

## **Procurement and Sourcing Services**

Effective Date: September 1, 2012

Last Update/Revision:

Initiating Department: Procurement and Sourcing Services

**Responsible Department:** Procurement and Sourcing Services

**Authorizing Person:** Director of Procurement and Sourcing Services

Policy Number: P1600

Policy Name: LIU Buy Protocols

**Purpose:** To provide guidelines for the use of the LIU Buy electronic marketplace for the procurement of goods.

Policy: The University has chosen a select group of <a href="Preferred Suppliers">Preferred Suppliers</a> with substantial transaction volume to be showcased on the University electronic marketplace also known as LIU Buy. Access to the customized supplier ecatalogs allows specific University Requestors to place orders on-line using all of the PeopleSoft functionality for approvals through workflow, purchase order creation, on-line receiving and electronic dispatch to the supplier.

A University Requestor is a member of the LIU community that has:

- Received approval to requisition items for purchase on behalf of their department through the PeopleSoft system, including being set up with their individual user ID (Each user must have their own ID – see <u>F1600, LIU</u> Buy Registration.)
- Received training and certification in PeopleSoft on-line requisitioning processing
- Accepts responsibility for on-line receiving
- Adheres to all University procurement policies

Please note in order to receive access to LIU Buy, a requester must be an employee of Long Island University.

Suppliers are selected for LIU Buy by evaluating:

- Total yearly spend to supplier
- Total number of yearly transactions processed
- The ability of the Supplier to offer an on-line catalog
- The ability of the Supplier to receive electronic orders
- The willingness of the Supplier to document pricing/discount structure

University Requestors given access to LIU Buy are encouraged to purchase items by adhering to the commodity guidelines as described in the LIU Buy Merchants Index. Items for inclusion in the e-catalogs have been carefully reviewed and consolidated to create commodity groups. Increased volume in commodity groups gives vendors incentives to provide better discounts and also creates better efficiency within the University.

Procurement and Sourcing Services may move groups of commodity purchases from one vendor to another vendor to support an existing e-catalog and to negotiate better pricing.

This Policy Applies to: All University Requestors

**Procedure:** University personnel interested in receiving access to LIU Buy must obtain and commit to the following:

- Approval from their Department Chairperson and Dean
- Agree to the terms detailed in the LIU Buy Registration Form
- Comply with other University Policies pertinent to LIU Buy:
  - P1035 University Supplier Contracts
  - <u>LIU Buy Merchants Index</u>
- Contact Procurement and Sourcing Services to schedule training
- Receive Certification of LIU Buy training

Exceptions: None

Forms: <u>LIU Buy User Registration Form</u>