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
- Purchasing Website
- Upcoming Webinars and Training
Since January, requisitioners with valid PeopleSoft email IDs should be receiving notifications when their purchase orders associated to their requisitions have been dispatched via email.
## Dispatched PO Notifications

### Purchase Order Dispatch Notification

<table>
<thead>
<tr>
<th>Message 1:</th>
<th>Purchase Order Dispatch Notification (30063,3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchase order 2000044632 for Supplier SPLASHTOP INC was dispatched at 2019-01-14-15.29.55.369614.</td>
</tr>
<tr>
<td>Explanation:</td>
<td>USC buyer name: Dennis Gallman</td>
</tr>
<tr>
<td></td>
<td>PO reference: Online Src From Req 1000045328.</td>
</tr>
<tr>
<td></td>
<td>PO total: $815.15.</td>
</tr>
</tbody>
</table>

**Process Name:** SC_PO_DISPATCH_NOTIFICATION  
**Category:** SC_NOTIFY_SUBMITTER  
**Query Name:** SC_PO_DISPATCH_PO_NOTIFICATION  
**Go To:**  
- Notification Detail  
- Transaction Detail
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.
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 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
Date to Enter Req for FY19-FY20

You can begin to Enter Requisitions for FY19-20:

June 24th
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 (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.
When can we enter the requisition for a Blanket Purchase Order (BPO)?

JUNE 24\textsuperscript{th}

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

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
Upcoming Purchasing Highlights webinars:

- June 20\(^{th}\) – 9 am
- July 25\(^{th}\) – 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.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Duration</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Expense - Proxy Training</td>
<td>Wednesday, April 17</td>
<td>6 hours</td>
<td>1600 Hampton Street, Suite 609</td>
</tr>
<tr>
<td>Requisition and Receiving Training</td>
<td>Tuesday, May 7</td>
<td>3.5 hours</td>
<td>1600 Hampton Street, Suite 605</td>
</tr>
<tr>
<td>Travel and Expense - Proxy Training</td>
<td>Wednesday, May 15</td>
<td>6 hours</td>
<td>1600 Hampton Street, Suite 609</td>
</tr>
<tr>
<td>Requisition and Receiving Training</td>
<td>Tuesday, June 4</td>
<td>3.5 hours</td>
<td>1600 Hampton Street, Suite 605</td>
</tr>
<tr>
<td>Depositor Training</td>
<td>Friday, June 7</td>
<td>1 hour</td>
<td>1244 Blossom Street, Room 308</td>
</tr>
<tr>
<td>Travel and Expense - Proxy Training</td>
<td>Wednesday, June 12</td>
<td>6 hours</td>
<td>1600 Hampton Street, Suite 609</td>
</tr>
<tr>
<td>Purchasing Highlights</td>
<td>Wednesday, June 19</td>
<td>1 hour</td>
<td>Online (webinar)</td>
</tr>
</tbody>
</table>
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!