



South Carolina

Purchasing Highlights

April 2019

Agenda

- Dispatched PO Notifications
- Skype for Business
- Tax and Freight
- Change Requests
- Denied Requisitions
- Last Date to Enter Req to PO for FY18-19
- New FY Requisitions for FY19-20
- Closing PO's with an Encumbrance Balance
- Blanket PO's for FY19-20
- Purchase Order Roll to FY19-20
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- Upcoming Webinars and Training

Dispatched PO Notifications



Since January, requisitioners with valid PeopleSoft email IDs should be receiving receive notifications when their purchase orders associated to their requisitions have been dispatched via email.



Dispatched PO Notifications

Purchase Order Dispatch Notification

Message 1: Purchase Order Dispatch Notification (30063,3)

Purchase order **2000044632** for Supplier **SPLASHTOP INC** was dispatched at **2019-01-14-15.29.55.369614**.

The PO was dispatched to supplier's email address in the system, except if email address(es) are displayed here: .

Explanation:

USC buyer name: Dennis Gallman.

PO reference: Online Src From Req 1000045328.

PO total: \$815.15.

Process Name: SC_PO_DISPATCH_NOTIFICATION

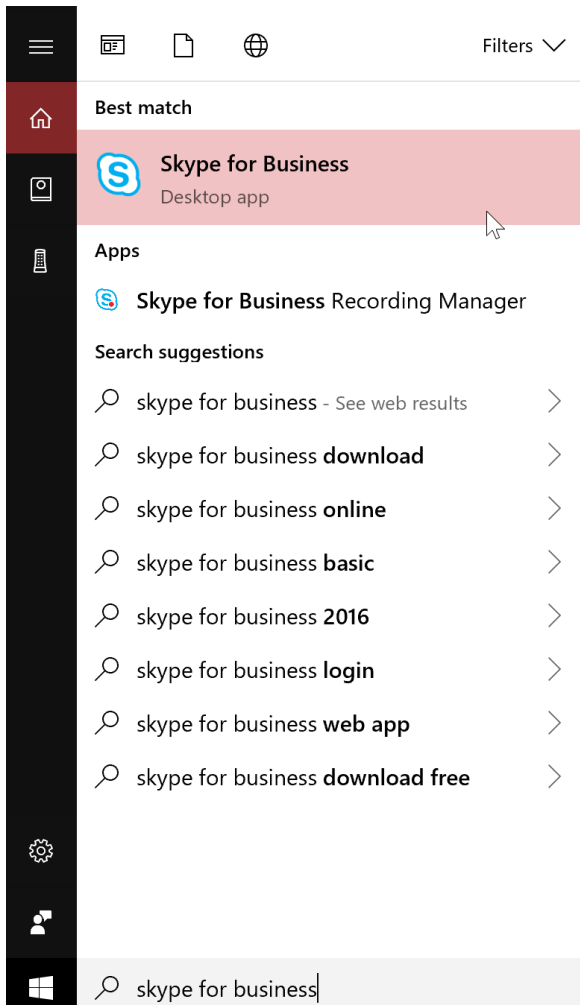
Category: SC_NOTIFY_SUBMITTER

Query Name: SC_PO_DISPATCH_PO_NOTIFICATION

Go To: [Notification Detail](#)

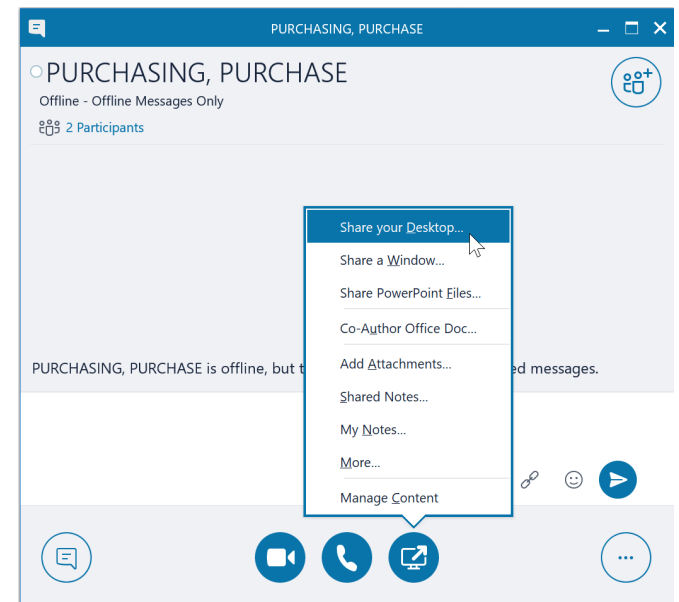
Go To: [Transaction Detail](#)

Skype for Business



You may use an application called Skype for Business to share your screen with someone in Purchasing when you need assistance with an issue you are having in PeopleSoft.

Login to Skype for Business with your network e-mail and password. Whenever you initiate a conversation with one of our staff, you can then use the icon in the bottom of the chat window to share your screen or a specific window on your computer.



Tax and Freight



Good news, you never need to create a line for tax and freight (shipping and handling).

Tax and Freight are only to be added to comments.

Change Requests



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Change requests require the requisitioner to budget check their edited requisition.

In order for the change request to route to the PO Buyer after it is approved in the requisition workflow, the change request must be budget checked.



Denied Reqs Are Alive

Reminder: Denied Requisitions means that an approver has denied the requisition and has provided comments as to why. Resolve the reason the requisition was denied by:

- Editing the requisition
- Budget Checking
- Click the Save & Submit button

The requisition will continue to route to the approvers.

Last Date to Enter Req for FY18-19

**Last Date to Enter Requisitions
for FY18-19:**

June 21st

**You can begin to Enter Requisitions
for FY19-20:**

June 24th

Money Money Money

(Closing PO's with an Encumbrance Balance)

How can I get money back into my
budget?



CLOSE PURCHASE ORDERS

Make sure payment has been processed before requesting a Purchase Order to be closed, then send an e-mail to Purchasing:

purchasing@sc.edu

Blanket Purchase Orders

Blanket Purchase Orders (BPO)

- Multiple invoices/vouchers issued per Budget period/year each year.
- When creating the requisition, begin with “Blanket Order” then a general description of the goods/services being purchased.
- BPO is to be charged to one Account or one Accounting Distribution line per line item.
- BPOs are valid for 1 year and will be closed out each fiscal year.
- BPOs over \$10,000.00 (not state contracts) must be distributed equitably among qualified suppliers.
 - Purchases should alternate between other qualified suppliers. For example if you are a department that uses food for events during the fiscal year, you would create 2 requisitions – one to Food Lion and one to Piggly Wiggly.

Blanket PO's for FY19-20

When can we enter the requisition for a Blanket Purchase Order (BPO)?

JUNE 24th

When does the Supplier get the Purchase Order?

Once the Purchasing buyer has reviewed the requisition for the procurement method, the PO will be dispatched to the Supplier as long as there is a valid e-mail address in PeopleSoft.

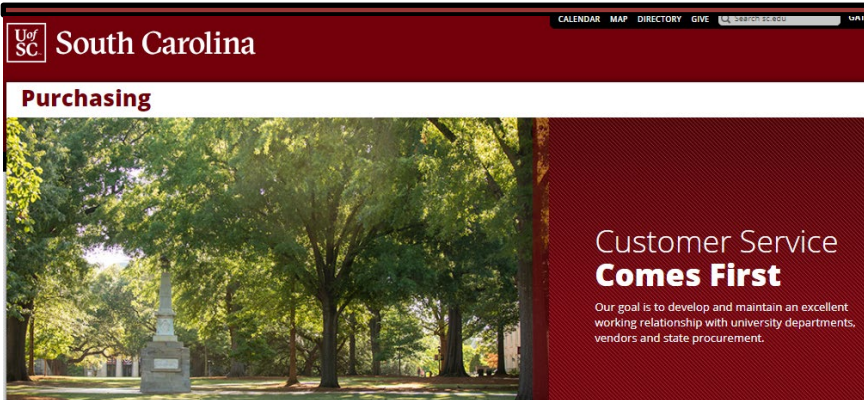
Purchase Order Roll to FY19-20

JULY 10

A rolled PO means it moves from one fiscal year to the next fiscal year.



Purchasing Website



SC.edu » About » Offices and Divisions » Purchasing

Purchasing Home

Solicitations and Awards

Purchasing Card

Small and Minority Vendor Directory

Consolidated Services

Purchasing Toolbox

Sustainable Initiatives

Our Staff

Solicitations and Awards »

We supply this information for solicitations and awards for our vendors.



Procurement Card »

A fast, flexible way to pay for supplies, services, memberships, fees and dues on behalf of the University of South Carolina.

Small and Minority Vendor Directory »

Our department is committed to developing successful relationships with small, minority and women-owned businesses.

Consolidated Services »

We receive, store, distribute and dispose of equipment and material considered surplus by university departments.



Purchasing Toolbox »

We have a range of forms, documents and helpful resources to assist you with tasks related to purchasing.

Contact Us

Purchasing Department

1600 Hampton Street
Columbia, SC 29208

Phone: 803-777-4115

Fax: 803-777-2032

E-mail

Purchasing Highlights

Upcoming Purchasing Highlights webinars:

- **June 20th – 9 am**
- **July 25th – 9 am**

Upcoming Classes for New Requisitioners

Upcoming Training Schedule for Requisition and Receiving

- Tuesday, May 7th, 9 AM – 12 PM
- Tuesday, June 4th, 9 AM – 12 PM
- Tuesday, July 9th, 9 AM – 12 PM

If an extra class is needed
we will be glad to add an
additional class.





Upcoming Training



Division of **Information Technology**

SC.edu » Division of Information Technology » PeopleSoft » Training » PeopleSoft Training

Travel and Expense - Proxy Training ↗	Wednesday, April 17 9am - 3pm	6 hours	1600 Hampton Street, Suite 609
Requisition and Receiving Training ↗	Tuesday, May 7 9am - 12:30pm	3.5 hours	1600 Hampton Street, Suite 605
Travel and Expense - Proxy Training ↗	Wednesday, May 15 9am - 3pm	6 hours	1600 Hampton Street, Suite 609
Requisition and Receiving Training ↗	Tuesday, June 4 9am - 12:30pm	3.5 hours	1600 Hampton Street, Suite 605
Depositor Training ↗	Friday, June 7 10 - 11am	1 hour	1244 Blossom Street, Room 308
Travel and Expense - Proxy Training ↗	Wednesday, June 12 9am - 3pm	6 hours	1600 Hampton Street, Suite 609
Purchasing Highlights	Wednesday, June 19 9 - 10am	1 hour	Online (webinar)

Additional Questions



- If you have any additional questions please email them to purchasing@sc.edu
- For all other questions go to the [Contact Us](#) page and email them to the appropriate department.
- This presentation will also be available to download on the PeopleSoft [Purchasing Training Related Resources website](#).

thank you!