Log in: [http://www.obfs.uillinois.edu/iBuy](http://www.obfs.uillinois.edu/iBuy) The easiest way is to google “iBuy”

Training Resources
[https://www.obfs.uillinois.edu/training/materials/iBuy/](https://www.obfs.uillinois.edu/training/materials/iBuy/)

Intro:

- iBuy is online tool to purchase goods and services.
- iBuy is used to create one-time POs. P-Card is for purchases under $4,999.00 with several restricted and prohibited purchases. i-Buy is preferred method of procurement (no PRF or support documentation is needed).
- **You must create a PO before you obtain goods and services if the vendor only accepts check for payment.**
- If you need to create a standing order (recurring purchases from one vendor totaling more than $3,000 in a given fiscal year) please contact me.
- If the vendor is not in iBuy, please contact me. If the procurement address (usually for University) is not in iBuy, please contact me.
- 3 Catalogs in iBuy:
  1) Hosted: Hosted vendors’ catalogs reside (are hosted) within iBuy.
  2) Punch-out: Punchout vendors’ catalogs reside on their own website, not within iBuy. You have to punchout of iBuy to access them.
  3) Non-catalog form: create carts for items not in hosted or punchout catalogs. You can also use non-catalog form for items that are in one of the iBuy catalogs. (eg. The item is in a catalog, but you have a quote from the vendor for a cheaper price.)

Important:

1) **One vendor, one cart, one PO.** Create new shopping cart for new vendor. – Carts-active cart appear on the top right corner. I recommend you check out the first order, then place a second order.
2) Proceed to checkout, checkout for every cart separately
3) Ship-to code : profile (job aid)
4) Internal note: Business purpose (research, instruction, etc.); **provide source of funding** (PI’s last name, account name: start-up/grant); supplies/equipment/service. If there are assets (> $500) and non-asset items in the same cart, please specify which item is equipment.
5) Internal attachment: Attach quote for non-catalog form if you have any (also attach the quote on external attachments to vendors)

6) External note: place special instructions for the vendor if you have any. For Praxair: Enter your Praxair Account Number and any special delivery instructions. Obtaining your account number, or getting technical support, contact Susan Dineen at (708) 743-4688 or susan_dineen@praxair.com

7) DO NOT place an order with more than a dozen items.

8) If your requisition is returned, make sure you read the comment at the bottom of the email or on the requisition comment tab in iBuy.

9) If the order exceeds $10,000, you will need to obtain an additional quote from another vendor, except for the orders from hosted and punchout vendors (contracted vendors).

10) If you need to return some item or the item you ordered is not available, please let me (   @uic.edu) know so that I can close the PO.

Non-Catalog Form:

1) Enter supplier or search supplier, if not there, contact me to process a vendor-add form. Make sure to choose the correct fulfillment address if the vendor has multiple addresses.

2) Need to itemize. The information you enter on this form MUST MATCH the information on the vendor’s invoice for payment purposes. It is imperative that you enter accurate information in the fields below. If necessary, contact the vendor to verify price, catalog #, unit of measure, or any information that may need confirmation to ensure accuracy.

3) Commodity code, see spreadsheet for most common used codes

4) If you want to add more items, select “add to cart and return”.

POST-PO: follow up with the requisition you created, it is your ultimate responsibility to make sure the vendor receives your PO.

Hover over the Shop icon on the left-side task bar, “my carts and orders”, select “view my orders (Last 90 days) -> click on the requisition number -> In the “Supplier/Line Item Details” section, if the PO is created, you can click on the PO number, then you can have the PO. ->Click the “purchase order” tab, you can print
or save the PO and send to the supplier if they have not received the PO. You can also click on the “history” tab to check the status. If the PO has not been created, you will see the PO number is shown as “to be assigned”, you can click on the “Req Approvals” tab to check the status of the requisition and see the approvers.


A competitive selection process (Invitation for Sealed Bid/Request for Proposal {IFSB/RFP}) is required at specific dollar levels. The dollar levels for fiscal year 2018 are $100,000 for supplies or services (including equipment), $100,000 for construction, and $100,000 for Professional and Artistic Services.

All University contractors are required to submit a disclosures and conflicts of interest form in accordance with Illinois Procurement Code Senate Bill 51. The disclosure form must be renewed annually and is necessary to submit for any contract over $25,000.00.

UIC Contract vendors:


Provide the tax exemption letter (we don’t pay taxes).

**Vendor Requirements**

All vendors who wish to bid on State of Illinois public university contracts must:

- Be a legal entity authorized to do business in Illinois in conformance with the [Illinois Secretary of State](https://www.seos.state.il.us/)
- Register with the [Illinois State Board of Elections](https://www.elections.il.gov/)
- Hold a current Bidder Eligibility Number from the [Illinois Department of Human Rights (IDHR)](https://www.idhr.state.il.us/)