

BUworks

Ordering supplies through BUworks

1. Order forms are submitted to the Chemistry office;
2. Accounts Coordinator (Maria or Kate) sets up a “shopping cart” in BUworks;
3. The shopping cart goes to Mike for approval;
4. The cart is submitted for ordering:
 - 4.1. Carts $< \$1,000$ go directly into the BUworks system, which generates an electronic order (fax or e-mail) to the vendor.
 - 4.2. Carts $\geq \$1,000$ go to Purchasing, where turnaround is expected within 4 hours. The cart returns to Chemistry for final approval, after which it goes into the BUworks ordering system as noted for small-dollar orders.
5. Accounts Coordinator sends requestor a confirmation of the order submission.
 - 5.1. Some vendors send confirmations when an order is received, and Chemistry forwards those to the orderers.
6. When the order arrives, a work-study student logs it, and the orderer is notified by e-mail or phone.

Possible breakdown points

1. Order is mislaid or not placed:
 - 1.1. If order submission confirmation isn't received within 48 hours, contact the front office for follow up.
2. BUworks fails to place order/vendor doesn't receive order:
 - 2.1. If an order hasn't arrived in 5-7 days after submission confirmation, contact the front office for follow up.
3. Delivery isn't logged/student fails to notify recipient

Additional Steps

1. Maria will check the status of her shopping carts on a daily basis:
 - 1.1. Maria will speak to Purchasing about shopping carts that are not placed after 48 hours, or are listed as “on hold.”
2. Chemistry has submitted a ticket requesting that BUworks include an automatic confirmation e-mail to each *orderer* once a shopping cart is sent to the vendor. This capability doesn't exist in BUworks right now, and would notify Chemistry personnel that the order they submitted to the office has reached the vendor.

Notes**Ordering**

1-5: Typical turnaround time in Chemistry for order submission to BUworks is < 24 hours.

4: Orders for capital equipment ($\geq \$5,000$) do not have a specified turnaround time, and bypass Mike until Purchasing has approved the order. However, Mike has final sign-off.

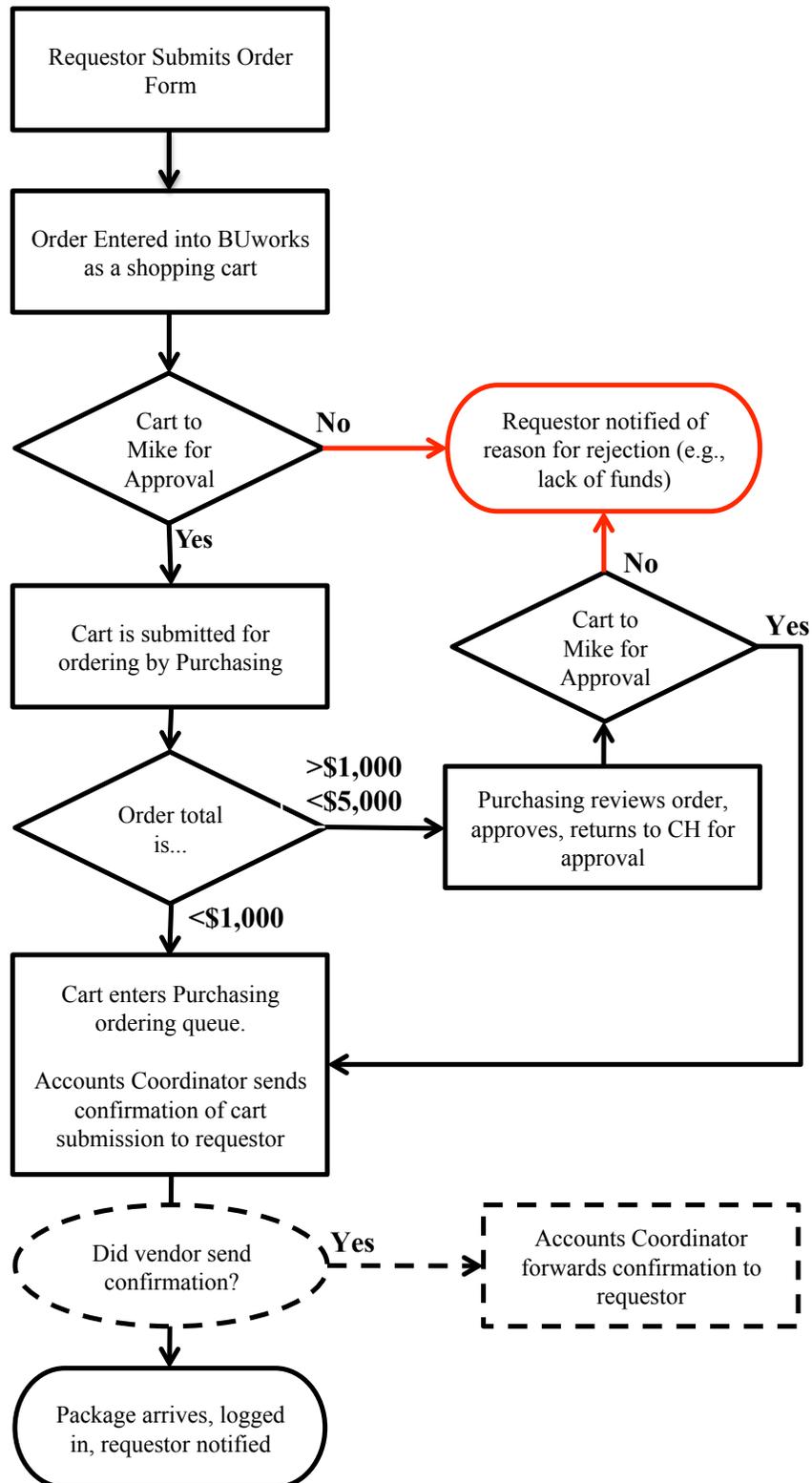
5: This confirmation is sent by the staff member upon submitting an approved shopping cart. However, we are **not** notified when the order is received by the vendor.

Breakdown

2: There have been several instances where orders from BUworks have failed to reach a vendor. This does not trigger a notification within the system, which makes it important for orderers to look for their order submission confirmation and keep track of any outstanding orders.

Chemistry Ordering Flowchart Under BUworks

Small-dollar & minor equipment (<\$5,000)



Chemistry Ordering Flowchart Under BUworks Capital Equipment Orders

