

ENTERPRISE SOURCING

2024 Spring Training
Procurement & Payment Services

April 23, 2024



Enterprise Sourcing can offer guidance for your sourcing needs



Centralizing sourcing efforts can improve compliance with requirements and standardize procurement practices, leading to greater efficiency and risk mitigation.



Experience researching Information for products and services in multiple portfolios



Knowledge about the requirements of COIs and often check with risk management pertaining to vetting suppliers



Provide assistance with large or small projects and obtain quotes



Aid in getting the best product and service for your department



Whatever the need, we are here to help

Catalogs Types

Punch-out Catalog

- Gives the user access to the catalog directly on the supplier's website for ordering.
- Ease of use and saves time in keying a requisition
- Accessible from BuyLU Shopping Showcase

Hosted Catalog

- Gives the user access to a list of products and services available from the supplier for ordering.
- Ease of use and saves time in keying a requisition
- Accessible from BuyLU Shopping Showcase

Self-Managed Catalog

- Gives the user access to a list of products and services for ordering.
- Utilize "Shop at the Top" field to search by supplier name, product description, or part number

Catalog vs. Non-Catalog

BuyLU Showcase/Punch Out/Hosted Catalog Tiles

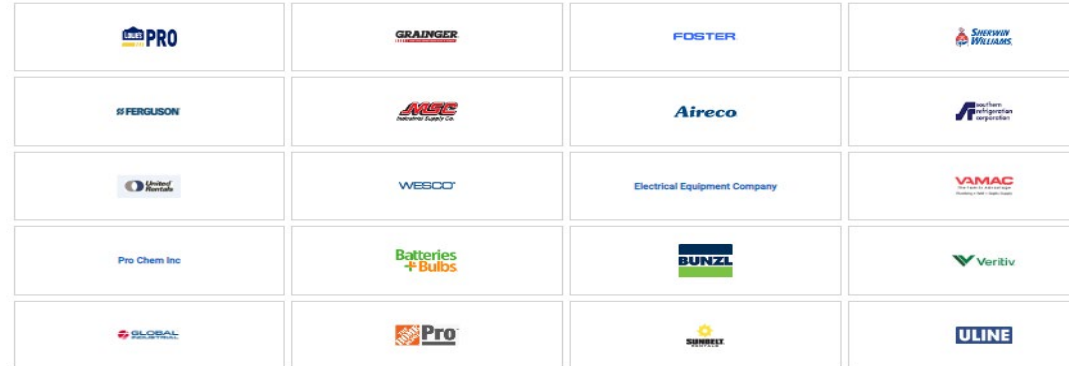
Office Supplies, Equipment, and Furniture



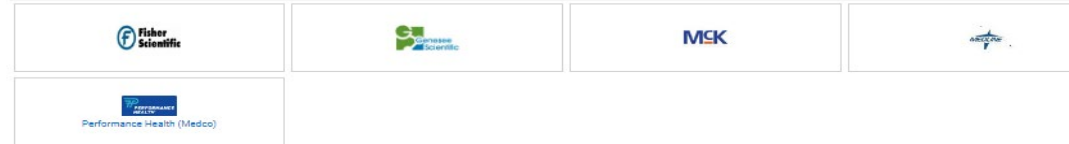
Computer and Electronics



Maintenance Supplies



Medical Supplies and Equipment



Pros for Catalog vs. Non-Catalog Orders

- Less manual entry of Item
- Information/ease of entry
- No second quotes are needed if under \$10,000
- **Multiple quotes are required for orders over \$10,000.** Please reach out to your buyer for additional information.
- Able to search the catalogs for Suppliers, product information, pricing & availability
- Commodity codes and product descriptions are provided
- PO is automatically generated after financial approvals of the requisition and no buyer processing is required



Accessing Catalogs

Shop At The Top

Simple Advanced

Go to: [Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc. 🔍

BuyLU Message Board

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Welcome to BuyLU

New Updates	<p>BuyLU Updates - BuyLU recently underwent system updates. To report any problems, contact buylu@liberty.edu.</p> <p>Infor Updates- Infor recently experienced system changes. If you have any issues as a result, please contact buylu@liberty.edu.</p> <p>Finance Portal - Access to many common BuyLU and Finance-related tasks is now available through our NEW Finance Services Portal. Tasks like requesting BuyLU Permissions for a user, Requesting a PCard, and the Sam's Club Card Request (and more) are now available in one place! We'll continue to add more items to the portal in the future.</p> <p>Procurement Website, Newsletter, & Training - Please explore our new Procurement website experience here! This is your one-stop shop for everything related to Procurement & Payment Services. Please take a second to let us know how we are doing here. If you missed the Procurement Training Session or would like to view our new Procurement Newsletter, please visit our webpage here!</p>	
Training Videos	General BuyLU Training <ol style="list-style-type: none">BuyLU Intro & NavigationBuyLU Shopping DashboardBuyLU Catalog RequisitionsBuyLU Commodity CodesBuyLU New Supplier RequestsBuyLU Non-Catalog ItemBuyLU ReceivingChange Request for Non-Catalog ItemsChange Request for Catalog ItemsFinding Draft or Assigned Carts in BuyLU	Dashboard Navigation Training <ol style="list-style-type: none">Approvals DashboardAccounts Payable DashboardContracts Dashboard

Shopping

Approvals

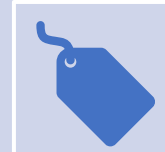
Payments

Contracts

Helpful Tips



Change orders are limited and only allowed on Self-Managed catalog POs.



Prices cannot be changed on items in the catalog order.



When creating a receipt for a catalog order, if shipping/handling was charged on the invoice, please comment with approval to pay.



Search for Self-Managed Catalogs in the "Shop at the Top" field by entering the Supplier name and/or the product description. Then, select the Supplier name on the left-hand side of your screen.



CHECK OPEN POS



CHECK INVOICE STATUS



CREATE RECEIPTS AS
SOON AS THE PRODUCT
OR SERVICE IS RECEIVED



COMMENT TO THE BUYER
ON THE POS YOU WANT
CLOSED

End of Year Reminders

Computer and Electronics

Connection
Level II

B&H

ADORAMA

AVI & SPL


Lab Supplies

My Draft Carts

Showing Results 1 - 5 of 14

5 Per Page

1 2 3 →

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
 3853445	2023-09-01 swshort1 03	My Drafts	9/1/2023	31.00USD
3853411	2023-09-01 swshort1 02	My Drafts	9/1/2023	17.60USD
3847954	2023-08-24 swshort1 01	My Drafts	8/24/2023	0.10 USD
3839888	2023-08-10 swshort1 06	My Drafts	8/10/2023	0.10USD
3839855	2023-08-10 swshort1 05	My Drafts	8/10/2023	0.10USD

Approvals

Showing Results 1 - 5 of 243

5 Per Page

TYPE	DETAILS	FOLDER NAME
Sourcing Event Requests	Number: 912795	Sourcing Request Approval
Invoices	Number: QT006350	MBU000A30
Invoices	Number: QT006171	MBU000A30
Invoices	Number: QT006195	MBU000A30
Invoices	Number: QT006196	MBU000A30

Shopping Dashboard

CHECK STATUS AND INFORMATION



My Requisitions

...



Empty List

There are no Requisitions to display.

My Purchase Orders

...



Empty List

There are no POs to display.

My Open Purchase Orders

↺

Total Purchase Orders: 26

Approx. Total Amount: 1,432.29 USD

PO Number ▾	Supplier	Created Date/Time ▾	Matching Status	Total Amount ▾
P0275396	Uline, Inc. ⓘ	12/15/2023 3:04:21 PM	No Matches	385.00 USD
P0275395	Harris Office Furniture Company Inc ⓘ	12/15/2023 2:38:54 PM	No Matches	633.00 USD
P0275394	Uline, Inc. ⓘ	12/15/2023 12:28:19 PM	No Matches	79.00 USD
P0267423	Dell Computer Corp ⓘ	9/1/2023 12:29:58 PM	No Matches	37.00 USD
P0267421	Dell Computer Corp ⓘ	8/30/2023 5:17:11 PM	No Matches	31.00 USD



Any
Questions?

Thank You
Q&A



Contact Us

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- (434) 592-5058

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- procurement@liberty.edu
- (434) 592-3012

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- contracts@liberty.edu
- (434) 582-7839

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- acctspay@liberty.edu
- (434) 592-3166

P-Card Services

- pcard@liberty.edu
- (434) 582-2266

Travel Services

- travel@liberty.edu
- (434) 582-8760