

Procurement Newsletter

Spring 2019

YOU'RE INVITED! PROCUREMENT SERVICES OPEN HOUSE

MARCH 26, 2019
2 TO 4 P.M.

We are celebrating and want you to join us!

March is national procurement month and you're all invited to help procurement staff celebrate! We will be holding an Open House on Tuesday, March 26th from 2-4pm on the first floor of the Administrative Services Building. Get out of the office to come enjoy treats, take a photo with Cy, play games, and win door prizes while meeting the Procurement Services Department staff! RSVPs are requested but not required to attend.

[To RSVP, please click here.](#)

Our Mission

The mission of the Iowa State procurement services department is to provide efficient, timely and effective assistance to faculty, staff, and students.

Please contact us with any questions or concerns by contacting a staff member directly, emailing procurement@iastate.edu or calling 515-294-4860.

Guess the Date cyBUY's 500,000th Order

Soon, Procurement services will celebrate the 500,000th order (or "release") created through cyBUY. You can join the celebration by guessing the date you think the 500,000th cyBUY release will be created. Prizes will be awarded to both the shopper who creates the release and the individual who guesses the correct date.

[Click Here to Guess!](#)

Contract Spotlight

Amazon Business

Iowa State University is excited to announce that Amazon Business is now available on cyBUY. This new program simplifies your purchasing process and allows you to take advantage of Amazon's wide product selection and competitive prices for business purchases. Any questions about Amazon or cyBUY can be directed to cyBUY@iastate.edu. Shopping through Amazon Business is as user friendly as it is on Amazon.com.

Additional benefits include:

- » Free 2-Day shipping on Prime-eligible items
- » Automatic tax exempt purchasing on items sold by Amazon.com, LLC and participating 3rd party sellers
- » Access to millions of additional products, available only to Business customers
- » Business-specific pricing, including quantity discounts on eligible items
- » Access to a specialized Amazon Business Customer Service team at 888-281-384

Registration:

Please sign up through Learn@ISU for the Amazon Business Training. During this session we will cover how Amazon will be different than the other catalogs in cyBUY due to their functionality and limitations as well as aiding in the registration process.

Ordering Process:

Although Amazon is available on cyBUY, there are still items that should be purchased through contracted suppliers on cyBUY in order to take advantage of contract pricing. To ensure items are purchased from the best source, Procurement Services will be reviewing all Amazon orders in AccessPlus before they are submitted to Amazon.

Please contact Procurement Services cyBUY help desk with any questions at cybuy@iastate.edu or 515-294-8577.

Introducing Travel and Hospitality Cards

The implementation of Workday in July includes an expense reporting tool which will allow the introduction of a travel & hospitality (T&H) card. The T&H card is a corporate card for employees to pay for travel and hospitality expenses incurred in relation to work at ISU, and will reduce the need for travelers to pay for expenses personally then submit for reimbursement.

Hospitality expenses such as food for events and lodging for guests of the university will no longer be paid with the purchasing card (or, procurement card in Workday) after July 1. Purchase of airline

tickets for employees will also be changed from the p-card to the T&H card.

Departments will determine which employees should be issued a T&H card. Department fiscal officers can expect to receive forms from procurement services in the coming months to identify which current p-card holders will need to have a T&H card, in addition to the process for requesting new T&H card accounts.

For more information on the T&H card, check Learn@ISU for the WorkCyte workshop Expense Reporting and Travel & Hospitality (T&H) Cards in Workday.

“My supplier won't accept the p-card!”

If your supplier accepts Visa, it's possible that they are not familiar with the term “purchasing card” or “p-card.” Ask if they would accept your Visa charge card, and if the answer is still no, contact your card services team at pcard@iastate.edu or 294-1308 for assistance.



Staff Spotlight

Kaitlyn Carlson

eProcurement Customer Relations Specialist

Educational Background and Employment History

Graduated from Wartburg College in 2012 with a B.A. in Business Administration. Worked at Jimmy Johns for a little while before I accepted a job at Verizon. Within the retail stores, I was the Experience Specialist for two years and accepted a job within Verizon's business to business channel as a Coordinator of Business Operations (CBO). During my last year at Verizon, I was moved onto a newly created team for CBOs to support Business Sales Reps in the Retail stores. Left Verizon in July 2018 to be closer to family and friends. Accepted the position at ISU mid-January.

What do you like to do outside of work?

- Draw, sculpt, or work on do it yourself projects.
- Attending events and locations (children hospitals and schools) through Justice Corp of Iowa dresses as Captain Marvel.
- Volunteer at the local animal shelter as a dog companion.
- Travel. Been to 11 different countries outside of the US – Favorites being Iceland and Switzerland. Also been to roughly 20 different states within the US.
- Show dogs at dog shows – hoping to start agility training with my Mini Aussie this summer to compete.
- Hang out with family and friends.
- Watching movies and tv shows – I'm a huge nerd.

Staff Spotlight

Jennifer Wichers



Customer Relations and Communication Specialist

Educational Background and Employment History

In 2014, I came to Iowa State University and graduated in May 2018 with a BFA in Integrated Studio Art. While in school, I was employed by a museum exhibit designer to do graphics and build interactive exhibits. Once the museum projects were completed, I began working in Procurement Services as a part-time student office assistant and I've been here since. I was hired on full time in November as a Customer Relations and Communication Specialist. I'll be here three years in April!

What do you like to do outside of work?

In my free time I love to sew, paint nails and do art. Most of my evenings are spent face-timing my twin, Carolyn, and her adorable cat, Walter. When I can, I like to go to concerts with my twin or drive to Nebraska and visit the rest of my family.