reminders

- Invoices with a Purchase Order Number should be routed directly to BSC
  - Do not need to include accounting information for these
- Invoicing concerns should be directed to BSC rather than the department contacting the vendor





# Purchasing Updates

- Requesting a new supplier
  - Steps taken in the process
- Personal purchases - Payless







# New Features for Approvers


- Comments on a Requisition
- Tabs on Requisition Screen

**Requisition**

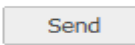

Requisition Number	R116014	Order	740335
Buyer	Kelly VanEngen 	Originators	Requester: Linda Penland On Behalf Of: Linda Penland
Requisition Date	7/7/2015 10:53 PM Approval begun on 7/7/2015 10:53 PM		
State	Approved		
Organization Unit			

Items | **Comments**

 Add Comment »

**Add Comment** 

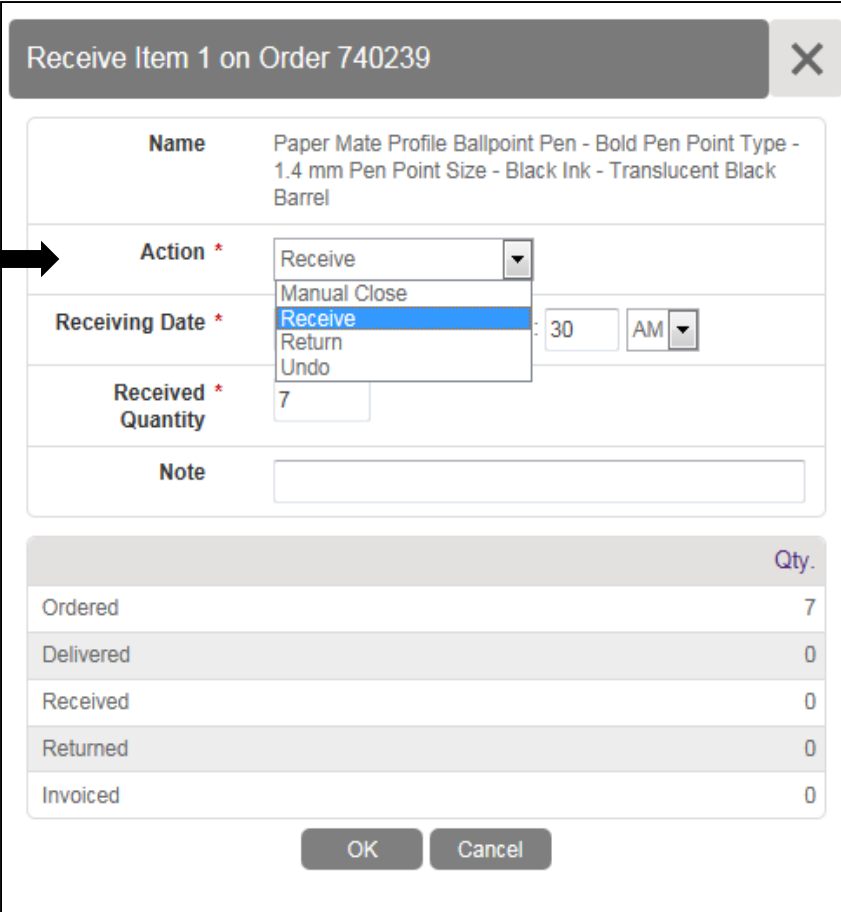
Comments added here will be sent to the active approvers.



# Receiving Review

- **Four receiving options**
  - Manual Close – use when item is no longer available and/or when the supplier has been notified item is no longer needed
  - Receive – use to document quantity that has been received
  - Return – use when an item has been returned
  - Undo – use when quantity received was entered incorrectly
- **Receiving sub-menu now shows an accounting of activity for an item**



Receive Item 1 on Order 740239

Name	Paper Mate Profile Ballpoint Pen - Bold Pen Point Type - 1.4 mm Pen Point Size - Black Ink - Translucent Black Barrel		
Action *	Receive		
Receiving Date *	30	AM	
Received Quantity *	7		
Note			

	Qty.
Ordered	7
Delivered	0
Received	0
Returned	0
Invoiced	0

OK Cancel



# Requisition Review



Save = “Saving” the requisition to your own queue

Reassign = “Submitting” the requisition to BSC for processing



# Year end Thank You

- Smooth ending to FY15
- Thanks to all for timely receipts and submission of invoices
- Ideas for improvements for next year?



- Request for future topics
- Next Meeting – end of August
- Questions/Discussion

Thank You for Attending

