

A New Design for a New Decade

buyND+ October Newsletter

As an active buyND user, you are receiving this newsletter to keep you up-to-date on the upcoming changes in the buyND tool.



Invoicing in buyND+:

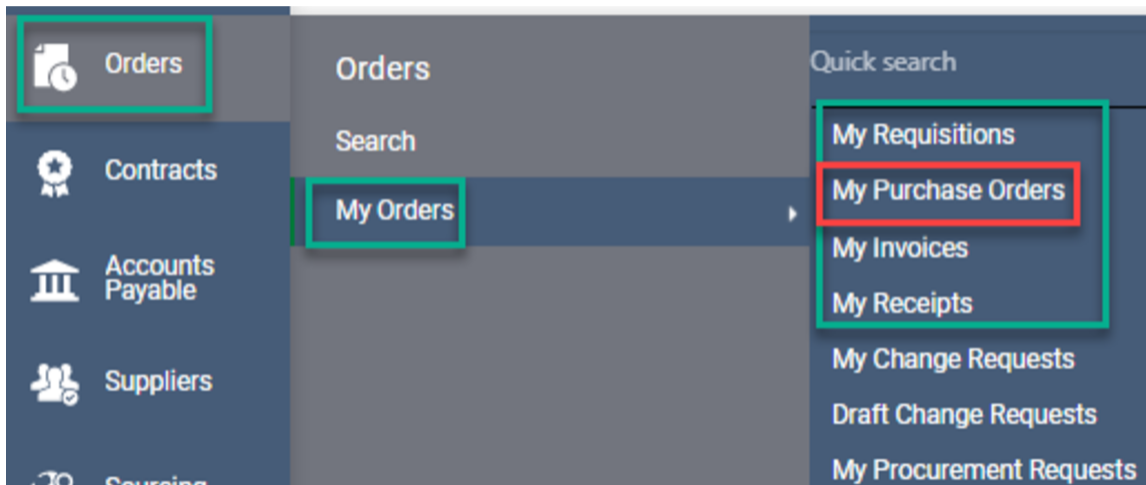
We are pleased to announce Accounts Payable Invoicing capabilities will be available in buyND+ on **December 7th**.

This module automates all AP tasks:

- Simplifies receiving and invoicing
- Automates the process of matching PO's with receipts and invoices
- Ability to approve supplier invoices within the system
- Gives full visibility into our purchase order department and organizational spend
- Saves the University **time and money**

When you place an order in buyND+, as usual, you will be able to track your requisition to purchase order status, and now you can also track the invoice status.

The easiest way to view your invoice paid against your purchase order is to use the **Orders** fly-out menu on the left navigation in buyND+. Selecting **My Orders/My Purchase Order** will give you the option to view the payment status of your PO's.

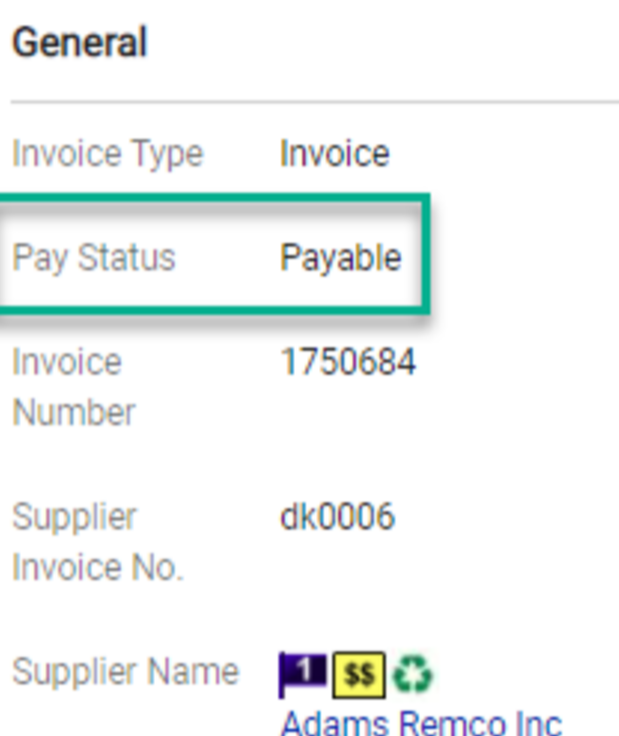


Adding appropriate filters allows you to see your invoice status at a glance on the search results screen.

Supplier	PO Number	Requisition Number	Invoice Number	Receipt Status	Invoice Status	AP Status
Wygant Floral Co	P1974971	2986898	-	No Receipts	No Invoices	Open
Wygant Floral Co	P1974970	2986909	-	No Receipts	No Invoices	Open
Office Depot	3128775	2985050	-	No Receipts	No Invoices	Open
Adams Remco Inc	P1974969	2979182	1750684	Fully Received	Fully Invoiced	Closed

View the Invoice Document:

You can also click on the invoice number to view details on the supplier invoice. The **pay status** on the invoice document indicates if the supplier has been paid.



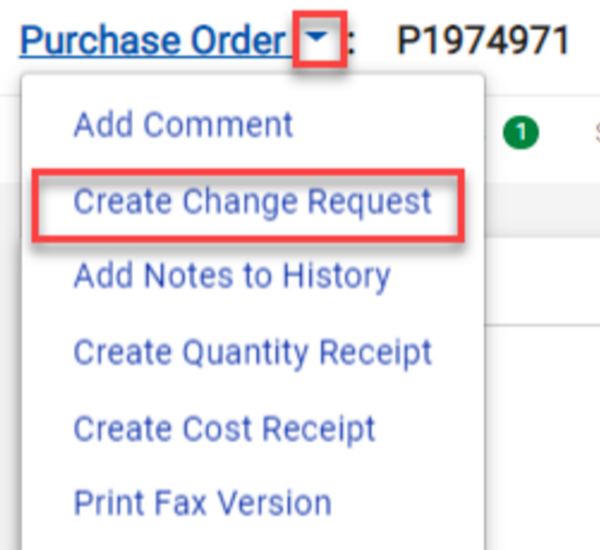
New PO Change/Cancel Request Form:

Shoppers will soon have the capability to process a change on a purchase order themselves in buyND+. This streamlined process will save you time and ensure the appropriate approvers are notified of the pending change. Although the process is changing, the guidelines for change orders remain the same:

- Changes can be made to an open non-catalog PO.
- Changes are usually processed in Banner within 24 to 48 hours from submission.
- You will receive an email notification once the change is complete.
- Punchout order changes cannot be communicated to the supplier. Please contact them directly to request a change or line item cancellation.

To change or cancel a PO, you will simply open the PO and select **Create Change Request** from the drop-down menu. A system wizard will guide you through the change process.

Please review the [quick reference guide](#) for step-by-step details.



Learn about Invoicing in buyND+:

We will host four Zoom demo sessions to introduce you to invoicing in buyND+. The sessions will cover the following:

- Receiving
- Notifications
- Searching for Invoices
- Approving an Invoice

More demo sessions will be added if the need warrants. We can also provide one-on-one sessions upon request.

Please sign up through [Endeavor](#) for one of the following dates:

DATE	TIME
Monday, November 9 th	10:00 – 11:00
Tuesday, November 10 th	9:00 – 10:00
Monday, November 16 th	11:00 – 12:00
Friday, December 4 th	2:00 – 3:00



Procurement Services
 buyND+ Optimization Project
 buy@nd.edu
 631-4289

Share this email:



[Manage](#) your preferences | [Opt out](#) using TrueRemove™

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

709 Grace Hall
 Notre Dame, IN | 46556 US

This email was sent to .
 To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.