



# Purchasing



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## Department Updates

### PPE & Sanitization Ordering Process

Starting July 1, 2020, allocated items, such as masks and hand sanitizer, should no longer be purchased by individual departments via traditional procurement methods such as BUY.IU or P-Card.

Visit the [COVID-19 Resource Center](#) or watch this [Infoshare recording](#) to learn more about how to order these items.

### AP to Join Purchasing

Effective Wednesday, July 1, 2020, Accounts Payable, currently part of Financial Management Services, will join the Office of Procurement Services. This change will allow Procurement Services to deliver a cohesive Procure-to-Pay process and better serve university stakeholders and suppliers. [Click here to learn more about this transition.](#)

### Year End Resources

Review the materials below to learn more about order entry for Fiscal Year 21 and payment processing and encumbrances for Fiscal Year 20.

Order Entry Materials	Payment and Encumbrances Materials
<a href="#">Webinar Recording</a>	<a href="#">Webinar Recording</a>
<a href="#">Webinar Q &amp; A</a>	<a href="#">Webinar Q &amp; A</a>
<a href="#">Quick Guide</a>	<a href="#">Quick Guide</a>

Review the [Purchasing Year End Deadlines](#) and [FMS Closing Newsletter](#) for additional information about year end deadlines.

### Year End Deadlines

Fiscal Year 2020 draws to a close on June 30, 2020. Starting April 1, BUY.IU allows departments to select Fiscal Year 2021 on non-catalog requisitions. Review the deadlines below as well as [SOP-PURCH-22](#) for guidance on preparing for Fiscal Year End. [Click here to access a full version](#) of the Year End

Deadline announcement with additional details.

Order Type	Deadline
Purchasing-Assisted Orders	Wednesday, May 27
Catalog Orders	Wednesday, June 17
P-Card Transactions	Wednesday, June 17

## Contacting Purchasing or Accounts Payable

Currently, the majority of Purchasing and Accounts Payable staff are working remotely. While phones are being forwarded, we strongly encourage you to use the methods outlined below for the quickest response.

For general questions, use the [BUY.IU Support Form](#). To request action on a document, log a comment and tag one of the following groups:

Group	Contact Email
Accounts Payable	<a href="mailto:fmsaphlp@indiana.edu">fmsaphlp@indiana.edu</a>
Professional Services	<a href="mailto:purpro@iu.edu">purpro@iu.edu</a>
Technology & Software	<a href="mailto:purtech@iu.edu">purtech@iu.edu</a>
Maintenance, Repair, & Operations	<a href="mailto:purmro@iu.edu">purmro@iu.edu</a>
Scientific Products & Services	<a href="mailto:pursci@iu.edu">pursci@iu.edu</a>

## BUY.IU - a new and improved procurement solution



BUY.IU is IU's procurement system. This new system is powered by [Jaggaer](#), an industry leader in the fields of procurement, contract management, supplier management, and more. [Click here for more information](#) and [subscribe to the ASK BUY.IU mailing list](#).

### BUY.IU RESOURCES:

[Main Page](#) | [Suppliers](#) | [Questions?](#) | [Support](#) | [Mailing List](#) | [Training](#) | [SOPs](#)

## Uniform Guidance 2CFR 200

Effective July 1, 2018, Indiana University (an institution receiving federal funds) implemented the Federal Uniform Guidance General Procurement Standards sections 200.317 – 200.326. For more information see general overview on PowerPoint and Uniform Guidance pdf. Questions should be directed to the Purchasing Department.

Please see the following documents for more information:

- [Uniform Guidance \(PDF\)](#) 
- [Uniform Guidance Overview PowerPoint \(PDF\)](#) 

## Notice to Suppliers: Fraudulent Email Activity

An email scam involving request for product quotations is currently underway. These messages purport to originate from Indiana University but are, in fact, fraudulent. While the university cannot prevent this illegal activity, we are actively working with law enforcement to investigate these fraudulent email contacts. If you believe you have received a fraudulent email that appears to be from Indiana University, you may forward it to our Purchasing Helpdesk [purhelp@iu.edu](mailto:purhelp@iu.edu) to verify its legitimacy before responding to the email or filling the order. You may also contact the Purchasing department by phone at 812-856-5008. For more information about this scam and tips on identifying these fraudulent messages, please click [here](#).



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Purchasing

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MEMBER:



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