“Purchasing from your Desk” ... Introducing Sm@rtBuy

York University has migrated to a new on-line purchasing system – Sm@rtBuy – a technology-driven solution providing the University community with the ability to purchase goods and services in a seamless and efficient manner.

Sm@rtBuy is of importance to our research community as it offers a timely and cost effective purchasing system, alleviating the administrative burden for everyone involved.

Administrative staff has been using Sm@rtBuy since July giving us the opportunity to further refine the system. We are now pleased to introduce Sm@rtBuy to you. Along with a number of other researchers and senior academics, we have used Sm@rtBuy and can attest to its ease of use, effectiveness and convenience.

What does this mean for our researchers and faculty?

- Immediate, on-line purchasing and payment of goods and services;
- One-portal access to vendor catalogs;
- Electronic requisitions for vendors who do not have catalogs;
- A process that involves only a single order even when ordering from multiple vendors;
- Comparison shopping for anything from lab supplies to computers with the ability to purchase the best value product/service to meet your needs;
- Electronic approval routing when a one-over-one (e.g., your Chair, Director, Dean) review is required saving time and expediting order placement;
- Costs of purchases applied directly to PERs or research accounts and automatically recorded in e-Reports for seamless reconciliation and account balance tracking; and
- Direct product delivery to your on campus location.

Why use Sm@rtBuy?

- Reduced need for manual intervention, phone calls and multiple copies of paper-based documents;
- Maximized savings and stretching research and operating dollars even further - the more purchases made, the greater our volume, the better our ability to leverage the best possible pricing; and
- Increased transparency and accountability seamlessly and without duplication of effort and time-consuming administration.

What research materials are accessible through Sm@rtBuy?

The following vendors have research supply catalogs available on Sm@rtBuy:

- BIO-RAD Laboratories (Canada) Ltd.
- Fisher Scientific
- Life Technologies
- Linde Canada Limited
- New England Biolabs Ltd.
- Qiagen Inc. (Canada)
- Sigma-Aldrich Canada Ltd.
- VWR International Ltd.

What other important vendors are available on Sm@rtBuy?

Researchers often have the need to purchase office supplies and computer equipment. These suppliers are also available on Sm@rtBuy offering catalogs for office supplies, computers, paper and audio-visual equipment:

- Corporate Express Canada (office supplies)
- Data Integrity (computers and related supplies)
- Dell Canada (computers and notebooks)
- Lyreco Canada (paper)
- Nationwide Audio Visual (projectors, electronic white boards, lecterns, speakers, etc.)

Why were these vendors selected and what others need to be added?

These vendors were selected because of the high dollar value and frequency of purchases York’s researchers have made in the past. In addition, these vendors have the technology to support on-line purchases through easily accessible catalogs and are able to process electronic orders and payments.

What if the vendor I need to use does not have a catalog on Sm@rtBuy?

Vendors who do not have an on-line catalog on Sm@rtBuy are still accessible through Sm@rtBuy using the “non-catalog” feature. This feature replaces the current manual, paper-based requisition with an electronic requisition that can be completed and submitted on line. This feature includes the ability to attach quotes or other documentation required to generate an electronic purchase order.

How can you familiarize yourself with, and access Sm@rtBuy?

Sm@rtBuy is simple to use and all York employees with a Passport York ID can access the system without formal training by just review training materials available at:
http://smartbuy.info.yorku.ca/training/

However, to use the electronic requisition for non-catalog vendors, formal training will be required to prevent making purchases by mistake. Researchers/faculty will require this training in order to make purchases directly or to approve purchases made on their behalf.

To request access to Sm@rtBuy, please:

- Attend scheduled training by registering at: http://smartbuy.info.yorku.ca/training/

OR
• Contact John Pastorcic at x 22248 for more information or to schedule faculty based training sessions. Sessions can be arranged to accommodate researchers and their research assistants by department as well.

Should you have any questions about Sm@rtBuy, please feel free to contact Melody King, Director, Procurement Services at kingm@yorku.ca or extension 20880 or John Pastorcic, Manager, Procurement Operations at pastorj@yorku.ca or extension 22248.

Your feedback and participation is crucial to the ongoing growth and improvement of Sm@rtBuy. We look forward to hearing from you about your experience using Sm@rtBuy – what worked, what improvements could be made, what other products and vendors should be added to Sm@rtBuy. Please feel free to contact Working Group members – see below.

Best Regards,

PRASE Working Group, Services for Researchers, Post Award Processes:

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