

New Supplier Onboarding – XavierBuy (10/20/22)

What is XavierBuy?

XavierBuy is the name of Xavier University's e-Procurement system powered by Unimarket.

How do I become a Xavier supplier?

Suppliers are added to the system by *invitation only* which is initiated by a Xavier employee. If you are invited to register as a supplier, you will receive an email coming from xuvendorsetup@xavier.edu.

When do I need a Purchase Order?

All transactions should have a Purchase Order issued to the supplier **PRIOR TO** any work beginning/orders being fulfilled.

If a Purchase Order is not issued in advance:

- There is no contractual obligation between Xavier and Supplier
- The purchase has not been reviewed/approved in advance
- Funds are not encumbered (set aside to ensure payment) in Banner
- There is no visibility of the transaction by Financial Administration to track/anticipate Xavier's financial obligations.

Please work with a designated XavierBuy Buyer/Browser for assistance.

What is Xavier's Purchase Process?

1. The authorized XavierBuy **Buyer/Browser** should get a quote and enter a requisition in XavierBuy. (A requisition is a request to place an order.) Competitive bids are required for transactions of \$10,000 or more.
 - a. Once the requisition has been submitted by the Buyer, it will route for approval(s). The Fund, Org, and Account codes in the FOAP determine who the requisition will route to for approval.
2. Each **Approver** will review the requisition and either reject or approve the requisition for purchase.
3. Once approved by all approvers, a Purchase Order will be issued and sent by email to the **Supplier** and the Buyer/Browser. This email comes from xavierpo@xavier.edu. Once the Supplier receives the Purchase Order, then they are authorized to begin work/fulfill the order.
 - a. After the supplier fulfills the order/completes the service, then they submit their invoice directly to Accounts Payable following the instructions printed on their Purchase Order. Invoices should NOT be sent to Xavier employees outside of Accounts Payable as it creates an extra, unnecessary step and often results in duplicate invoices absorbing additional administrative time and costs.
4. **Accounts Payable** will upload the invoice(s) against the Purchase Order and the Buyer/Browser will be prompted by email and task indicators in XavierBuy to receive/approve the invoice.
5. Once the **Buyer/Browser** reviews the invoice(s) for accuracy (Does the invoice match the quantity and dollar amount on your order?) and receives/approves the invoice, then the invoice will be processed for payment according to the payment terms. Xavier's default payment terms are Net 30 (payment 30 days after the invoice date).

Xavier University is Tax Exempt

Xavier University (Tax ID 31-0537516) is a non-profit organization 501(c)(3) exempt from taxation.

A copy of Xavier's Tax Exemption certificate is available on the Central Procurement & Accounts Payable: www.xavier.edu/procurement/suppliers.

Where should invoices be submitted?

All invoices require a Purchase Order number in order to be processed for payment. A Purchase Order should be established **PRIOR TO** any work being done by the Supplier. Invoice instructions are printed on each Purchase Order. Xavier employees outside of Accounts Payable should not be receiving/handling invoices as it creates an extra step and may cause payment delays.

Instructions for suppliers/vendors/independent contractors to submit an invoice:

1. Email invoices to: invoices@xavier.edu
2. The Purchase Order number must be on the invoice and in the subject line of the email.
3. Limit one invoice per email.

Who do I contact with questions?

Central Procurement: Manages and assists with procurement of goods and services.
For assistance, email procurement@xavier.edu.

Accounts Payable: Processes invoices against purchase orders and other special circumstance payments.
For assistance, email accounts_payable@xavier.edu.