

Purchasing Questions from Office Staff

x **How do I find what I need?**

- o First check the Warehouse Catalog, then search our eProcurement Marketplace Suppliers, then our Products and Price Guide. If you can't find what you need through any of these avenues please call the Purchasing Department for direction.

x Is there any way to be notified of exact dollar amount on the final invoice?

- o The Buyers will always contact you if there is a big increase in cost. If it's a very small amount, they will not, but any substantial difference requires approval prior to placing the order.
- o When the requisition is converted to a purchase order, the originator is sent an automatic email notification, letting you know that the requisition has been converted to a purchase order. That notification is letting you know the Buyers have completed the processing and sent the order to the vendor. Once you receive that email you can log into iVisions and look at the total purchase order amount. That P.O. amount is the amount that will be paid, or at least very close to. The only difference may be estimated shipping charges vs. exact shipping charges.

x Does the description field on the requisition need to be typed in all

