



Introducing the FinanceLink Newsletter!

We are pleased to provide you with the first edition of the FinanceLink Newsletter. The goal of this quarterly newsletter is to provide you with tips, tricks and updates regarding systems and processes supported by Financial Operations & Treasury (FO&T) through FinanceLink.

For those of you not already familiar with FinanceLink, we are the integrated service center assisting customers with inquiries and requests associated with finance at NYU.

The FinanceLink service center is a complement to the existing [FinanceLink website](#) which includes such topics as:

- [Accounting & Reporting](#) (JEMS, Petty Cash Funds)
- [Buying & Paying](#) (i-Buy NYU, Payment Cards, AP Workflow)
- [Insurance & Enterprise Risk](#) (Submit Insurance claims, ERM program)
- [Tax Guidance & Compliance](#) (Nonresident Alien Tax Resources)
- [Treasury Management](#) (Foreign Wires Guide)

Our first issue will focus on i-Buy NYU. Most of you have already been using i-Buy and for some, the experience has been a paperless, seamless process without any issues.

For those that may have questions, here are some important things to remember.

Getting Access to i-Buy NYU

All NYU employees with an active NetID are registered as Shoppers in the i-Buy NYU System.

To become a Requestor or Advanced Requestor your Fiscal Officer must send a request to AskFinanceLink@nyu.edu with the following information:

For **Requestors**, include:

- ✓ name
- ✓ netID
- ✓ Business Unit

For **Advanced Requestors**, include:

- ✓ name
- ✓ netID
- ✓ Business Unit
- ✓ Chartfield org

The i-Buy NYU Resource Portal

The [i-Buy NYU Resource Portal](#) contains up-to-date information regarding i-Buy NYU, as well as training videos, step-by-step tip sheets, and other helpful resources including (but not limited to):

- i-Buy NYU Frequently Asked Questions
- Videos and step-by-step Tip Sheets



Onboarding New Suppliers

All suppliers (including individuals) must be registered in i-Buy NYU in order to initiate and issue payments for goods/services. An invitation to register should be sent from NYU in order to begin the supplier registration process. New supplier requests can be initiated by an NYU employee via a web form in i-Buy NYU. All requests are reviewed by NYU's supplier onboarding team. If selected to provide goods and services to NYU, the Supplier will receive an invitation to complete a full profile in NYU's Supplier Portal. View the [Supplier Registration Tip Sheet](#) for assistance with the registration process.

Reminder for Purchases Over \$10K

Please remember that for any purchases OVER \$10k if the purchase is not covered under a current NYU agreement then the purchase must be competitively bid OR a Bid Waiver must be completed. The full policy regarding this can be found on Finance Link:

<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/purchasing-policies-and-procedures-manual.html>

Guide for the University's Payment Terms

Need a guide to understanding the University's Payment terms with its suppliers - we have it all here on our i-Buy NYU Resource Portal - just follow the link - - > <https://sites.google.com/a/nyu.edu/ibuy-nyu/resources>

Found it Cheaper?

Found a good or service less expensive from another supplier - you can let the Procurement team know by following the "[Found It Cheaper](#)" link. We look forward to your feedback!

Buying and Paying Guide

When in doubt on how to Buy and Pay at NYU, please remember to reference the University's [Buying and Paying guide](#).

Finding Preferred Suppliers

Did you know that you can search for NYU preferred suppliers not only on the i-Buy NYU Marketplace icons but also by using the "Shop at the Top" search box above the Marketplace? When you Shop at the Top you will also find NYU preferred suppliers (i.e. Moving Services) that might not be present in the Marketplace that we have negotiated preferred contracts and rates with.

Invoice Reminder

Attaching an invoice to a Requisition is **NOT** the appropriate process for getting an invoice paid. You must submit the invoice via email to: nyuinvoices@nyu.edu.

Please ensure the PO number is referenced on the invoice to ensure timely payment.

New Legal Requirements for Honoraria Payments

Effective May 15, 2017, a new process must be followed for all honorariums in order to comply with the new NYC Freelance Worker Protection Law. Please click [here](#) to view the full announcement and required steps in i-Buy NYU to issue honoraria payments.