# buyND+

## A New Design for a New Decade

# buyND+ Newsletter




As an active buyND user, you are receiving this email to keep you up-to-date on the buyND+ tool.

## buyND+ Updates are coming September 16th

Great news! We've updated the Home and Guided Shopping pages in buyND+ based on your feedback.

### Home Page Updates:

The Home page will now display a "Frequently Used Punchout Suppliers" section for quicker access. This allows for one-click navigation to your frequently used suppliers.




We've consolidated essential resources under the "Help" tile, including training guides and the FOAP lookup tool.



## New Procurement Justification Form:

We are excited to announce a new Procurement Justification Form, designed to enhance efficiency and clarity in the procurement process. This new form will replace the existing Supplier Selection Form, which is located on the Home page.

The new form will streamline the process for all Standard, Non-Standard, and Blanket Purchase Orders requisition types.

**Special Requirement for IT Purchases:**

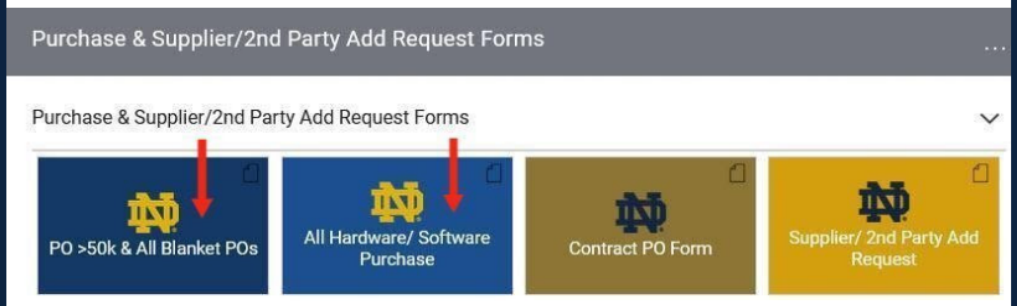
** **Required Form:** The new form is required for all IT hardware and software purchases.

** **Exception:** Purchases made directly through a punchout supplier, such as Dell or CDW, are not subject to this Information Security approval rule.

** **Approvals:** The new form will allow for appropriate requisitions will be routed to information security for assessment and review to ensure all hardware and software meets our University security standards as part of the requisition approval process.

To support this transition, a comprehensive guide will be available on our website and in ServiceNow to walk you through the new process.

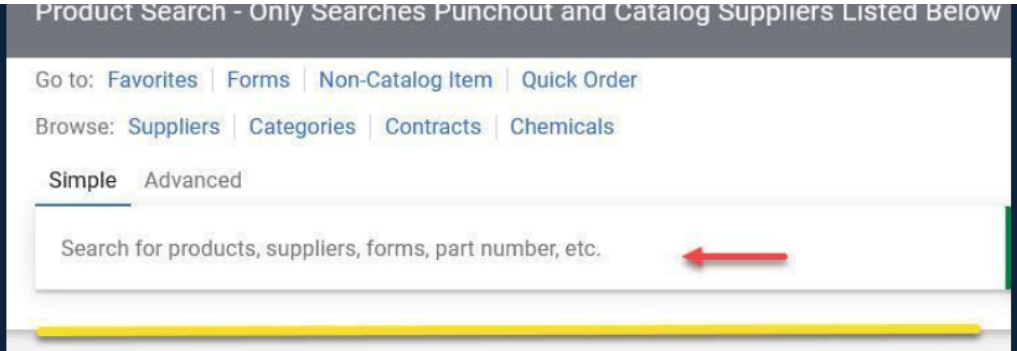
The updated Procurement Justification Form will be accessible under "Purchase & Supplier/2nd Party Add Forms."




## Guided Shopping Page Updates:

The existing commodity tiles remain in place, although they are now located on the left side of the page.

The "Product Search" function, on the right side of the page, now highlights suppliers that provide catalog pricing, helping you easily identify vendors with hosted catalogs or punchouts that display product information directly in the search results.




Suppliers Included in Product Search Above

| Supplier | Category |
|---|---|
| AAY'S Rent-All Co., Inc | Food Services / Event Rentals / Services |
| Burn's Rental | Food Services / Event Rentals / Services |
| Cell Signaling Technology | Lab & Scientific Supplies |
| Dot Scientific, Inc | Lab & Scientific Supplies |
| Fisher Scientific | Lab & Scientific Supplies |
| Medline | Lab & Scientific Supplies |
| Merck Millipore/ Sigma-Aldrich | Lab & Scientific Supplies |
| VWR International, LLC | Lab & Scientific Supplies |

## Upcoming Pro-Tips Demo:

We scheduled two pro-tip sessions next week so you can see a preview of these changes, and we will walk you through the new Procurement Justification Form.

** September 10th at 11:00

** September 11th at 2:00

To register for the *Procurement Pro Tips* series:

** Use your ND account to visit the Procurement Pro Tips Google Group.

** Click the **Join Group** button.

Once your membership is approved, upcoming sessions with Zoom links will be added to your calendar within 24 hours. You can attend any sessions that interest you, and session recordings will be shared with the entire Google Group.