



FinanceLink Newsletter: Issue 4

This issue includes important information regarding the Supplier On-Boarding Policy, Ebix—a New Insurance Tracking System, Payment Card Reminders, Bid Waiver Form guidelines, and i-Buy NYU Reminders & Helpful Tips.

Supplier On-Boarding Policy

Supplier On-Boarding: i-Buy suppliers must be invited by Procurement's Supplier On-Boarding team to register in the i-Buy Supplier Portal. Future updates to the supplier's record (address, banking information) will be performed by the authorized supplier contact via the i-Buy Supplier Portal. The supplier contact on record in i-Buy will receive a notification when any updates are made to their profile (similar to how Workday notifies users when direct deposit details are changed). •

Proxy On-Boarding: Procurement's Supplier On-Boarding team will perform the on-boarding and updates to the supplier record in i-Buy in the following limited cases only:

- Supplier does not have internet access
- "Time Sensitive" or "Emergency" situations
- Guest reimbursements
- Exception transactions will require approval by the University's Controller or her designee.

[Supplier On-Boarding Policy](#)

For more information on how NYU conducts business with suppliers, visit the [Supplier Information](#) page on FinanceLink.

Ebix - New Insurance Tracking System

The University has engaged Ebix (a third party insurance tracking system) to collect, review and maintain insurance documentation for NYU's 7,500 suppliers. This important change is being implemented to streamline the current process of collecting insurance certifications and to improve NYU's supplier compliance rates.

[Read the full announcement](#)

Available Payment Cards

Bank of America Purchasing Card (P-Card)

This payment tool is offered to full time University employees who are responsible for procuring goods and services for their department. The P-Card is a University liability MasterCard used for purchasing low-dollar items not available on i-Buy NYU; it has no effect on the cardholder's personal credit.



- The purchasing of gift cards is not allowed on the P-card.
- The purchasing of physical gifts should be completed through AP Workflow.
- Research Subjects should be compensated via prepaid payment cards (Visa Debit) available through the Bursar’s Office. *(Please see below)*

Bank of America Corporate Travel Account (CTA) Card

Used for business travel expenses for infrequent travelers in a department, individuals who do not have the American Express Travel Card or personal credit card and University guests / visitors, e.g. job applicants, speakers. The CTA card is a University liability departmental card and does not impact the cardholder’s personal credit.

Bank of America Prepaid Payment Card (Visa Debit) – administered by the Bursar’s Office

This payment tool is offered as a supplement to the University’s Petty Cash program, administered by the Bursar’s office. A prepaid card program can be established by a department/unit for disbursing funds through stored value cards to cover minor office expenditures, reimbursements to students, and payments to participants in research studies.

For additional Prepaid Payment Card information, including policy and forms, please email the Bursar’s Office at prepaidcards@nyu.edu

American Express (AMEX) Travel Card

This *personal* liability card is used to pay for business travel and entertainment expenses and recommended for frequent travelers. The traveler is responsible for submitting expense reimbursement requests by the week after travel via AP Workflow.

To learn more, including the roles and responsibilities of Cardholders and Card Approvers, view the [Global Payment Card Policy](#).

For additional Payment Card information, including card applications, visit the [Payment Cards page](#) and the new [Payment Card News and Reminders page](#) on FinanceLink.

Bid Waiver Guidelines

Procurement has created helpful [Bid Waiver Form Guidelines](#) to assist in clarifying for the University when and how the Bid Waiver Form should be used.

	If...	The Requester Should Justify by...
<i>The Service / Item is sole source</i>	Only one supplier globally has the ability to meet the University’s specific needs by providing the selected goods or services.	Attest that the selected supplier is the only known qualified source. Provide information regarding attempts to locate other suppliers and/or market research.
<i>Time is of the Essence</i>	An unusual and compelling urgency may result in serious financial or physical risk to the University, its faculty and/or students if not immediately fulfilled.	Describe the immediate need and associated risks.
<i>The Service / Item is Proprietary</i>	It is only available from a single source supplier that has sole ownership and rights to the product or service being provided. This can be an item for which a sole source supplier holds the patent, manufactures or distributes the product.	Demonstrate that the good/service is unique and innovative in concept or highly specialized. In the case of a service, outline special competencies of the selected firm/consultant that are required for the project.

**Items Not Requiring a Bid Waiver:**

- Goods or services being purchased under an overarching contract/MSA
- Goods or services being purchased are part of a multi-year agreement
- Procurements made during a declared state of emergency to minimize an immediate risk or harm to the institution, staff & students
- Requisitions under \$10k

Reminders & Helpful Tips



For i-Buy NYU News & Announcements, training videos, step-by-step-tip sheets, and other helpful resources, visit the [i-Buy NYU Resource Portal](#)

Need a payment status? You can find that information on the voucher tab in i-Buy NYU.

Need help? You can find Tip Sheets, designed to provide step-by-step assistance on a particular topic, on the [i-Buy NYU Resource Portal](#) under [Training Materials](#).

A new workflow enhancement for the Change Order form in i-Buy NYU has been implemented. Users now have the option to select "Close Purchase Order" from the Change Order Form. For details please see our [tip sheet](#).

Reminders:

- All invoices must be sent, by NYU or the Supplier, to nyuinvoices@nyu.edu
 - * Only one attachment per email
 - * A valid i-Buy NYU PO number must be clearly visible on the invoice
- Change orders are NOT permitted on i-Buy NYU punch-out PO's. Changes can be made to chartfields AS LONG AS there are no vouchers against the PO. You may also CLOSE a punch-out purchase order to release the encumbrance.
- Once a Purchase order has a voucher against it, the chartfield cannot be changed.

Supplier Invite Tips:

- Always alert your supplier that they will be receiving an e-mail from i-Buy NYU that will contain the link to register. It is best practice to obtain the e-mail of an actual person who will complete the registration and who can be alerted proactively that they will be invited.
- Invites sent to general mailboxes typically fail in that the email from i-Buy is ignored and the registration is not done.
- Remember, the registration must be completed before any payments can commence.
- Multi-language supplier registration is now available in the following languages: French, Italian, Spanish, German and Chinese.

Whom do I "Ask"?

For inquiries related to:

- Buying and paying, invoices, vouchers, AP Workflow, i-Buy NYU, 1099s, student payment forms and honorariums, chartfield access, or Form W9 - AskFinanceLink@nyu.edu
- Employee payments, benefits or other Human Resource topics, issues with PeopleSync (Workday), or Form W2 - AskPeopleLink@nyu.edu
- UDW+ (University Data Warehouse Plus) access, training, troubleshooting, report building, and other support - AskDSG@nyu.edu