

PO Data Entry Operators Meeting

AGENDA

Monday, June 4 2007

9:30AM - 11:00AM

CAMPUS CENTER AUDITORIUM

- ◆ **Marketplace (Betsy Blunt, Santo, John)**
 - a. **Demonstration**
 - b. **Blanket Purchase Orders to Marketplace Vendors**
 - 1. **Increases to existing Blanket Orders**
 - 2. **F/Y08 Blanket Orders**
 - c. **List of Marketplace vendors as of 06/01/07 (handout)**
 - d. **Help – What do I do – I placed an order with a MarketPlace vendor and the vendor claims they never received it (business process)**

- ◆ **Purchasing Year End (Patty)**
 - a. **Closing/Opening Dates**
 - 1. **Requisitions – Purchase Orders**
 - 2. **Denied/Open Requisition Statuses**
 - b. **Closing/Cancelling of Rebuilt “V” Purchase Orders**
 - 1. **Payments**

- ◆ **Purchasing Department Website (handout)**
 - a. **Links –**
 - 1. **Buyer Assignments for Requisition Approvals**
 - 2. **eProcurement Job Aids**
 - 3. **And much, much more**

