

Request Sourcing or Quotes

Sourcing is used by Purchasing to request quotes from multiple suppliers for one purchasing event. Generally, single transactions exceeding \$10,000 must be competitively bid, or sourced, by Purchasing staff. Review policy <u>FIN-PURCH-03</u> – <u>Competition and Sourcing</u> for additional details.

This document demonstrates how to setup a non-catalog item order and request sourcing on an order. Learn more about non-catalog orders by reviewing this <u>written document</u> or watching this <u>short video</u>.

Start by initiating a non-catalog item order. This can be done by clicking Non-Catalog Item on the Shopping homepage.

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<u>-12</u>	🍹 Shop BUY.IU	Ø ?
₿	Search Everything Product Keywords, Description, Supplier, Manufacturer	
	Advanced Search Browse	
հե	Favorites Forms Non-Catalog Item Trade-In Quick Order Suppliers Categories Contracts Chemicals	
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You may also start this process by navigating to **Non-Catalog Item** in the **Shopping module** in the left-hand menu.

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103		· · · · · · · · · · · · · · · · · · ·	Trade-In							
-22	Suppliers		Quick Order							
3	Sourcing		New Shopping Experience	s, Description, Sup	plier, Manufacturer				Q	
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The Office of Procurement Services



A new window appears. Here, click **Not Known**, located under the supplier search field. This selection forces the requisition to route through Purchasing for review.

Suppliers	📜 Shop BUY.IU	_	_	_	_	
Sourcing	Non-Catalog Item					? X
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Next, enter details about the items to be purchased or services to be performed in the **Product Description** field, enter the quantity needed in the **Quantity** field, and an estimate of how much you anticipate spending in the **Price Estimate** field. If your order consists of multiple goods or services, itemize the order appropriately by clicking **Save and Add Another** to add new lines. The Product Description field offers 254 characters. Additional characters can be added during the order review process.

The details entered are used by Purchasing to solicit quotes and will eventually be used to generate a purchase order. Additional documentation, such as a written request or item specifications, can be added to the order on the requisition.

In this example, we are requesting landscaping around three campus residence halls, as well as ongoing maintenance of the grounds over the next year. We will enter two line items: one for the initial service and another for the ongoing maintenance.

When all item lines are added, click Save and Close.

뿋	Suppliers	Non-Catalog Item								? X	
		Recently added items:									
~	Sourcing	Supplier Name	Product Description				Catalog No	Size / Packaging	Unit Price	Quantity	
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67	Administer	Supplier not known/dor	requested services.	t supplier							
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.	Setup	Product Description	Catalog No.	Quantity	Price Estimate	Pa	ackaging				ems
		Ongoing maintenance of landscaped areas surrounding Re	- 11	1	12000	USD 🔻 E	A - Each			T	ined Approvals
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										1 Change	Request



Navigate to your cart by clicking the **shopping cart icon** in the upper right-hand corner, then **View My Cart**.

^	Home	🔱 BUY.IU Test	All - Search (Alt+Q) Q 16,500.00 USD 📜	♡ ** ♣ ੈ
~		Shop Shopping Shopping Home Shopping	My Cart (2020-03-30 0002000838 01)	-¶ Logout
7	Shop	Shopping Dashboard Actions -	Ongoing maintenance of landscap View My Cart	
í.	Orders	BUY.IU News and Notes	no image available Quantity: 1 Price: 12,000.00 USD	
e	Contracts	PLEASE NOTE!	no image available Automotive action of the second	
血	Accounts Payable	This is test.	16,500.00 USD	
48	Suppliers) Shop BUY.IU		
-39-	Sourcing	Search Everything	oduct Keywords, Description, Supplier, Manufacturer	Q

Update the **Cart Name** field. The Cart Name is searchable in BUY.IU and visible to approvers. It is not visible to suppliers.

	🔱 BUY.IU Tes	t			All 👻	Search (Alt+Q)	۹	16,500.00 USD 📜	\heartsuit	^*	• •
	Shop 🕨 My Carts an	d Orders 🕨 Open My Activ	e Shopping Cart 🕨 Ca	rt - 2933412 - Draft Requi	isition					-0] Logout
7									۲	Continue S	hopping
í.		Required	ady to go! The li field: Commodity C field: Commodity C	ode (Line 1)	be addresse	d before the cart o	an be sub	mitted.			
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Ê	Add Non-Catalog	Item Add Trade-In	8		Save			Proceed to Check	out or	Assign	ı Cart
-22	Cart Name	FYXX South C	ampus Landscapi								
3 9	Description/Busin Purpose	ess		•							
9	Supplier / Line	ltem Details									?
յլի	Hide line details					F	or selected I	ine items Add to Favorite	s		Go



Next, a commodity code must be associated with each line. A commodity code represents the types of goods or services being requested and impacts how the document routes. Click the **magnifying glass** next to the commodity code field to search.

Ì										Continue	Shopping
6			Almost ready to Required field: (Required field: (Commodity Cod	below needs to be ad le (Line 1) le (Line 2)	dressed before t	the cart can b	e submitted.			
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Juli,	Forest, a				and requested services.		-0	1,500.00	Add discount	4,500.00 000	
e .	-						_	Select price or	contract		
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A new search window opens. Enter a commodity code value in the **Code starts with...** field or a keyword in the **Description contains...** field. We recommend using one of the prefixes below to help narrow your search. Review a comprehensive list of what is included in each commodity by reviewing the <u>Who Buys What? page</u>.

Commodity Category	Prefix	Examples
Maintenance, Repair, & Operations	MRO	Athletic equipment, promotional material, maintenance supplies and equipment.
Professional Services	PRO	Advertising, videography/photography, hospitality.
Technology and Software	IT	Online data storage, audio/visual equipment, software.
Scientific Products & Services	SCI	Translation/transcription services, medical supplies, laboratory parts and equipment



In this example, we are requesting landscaping services which is considered part of the maintenance, repair, & operations category. Enter "MRO" in the Code starts with... field and click **Search**.

Commodity Code Search
Code starts with MRO
Description contains Search

BUY.IU returns a list of all MRO commodity codes. Click the **drop-down** next to **Results Per Page** and select "200" to see all results at once.

+ Click to filte	er searcl	n results ?	Close
Results Per Page	20 🔻	Results 91	of 5 🕨 ?
	10	Description	
MRO1	20	Alcoholic Beverages	select
MRO10	30	Cleaning & Janitorial Services	select
MRO11		Cleaning & Janitorial Supplies	select
MRO12	40	Coin Operated Self Service Laundry Equipment	select
MRO13	50	Commencement Apparel (Rental)	select
MRO14	100	Costumes & Accessories	select
MRO15	150	Defense, Law Enforcement, Security and Safety Equipment & Supplies	select
MRO16	200	Document Destruction (Shredding)	select
MRO17		Document Storage (Physical)	select
MRO18		Doormats & Rugs	select
MRO19		Electrical Systems, Lighting, Equipment, Components & Supplies	select
MRO2		Appliances & Kitchenware	select
MRO20		Environmental Testing & Treatment Services	select

You are now able to scroll through the list and locate the commodity code that best describes the items or services you are interested in purchasing. Click **select** next to the commodity code you wish to use to return it to your order.



In this example, we will select "MRO41 Landscaping Services, Landscaping Design & Snow Removal Services."

+ Click to filter search result	s ?	Clo
Results Per Page 200 🔻	Results 91	Page 1 of 1 膨
Code	 Description 	
MRO1	Alcoholic Beverages	select
MRO10	Cleaning & Janitorial Services	select
MRO11	Cleaning & Janitorial Supplies	select
MRO38 MRO39 MRO4	Ice Melt, Road Salt, & Salt Softner Lab Coats & Medical Uniforms Bedding, Kitchen/Table Linens & Towels	select select
MRO40	Land, Buildings, Structures & Thoroughfares	select
MRO41	Landscaping Services, Landscaping Design & Snov Removal Services	v select
MRO42	Laundry & Dry Cleaning Services	select
MRO43	Laundry Products	select
MRO44	Locks, Security Hardware & Accessories	select
MRO90	Books & Periodicals	select
1110000	Floral - Events	select
MRO91		
MRO91 MRO92	Construction, Capital Projects - (For CPF Office Use ONLY)	select



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1	Landscapir Forest, and	g rework around three IU Bloon Wilkie. See attached for locatio		-	Size / Packag	ing Unit Price	Quantity 3 EA Add discount	4,500.00 US	

Back in the Shopping Cart, click **Save** to save your work.

Now that you have identified which commodity code should be used, apply it to all lines of your order. Each line of the order must have a commodity code. **Check the box** next to **Ext. Price** to select all lines.

								Continue	Shopping
6		Almost ready to go! TheRequired field: Commodity	list below needs to be addressed I Code (Line 2)	before the cart can	be submitted				
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-22	Add discount for th								
%	Product De	escription		Catalog No	Size / Pack	aging Unit Price	Quantity	Ext. Price	
		ng rework around three IU Bloomingtor a attached for location details and reque			EA	1,500.00	3 EA Add discount	4,500.00 USD	
հր						Select price or o	ontract		
			Commodity Code	MRO41 Landscaping Service	P Landscaping	Internal Note External Note	add note add note		
-2 25			Capital Asset?	Design & Snow Rem		External NOLE	aud note		



Next, select Change Commodity Code from the action drop-down menu, then click Go.

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-2 2	Cart Name FYXX South Campus Landscapi Description/Business Purpose					
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%	Hide line details			For selected line items	Add to Favorites	▼ Go
յլի	Supplier not known/don't care		Contract		Add to Favorites	
	Add non-catalog item for this supplier				Remove Selected Items	
a t i	Add trade-in for this supplier				Remove All Items	
	Add discount for this supplier				Move to Another Cart	
\					Change Supplier	
	Product Description	Catalog No	Size / Pac	kaging Unit Pric	Add to Draft Cart or Pending PR	/PO
	1 Landscaping rework around three IU Bloomington residence halls: Read, Forest		EA	1,500.00	5	,
	Wilkie. See attached for location details and requested services. P more info				Add to PO Revision	
-				Select price p	Change Commodity Code	
Q	Commodity Code	MRO41	م	Internal Note	Requires Sourcing	
→					Remove Requires Sourcing	y Policy

Type the commodity code you found previously in the field and click Save.

	(Commodity codes a	are case sensit	ive. Be sure:	to type it <u>ex</u>	actly as it a	ppears in B	UY.IU.		
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a 7	Add non-catalog ite Add trade-in for thi	em for this supplier s supplier								
\$	Add discount for th	is supplier								
	Product De	scription			Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Pr	ice 🗹
	1 Landscapin	g rework around three IU Bloon	nington residence halls:	Read, Forest, and		EA	1,500.00	3 EA	4,500.00 U	SD 🗹

The commodity code has been applied to all lines.



If you are purchasing a capital asset, check the **Capital Asset? box** next to the lines which will be capitalized. Additional information for the supplier may be added by clicking **add note...** next to **External Note**. Information entered in this section is displayed on the purchase order. Attachments will be added in the next step.

Once all information is entered, click **Proceed to Checkout** to begin review of the requisition.

							Continue Shopping
íc	Shopping	g Cart for Sarah Chavez				2 Item(s) for a total of 16,500.00 USD
				Save		Proceed to Che	ckout or Assign Cart
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			Capital Asset?				
₽		nance of landscaped areas surro	unding Read, Forest, and		EA	12,000.00 1	EA 12,000.00 USD
8	Wilkle residence	halls. 🎓 more info				Add disco	unt
		Tax charges are calculated and cha	arged by each supplier. The va	alues shown here a	re for estimation pu		16,500.00
	budget checking, and we	Srktiow approvals.				Total	16,500.00 USD
				Save		Proceed to Che	ckout or Assign Cart

First, mark the order restricted. Navigate to the **General** section of the requisition and click **edit** in the upper right-hand corner to make changes.

<b>e</b>	Requisitions: 2933412 FYXX South Campus Landscaping Reword	General	Document Actions 🔻   History   🖨   ?
<u>ش</u>	Status: Draft Document Total: 16,500.00 USD What's next for my order?	Cart Name Description/Business Purpose	edit FYXX South Campus Landscaping Rework
<b>3</b> 2	Requisitions ∾	Prepared by Prepared for	Sarah Chavez Sarah Chavez
<b>3</b>	General 🗸 🗸	PO Clauses	edit clauses
ш	Shipping 🗸	1 Contractor 38 Invoice Required 99 Taxes	
	Accounting Codes	Owner Phone	view all clauses - (4) +1 812-856-4574
	Internal Notes and Attachm 🗸	Order Restricted?	x
₽.	External Notes and Attach 🗸	Has an ICQ been attached or approved for this transaction type in the last 365 days?	No



### Check the box next to Order Restricted? and click Save.

õ	Requisitions: 2933412 FYXX South Campus Landscaping Rev	General		Document Actions 🗸   History   🖨   ?
血	Status:     Draft       Document Total:     16,500.00 USD       What's next for my order?	General Cart Name	FYXX South Campus Landscapi	edit ? X
	Requisitions 🖤	Description/Business Purpose Prepared by	Sarah Chavez	
- 38	General	Prepared for	Sarah Chavez Select a different user	
ш	Shipping Billing	Owner Phone Order Restricted?	+1 812-856-4574	
ē.	Accounting Codes	Has an ICQ been attached or approved for this transaction type in the last 365 days?	No Select from profile values Select from all values	
\$	External Notes and Attach		Save Cancel	

Next, check your shipping address in the **Shipping** section, and add funding information in the **Accounting Codes** section.

Finally, leave additional information for Purchasing or upload attachments in the **Comments** section. Comments are available in the lower part of the left-hand menu.

<b>Q</b>	Requisitions: 2933412 FYXX South Campus Landscaping Rework	General		Document Actio	ns 🔻   History   🗐	2 ?
â	Status: Draft Document Total: 16,500.00 USD What's next for my order?	Cart Name Description/Business Purpose	FYXX South Campus Lar	ndscaping Rework		edit
<b>-22</b> ,	Requisitions 🖤	Prepared by Prepared for	Sarah Chavez Sarah Chavez			
<b>3</b> 9	General 🗸	PO Clauses			edit cla	uses
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	Accounting Codes 🖌 🗸				view all clause	es - (4)
	kerne Notes an Attohn	Owner Phone	+1 812-856-4574			
	Final Review	Prowact Jesch.ptio.	a g sh o Packaging	Uh.t Prise Quentity	Lxt. Mice	
a b	Final Review	1 Landscaping rework around three IU	EA	1,500.00 3 EA	4,500.00 USD	
4	PR Approvals	Bloomington residence halls: Read, Forest, and Wilkie. See attached for location details and requested services. more info		Add discount		
	Comments	General (same as header) edit				
	Attachment Overview					
	PO Preview	2 Ongoing maintenance of landscaped areas surrounding Read, Forest, and Wilkie residence halls. more info	EA	12,000.00 1 EA Add discount	12,000.00 USD	
		General (same as header) edit				



## Click Add Comment to log a new comment.

<u>e</u>	Requisitions: 2933412 FYXX South Campus Landscaping Rework	Comments		Document Actions 👻   History   🖨   ?
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	What's next for my order?	Records found: 0		
22	Requisitions >	No comments have been add	ed	
\\$	PR Approvals			
հե	Comments			
<b>a</b> 7	Attachment Overview			
4	PO Preview			
*				See configuration for this Document.

A new window appears. Include the following information in your comment, if applicable:

- Preferred suppliers If you already have one or more suppliers in mind, list their names in your comment. If they are already a supplier in BUY.IU, include their supplier number which starts with a lowercase "p."
- Overarching specifications If your order must meet certain environmental or material standards, include those specifications here.
- Timeframe If a project must be completed by a certain date or within a certain timeframe, include that information.

If you wish to upload an attachment, enter a name in the **File Name** field, then click **Choose File** to search for the file on your machine.

Once all information is entered, click Add Comment to save the comment to your order.

<u>۵</u>	Status:     Draft       Document Total:     16,500.00 USD       What's next for my order?	Add Comment Add Comment	Add Comment
뾺	Requisitions >	This will add a comment to the document.	
<b>%</b>		Email notification(s): Sarah Chavez (Prepared by) <schavez2@iu.edu> add email recipient</schavez2@iu.edu>	
հր	Comments	We have already requested information from several local landscaping	
<b>a</b> t	Attachment Overview	companies, including Thrasher Landscaping, Go Go Green Gardening, and Leif's Retro Yards. We would prefer to work with one of those companies if possible. Attached are additional details about the requested work,	
-8-	PO Preview	including schematics of proposed landscaping plans.	
H		Attach file to this document (optional):	See configuration for this Document.
		Attachment Type File	
		File Name Landscaping Proposal	
		File Choose File LandscapinCampus.png	
		Add Comment Close	

#### Double check your work! You are not able to delete a comment once logged.



## Click **Requisition**, then **Final Review**. Review your order one last time, then click **Place Order** to submit.

-	< Return to shopping cart			
í.	This order is ready to be placed.			Place Order . ssign Cart
	Requisitions: 2933412 FYXX South Campus Landscaping Re	ework	Final Review	Document Actions 👻   History   🖨   ?
Â	Status: Draft Document Total: 16,500.00 USD What's next for my order?		✓ General	Expand All   Collapse All
뾿	Requisitions 😪		General	edit
.70	General	1	Cart Name	FYXX South Campus Landscaping Rework
<b>%</b>	Shipping	~	Description/Business Purpose Prepared by	no value Sarah Chavez
հե	Billing		Prepared for	Sarah Chavez
<b>a</b> 7	Accounting Codes	•	PO Clauses 1 Contractor	edit clauses
	Internal Notes and Attachm	× .	38 Invoice Required	
- <b>C</b>	External Notes and Attach		99 Taxes	
	Integration	1	Owner Phone	view all clauses - (4) +1 812-856-4574
	Special Payment Instructions		Order Restricted?	✓
	Recurring Payments	2	Has an ICQ been attached or approved for this tran type in the last 365 days?	nsaction No
	Tax Information			
	Compliance		✓ Shipping	
	Final Review	×		
			Ship To	edit

The requisition will route for review within your department and organization, then to Purchasing. Once received, Purchasing reviews the request and creates a sourcing event.

Sourcing is the mechanism used by Purchasing in BUY.IU to solicit quotes from suppliers. As the submitter of the requisition, you will be listed as stakeholder on the sourcing event and will be able to track its progress.

Locate a sourcing event by navigating to **Search Events** in the **Sourcing module**, part of the left-hand menu.

-	Shop	Shopping Dashboard Actions -				
6	Orders	BUY.IU News and Notes				
<b>e</b>	Contracts	PLEASE NOTE! This is test				
血	Accounts Payable	1115 15 1651	•			
<b>4</b> 5	Suppliers	🍃 Shop BUY.IU				
<b>3</b> 9-	Sourcing	Sourcing	Type to Search Sourcing Events Q	ds, Des	cription, Supplier, Manufacturer	Q Advanced Search
հե	Reporting	Sourcing Events	Sourcing Events Home Search Events	rder	Browse Suppliers Categories Contracts Chemicals	Auvanceu Search
<b>67</b>	Administer	Approvals Templates and Libraries	View Saved Searches Create New Event			
\$	Setup	Reports Requests	Create New Quick Quote Event Sourced Contract Advance Notice		G ?	My Action Items
			View Exports	ROWN	?	<ul> <li>My Assigned Approvals</li> <li>Carts Assigned To Me</li> </ul>
٩	Menu Search			Brown		2 Requisitions To Apr 29 Invoices
	÷					Powered by JAGGAER   Privacy Policy

**Request Sourcing or Quotes** 



## Click Go and BUY.IU returns a list of all sourcing events with which you are associated.

	Sourcing  Sourcing Events  Search Events	
	Search All Dates Go	
Í o	Enter search terms such as document numbers, suppliers, and product information.	
	Go to: advanced search	
Ê		

#### Click on the event name to see additional details.

C			Showing 1 - 3 of 3 Re	sults		All Dates			
U	Search Details	?	Results Per Page 20	) ~ Sort	by: Event S	itatus: First to Last	~		🔳 Page 1 of 1 🕨
			Status	Event Details					
	Filtered by		Draft	Bloomington Sout	Comput	Landscaping			Manage Event 💌
ш	Date Range: All Dates		Diare	-	· · ·				Manage Event
	Save New Search Export Search			RFQ-MRO-571-2020 Request for Quote	Created Release	3/31/2020 5:13 PM EDT	Submitted Bids Intending to Bid	-	
		-		Request for Quote	Open	-	No bids	0	
6	Refine Search Results	?			Close	-		Ū	
9	Date Range		Draft	Dawn Test4					Manage Event 💌
	All Dates	~		RFQ-MRO-547-2020	Created	1/2/2020 3:58 PM EST	Submitted Bids	0	
և		_		Request for Quote	Release	-	Intending to Bid	0	
	Supplier	7.			Open	-	No bids	0	
7	V's Violas (1)			Ē	Close	-			
	JF's (1)								
	Bid Strategy		Under Evaluation	SCI Supplies					Manage Event 💌
	Does not use Sealed Bid process	(2)		RFQ-SCI-330-2019	Created	4/16/2019 9:13 AM EDT	Submitted Bids	-	
	Does not use Sealed bid process	(3)		Request for Quote	Release		Intending to Bid		
	Sourcing Event Type				Open	4/18/2019 12:00 AM EDT	No bids	0	
	Request for Quote (3)			Ξ.	Close	4/19/2019 12:00 AM EDT			

## Alternatively, you may also access the sourcing event by clicking View Associated Sourcing Events on the Requisition.

-	< Back to Results	1 of 102 Results 🗸 🔪		
Í.	Requisitions: 2933412 FYXX South Campus Landscaping Rework	Summary	Document Actions 👻   History   🚔   ?	
<b>e</b>	Status: Pending			Expand All Collapse All
血	View Associated Sourcing Events	🕆 General		
	Requisitions 🖤			edit
22	Summary	Status		
3	General	Submitted	3/31/2020 5:02 PM	
	Shipping	Cart Name	FYXX South Campus Landscaping Rework	
յին	Billing	Description/Business Purpose Prepared by	<i>no value</i> Sarah Chavez	
	Accounting Codes	PO Clauses		edit clauses



After the sourcing event is awarded, BUY.IU generates a new requisition using the information from the sourcing event. This new requisition automatically routes to the FO Approval workflow stop for review and approval. The original requisition moves to a status of "Completed."