Frequently asked questions

What is eProcurement?

Electronic procurement, generally known as eProcurement, is the automation and management of the procure-to-pay process. It involves creating and approving purchase requisitions, issuing purchase orders, receiving goods and services, and processing invoices electronically.

What is Unimarket? What is Wu-Buy?

Unimarket is the eProcurement company that WSU partnered with for our eProcurement solution. Wu-Buy is the internal marketplace name that WSU selected for this system.

Why are we implementing this new system?

Transforming our procurement process to eProcurement is an important part of an overall strategy for reducing costs and leveraging efficiencies. Universities like ours have found that implementing an eProcurement solution makes the purchase and payment processes faster and more efficient, provides better visibility and accountability, and enables a higher level of compliance with policies and regulations. eProcurement is considered a best practice across higher education and supports WSU’s objective of maximizing institutional efficiencies.

How will Wu-Buy help me do my job?

Wu-Buy will help by making your product research, order processing, order tracking and all associated actions (such as receiving and payments) easier, faster, and more compliant. In particular, you'll be able to locate WSU specific pricing with our contract punchout suppliers, easily find contract suppliers, and much more. Wu-Buy will facilitate future purchases by allowing you to create "Shopping Lists" for items that you order regularly.

How will it work?

Wu-Buy is an online procurement environment that provides an intuitive approach much like the online shopping cart experiences on so many websites.

How will I get training?

There is training documentation, online training videos and online tutorials accessible via links in the Wu-Buy dashboard. Instructor-led training sessions are available on request. Email training requests to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu).

Will we still need to use Banner?

Individuals responsible for creating requisitions will now do so directly in the Wu-Buy system. Banner remains WSU’s system of record. All sub-system transactions that have a financial impact will be reflected in Banner.

How do I log into Wu-Buy?

The link to Wu-Buy is available in the Procurement & Payment Services section of MyWSU. Single-Sign On access is available when logged in with your WSU username and password.

How does a user update their email address or phone number?

Click on User icon (silhouette located at the top right of the site) and select My Account. Then click on Settings and the user can make changes to their contact information. The email address and phone number must be your WSU email and WSU 10-digit phone number.

What catalogs will be available in Wu-Buy?

Many key suppliers have been identified for our marketplace. They include, but are not limited to: Office Plus, Amazon Business, Inc. (non-contract), Pocket Nurse, Dell Marketing L.P., Patterson Dental, Apple, Inc., SHI International Corp, B & H Foto & Electronics Corp., Veritiv Operating Company, CDW-G, Grainger, Fastenal Company, Fisher Scientific, MSC Direct, Anixter Corporation, and McMaster-Carr Supply Company (non-contract). Catalogs will continue to be added as we identify suppliers that can integrate with the system.

What is the difference between a Buyer and a Browser?

The Buyer role in Wu-Buy is assigned to those users who have the authority to make purchases using University funds based on the Banner Finance Fund/Org Authority. Initially, only individuals assigned the Requisitioner role in Banner were granted the Buyer role. The Browser role is assigned to those users who have the need to create purchases for goods and services but do not have the authority to make purchases using University funds based on the Banner Finance Fund/Org Authority.

What determines a Banner Finance user's Buyer/Browser role in Wu-Buy?

Initially, only individuals assigned the Requisitioner role in Banner who also have the authority to make purchases using University funds based on the Banner Finance Fund/Org Authority were granted the Buyer role. All new users will be assigned the Browser role upon their first successful SSO login.

The Wu-Buy Access Request Form is available to request changes to a user’s assigned roles and to assign or update their associated org units. If you need assistance, you will need to contact [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu).

What is the purchase requisition approval process?

The Wu-Buy approval queue routings have been established to expedite your purchasing experience. Review the Wu-Buy Approval Process document for detailed approval information.

A diagram of a company

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What do I do if my Approver is out of the office and not available to approve my requisition?

Approvers can designate a Proxy when out of the office. This Proxy will have the ability to approve requisitions in the approver’s absence.

What is the proxy time frame? Can it be indefinite?

This is a temporary period (such as a vacation or FMLA) not meant to be ongoing. Procurement & Payment Services will monitor proxy time frames to ensure compliance with this expectation.

Approvers are able to edit which fields?

Approvers will have the ability to edit the Justification notes, Requisition Questionnaire fields in the Justification Type section and Justification Attachments, Delivery Notes and Order Attachments, FOAP elements (system checks fund/org security of the Buyer) as well as the Ship To fields. Item descriptions, amounts, and quantities can also be updated for non-catalog suppliers.

If FOAP elements are edited by an approver, does the purchase requisition route back to the Buyer?

The purchase requisition will not route back to the Buyer. However, it may follow a different approval path if required by the new FOAP. A comment on the requisition can be posted by the approver which will alert the buyer of the change.

What happens to a disapproved/declined requisition?

Declined requisitions can be found in the View Requisitions page and copied and edited for resubmittal by the Buyer who originally created the requisition. Requisitions remain in the system indefinitely and can be viewed using filters such as “state” (declined, abandoned, canceled, incomplete…).

Can I resubmit a declined requisition?

Yes. If a requisition is declined, you can search for it, copy and edit it, then resubmit.

Can I charge a single item to 2 different FOAP’s?

Yes, use the ‘Split’ button next to the individual line items. You must have purchasing authority for the additional FOAP’s or reassign the requisition to someone who has the authority to make the split.

What if I receive a damaged/broken item?

If items received are damaged or broken, you should communicate this directly to the supplier. If the item(s) is not being replaced, a credit should be requested. If the damaged or returned item(s) has been invoiced, payment will not be issued until all items have been marked received and/or a credit has been received.

Can I use Wu-Buy for purchasing a service?

Yes. Use the Non-Catalog Item option to enter in the full description of the services to be provided.

Will Wu-Buy check my budget as part of the purchasing process?

Yes. When a buyer clicks the checkout button or an approver tries to approve a requisition, the system will:

a. Check that the FOAP is valid and active,

b. Check that you have purchasing authority for the selected FOAP,

c. Check the budget for the FOAP.

What should I do if I receive a message indicating that there is insufficient funding?

You will need to either request a budget adjustment by contacting your Business Manager or the Budget Office or Identify a different funding source to be used on the requisition.

Can I process orders that exceed my budget allocations?

No. Wu-Buy will perform budget checks by comparing the total purchase amount against the available funding in Banner for the FOAP being used for the specific purchase. If the budget check fails, there will be a message indicating the budget is not sufficient and will stop the requisition until a budget transfer is completed.

What is the maximum dollar amount we can order when purchasing from a catalog?

There is no dollar limit to what can be ordered. Catalogs (except Amazon and McMaster-Carr) have been established based on existing contracts. Therefore, user departments can order any items included in the contract and made available in Wu-Buy. However, Wu-Buy performs multiple budget checks during the requisition creation and approval routing process before a purchase order is created. If budget is not available, Wu-Buy will stop the requisition until sufficient funding is available in the appropriate FOAP.

Can I start creating an order by placing products in my cart and not finalize it until later?

Yes. You can initiate a requisition at any time. If you are not ready to check out yet, simply hit the save button. Once you are ready to make additional changes or finalize your order, you can access the Incomplete Requisition and complete the check-out process. You can open, edit and save a requisition as many times as you need up until the point when the check-out process is completed.

If I order the same items each time, is there a way to duplicate my order to reuse again?

Yes, you can create Shopping Lists for orders that you process regularly. This will expedite your purchasing process. You can set up as many Shopping Lists as you need. In addition, you can find previous orders and copy them, edit as needed to meet your current needs and submit as a new requisition for approval.

Where do I enter the Business Purpose?

The Business Purpose will be entered in the Justification field located towards the bottom of the requisition.



Are justification (business purpose) notes to be completed?

Yes. The Justification (business purpose) notes are always required. These notes are only visible internally to WSU users and approvers. The requisition justification (business purpose) is necessary to define the specific reasons for the purchase needs, and to adequately describe the expense as a necessary, reasonable, and appropriate business expense for the university.

Will Receiving be required in Wu-Buy?

Yes. Wu-Buy receiving replaces the manual email/receiving report process currently used for purchase orders originated in Banner. You should only “receive” your items once you have inspected the shipment.

Who is able to perform the Receiving function?

The Buyer of the order and/or another Buyers/Browsers in that Org Sharing Unit can receive the item. Buyers and Browsers both can complete receiving reports.

When would a Buyer assign a purchase requisition to another Buyer?

The Buyer may not have access to the fund/org to be charged or may be waiting for more information and is scheduled to be out of the office. The requester's name remains in the Ship To field on the PO (or can be changed) and appears in the Originator field on the Wu-Buy order screen.

What is an Organization Unit in Wu-Buy?

The Organization Unit (Org Unit) in Wu-Buy allows for the visibility and permission sharing of requisitions, orders and invoices based on the hierarchy of the campus divisions and departments.

Who can edit an Org Unit?

The Buyer or the System Administrator can select a different Org Unit, but the Org Unit selected should be related to the Org associated with the FOAP on the requisition.

Should department supervisors who do not have Banner Finance access be set up as Browsers?

Yes. Browsers can shop and reassign their cart to a Buyer and perform the receiving function for orders in their Org Sharing Units.

What if I can't find a supplier in Wu-Buy?

If you cannot find your supplier in Wu-Buy you can request a supplier by going to the Purchasing icon located on the left side of the page and selecting “Request Supplier” (see below). This will take you to the Request Supplier page. Select the 'Request Supplier' radio button located on the top left side of the form and fill out the pop-up form and submit. You will not be able to initiate your requisition until the supplier is established in Wu-Buy. Review the [Wu-Buy Requesting a Supplier](https://www.wichita.edu/services/purchasing/wu-buy.php) help document for more detailed information.

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What do I do if an item I ordered has been discontinued?

If the supplier notifies you that an item has been discontinued and will not be invoiced, go to your task menu, select outstanding receiving, select receive next to the line item and change the Action to Manual Close, add a note and select ok. If you still need the item, create a new requisition with a different supplier for the same or a similar item.

If I placed an order for multiple items, should I wait until I receive all of the items to complete receiving?

No. Receiving should be completed as items are received and inspected.

Can I see payment information in Wu-Buy?

Yes.

• View your order, select the Invoices tab

• Select the invoice number

• Select the Payments tab

(Please note payment information in Wu-Buy is not real-time.)

I accepted an invoice and completed a “Retrofit Requisition”. Why was my “Retrofit Requisition” declined?

Most often, the buyer did not add an appropriate justification (business purpose) to the requisition, in which case it will be denied by Accounts Payable.

Can I close a PO with pending invoices or credits?

No. POs should not be closed if there are pending invoices. Once the invoice state of all invoices equals “Invoice Accepted” and all payments have been made, the PO can be closed.

Can suppliers be paid via direct deposit?

Yes. Suppliers can be paid via direct deposit if they have completed the DA-130 Authorization for Electronic Deposit of Supplier Payment form via DocuSign. Additional information about the process can be found [here](https://www.wichita.edu/services/ap-travel/da_130_instructions.php).

Can invoices be submitted in various formats?

Yes, the preferred format is PDF.

Why does an invoice remain unprocessed even though I have created a PO and uploaded the invoice to Wu-Buy?

Invoices must be submitted to the Accounts Payable department, (accountspayable@wichita.edu) in order to be scheduled for payment based on the agreed upon payment terms. Note: Accounts Payable does not receive notification when an invoice is attached to a Requisition or Purchase Order.

I accepted a retrofit invoice. Why hasn’t it been paid yet?

Once an invoice has been accepted, the retrofit requisition must be completed and fully approved before the invoice can move to Banner for payment.

Why does AP submit invoices for approval even though I have already rejected and indicated that it is not owed?

Invoices must remain in a pending state until tangible proof from the supplier has been acquired that confirms the invoice is not owed. (i.e a credit memo).

How do ITS related purchases work in Wu-Buy?

Each user has been granted access to a Dell standard configuration catalog in Wu-Buy. This catalog contains items selected by ITS that end users can purchase. These items will be routed to ITS for review and approval. Departments are required to enter the appropriate Ship To location for their purchase.

If the item is not included in the Dell standard configuration catalog, please visit the ITS Procurement [site](https://www.wichita.edu/services/its/ClientServices/ITS_Procurement/index.php) for additional information and instruction.

What ship to location should I use for ITS related purchases?

University ITS-related purchases should be shipped to the University Computing, Campus Box 98 location. You can search for this location by entering UM117 in the ship to field.

NIAR IT-related purchases should be shipped to the NIAR, Campus box 93 location. You can search for this location by entering UM106 in the ship to field.

When will my encumbrance show up in Banner?

Once a requisition is fully approved, Wu-Buy will automatically send the Purchase Order data directly to Banner. Normally you should see the encumbrance reflected within 1-2 minutes.

When will my invoice post in Banner?

To post in Banner, invoices must have successfully matched against the purchase order and receiving report. Once successfully matched, you should see the invoice reflected within 1-2 minutes.

Do departments enter invoices?

Accounts Payable is responsible for invoice entry in Wu-Buy. Suppliers are required to submit all invoices to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu) and each invoice must have the purchase order number included on the invoice. If an invoice related to a purchase order is received by the department, please forward the invoice to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu).

What should be paid through Chrome River?

A limited number of items will still be processed through Chrome River Invoice. These include, utility payments, non-travel related reimbursements to employees, refund payments, payments to other State of Kansas agencies, and most official hospitality related expenses (including Chartwells).

Are supplier favorites tied to the specific user account?

Yes, suppliers marked as a favorite are tied to an individual user account.

Once receiving is complete is the invoice paid and check issued to the supplier without any additional actions by the end user?

Yes. Assuming the invoice has been received, entered in the system by accounts payable, and successfully matched against the purchase order and receiving report, the invoices will automatically process for payment. If a match exception is encountered, notification will be sent to the Buyer listed on the Purchase Order.

Do contracts still need to be reviewed by General Counsel?

Yes. Departments must continue to comply with the expectations set forth by the General Counsel’s office.