

buyND™ Fixed Asset Review/University Inventory

- To aid in the record-keeping of capital assets and expedite the biennial physical inventory of those items, the **Fixed Asset Review/University Inventory** section has been added to the requisition and purchase order documents in buyND.
- This new section will appear in every order document but will only need to be filled out if the items being purchased are **capital assets** or are parts that will be combined to create a capital asset.
- As defined by the federal government, capital assets are assets valued at \$5,000 and over that are centrally tracked, tagged, capitalized, and depreciated.
- The section is located below the **General, Internal Info, and Supplier Info** sections in the requisition document.

General	Internal Info	Supplier Info
Cart Name: 2014-03-03 jhernan5 03	Force Dept: No	Req Type: Standard PO
Priority: Normal	Note to Procurement: no value	Shipping Instruction: no value
Prepared by: Javier Hernandez	Pricing Source: no value	Contract/Quote No.: no value
Original Submitter: Javier Hernandez	Internal Note: no note	PS Contact: no value
	Internal Attachments: add attachment...	Note to all Suppliers: no note
	Next approver: Clint Casper	Accounting Date Override: no value
		Attachments for all suppliers: add attachment...
		Additional Notes or Clauses?: no clause

Fixed Asset Review/University Inventory	
Identify any lines items that work together as a system:	no value
System or equipment name:	no value
Contact name and email address:	no value
Location where the system or equipment will reside:	no value

- The section is located below the **General Information, Shipping Information, and Billing** sections in the purchase order document.

General Information	Shipping Information	Billing
PO No.: 1469523	Ship To: Contact Name Javier Hernandez	Bill To: Accounts Payable
Purchase Order Date: 3/3/2014	Room No./Dept. Name: 709/Procurement Services	(574) 631-8274
Banner SPRIDEN 900401782	CR1: Grace Hall	actcpay@nd.edu
Supplier Name: Adams Remco Inc	100 Mason Center	(574) 631-6378
Address: Post Office Box 3968	Building GRAC	AP1
South Bend, IN 46619-0968 US	Notre Dame, IN 46556	University of Notre Dame
Phone: +1 (574) 288-2113	United States	725 Grace Hall
Supplier Fax No.: +1 (574) 289-9158	ShipTo Address Code: 1086	Notre Dame, IN 46556-5612
Total: 5,600.00	Requestor Information: Name Javier Hernandez	United States
PS Contact: no value	Phone: +1 (574) 631-8216	BillTo Address AP Code
Req Type: Standard PO	Email: jhernan5@nd.edu	Billing Options: Accounting Date Override: no value
Requisition Number: 1102651		Payment Terms: 0% 0, Net 15

Fixed Asset Review/University Inventory	
Identify any lines items that work together as a system:	1, 2, 3, 4
System or equipment name:	45 ppm multi-function device
Contact name and email address:	Javier Hernandez; jhernan5@nd.edu
Location where the system or equipment will reside:	709 Grace Hall

- Any missing data for a system or equipment that is valued at over \$5,000 may result in a delay of the approval process.

- The Fixed Asset Review/University Inventory section has the following four requests for information as well as *help information* to assist you in filling out the fields:

- Identify any lines items that work together as a system:**
 - If any of the line items being purchased on this order work together as a system, list them in this section. e.g. Line items 1, 3, 4
- System or equipment name:**
 - For inventory purposes, please list a recognizable description for the system or equipment.
- Contact name and email address:**
 - Please list the name and email address of the person who will be responsible for this system or equipment during inventory.
- Location where the system or equipment will reside:**
 - Please list the room number and building where the system or equipment will reside.

- For example purposes, we will be purchasing the components for a 45 page per minute multi-function device.
- Start by adding line items to a cart.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 45 ppm print/copy module	1234	EA	3,500.00	1	EA3,500.00 USD
2 Scan add-on	2345	EA	500.00	1	EA 500.00 USD
3 Fax add-on	3456	EA	300.00	1	EA 300.00 USD
4 Basic office finisher	4567	EA	1,300.00	1	EA1,300.00 USD
Supplier subtotal					5,600.00USD

- During the **Edit Cart** review in the checkout process, click on **edit** in the Fixed Asset Review/University Inventory section.

Fixed Asset Review/University Inventory	
Identify any lines items that work together as a system:	no value
System or equipment name:	no value
Contact name and email address:	no value
Location where the system or equipment will reside:	no value

- A new section will pop-out titled **Questions**. Fill in the relevant information. In this example, all of the line items are being used for the multi-function device.

Questions	
Identify any lines items that work together as a system:	1, 2, 3, 4
System or equipment name:	45 ppm multi-function device
Contact name and email address:	Javier Hernandez; jhernan5@nd.edu
Location where the system or equipment will reside:	709 Grace Hall

- Click **Save**, and if everything else is correct, submit your requisition.
- While the section will appear in every order document, it will not be sent out to the supplier in the actual purchase order.
- Any questions regarding whether an asset is considered a capital asset can be directed to ndfixedasset@nd.edu.