Guided BUying Glossary

Guided BUying: A central location to purchase a wide selection of products and services from a variety of registered suppliers. **SRM Term: Terrier Marketplace**

Ariba Network: A marketplace for suppliers and buyers to transact digitally.

Purchase Requisition (PR): Process to purchase products/services. A PR generates a Purchase Order (PO). **SRM Term: Shopping Cart**

Purchase Order (PO): Document issued by the University to a registered supplier, which commits the University to the purchase of products/services and in most cases, establishes the terms and conditions. PO numbers follow a pattern of 55xxxxxxxx.

Personal Profile: User settings including delivery address, floor, and room number, and cost center. Once set, values are automatically assigned to every line item of all your PRs moving forward but can be changed at the header or line level at checkout if necessary. **SRM Term: Personalization**

Guided BUying Catalog Order: PRs created to purchase through catalogs in **Guided BUying**. **SRM Term: Terrier Marketplace Cart**

Non-Catalog Request: Non-Catalog Requests (formerly and at times still referred to as ad hoc) are used to create PRs for one-off purchases for services or products that are not in a supplier catalog in **Guided BUying.** There are two types of Non-Catalog Requests:

- **Amount-Based PR**: PRs created based on a quote from a supplier when you are unsure of the final amount to be spent. **SRM Term: Limit Order Carts**.
- **Standard PR**: PRs created based on a quote from a supplier when you cannot find what you need through a catalog in **Guided BUying**. **SRM Term: Free Description/Material Carts.**

Blanket Purchase Order (BPO): Process used to purchase products/ services off a contract, which suppliers can invoice directly against. **Note**: BPOs do not encumber funds and are only set up by Sourcing & Procurement.

Types of Service Contracts:
- **Fixed Price Contract**: The purchaser agrees to pay the supplier a set price for the specified goods or services. Any risks that the cost of the specified goods or services will exceed the fixed price are borne by the supplier.
- **Time and Materials**: Contracts that provide fixed hourly rates that include: (1) wages, overhead, general and administrative expenses, and profit; and (2) materials, generally at cost, including, if appropriate, material handling costs.
- **Service Contract**: A business arrangement in which a supplier provides labor to support or maintain a facility or tangible product rather than producing it.

After the Fact (ATF) Orders: PRs are created to procure products and services and should be submitted **before** you engage a supplier and **before** you receive any products or services. Once a PO is generated and sent to the supplier, they can provide the product or service and submit an invoice to Boston University. By issuing a PO before receiving products or services, the terms and conditions protect the University faculty, staff, and students. ATF orders occur when requisitioners receive a product or service before submitting a PR and before a PO is generated.

Approval Workflow: Sequence of steps wherein approvers can edit and must approve or deny a PR.

Composing: A PR in a saved status. Open the PR and click **Edit** to make changes at checkout and submit the PR.

Custom Forms:
- **Contract Request Form**: Complete the Contract Request Form to submit an unsigned contract that needs to be negotiated and signed by the correct authorized signatories of Boston University. These forms are routed to Sourcing & Procurement. Please allow a minimum of two weeks for negotiation with the supplier and General Counsel.
- **Supplier Request Form**: After reviewing our extensive database of registered and contracted suppliers, submit a Supplier Request Form to request registration for a new supplier. New suppliers should only be considered for rare sole-sourced items that are not available from one of our registered suppliers. The Supplier Request Form must be submitted before engaging the supplier and before submitting a PR.
- **Sourcing Request Form**: Submit the Sourcing Request Form to request help on a Sourcing project. The form will be routed to Sourcing & Procurement who can assist with an assessment of your current spend, market research including an assessment of the supply chain, a total cost analysis with identification of suitable suppliers, the development of a sourcing strategy, negotiation and contracting, as well as tracking and managing supplier performance.

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Accounting Terminology: Below please find accounting terminology. More information can be found on TechWeb.

Cost Center/Fund Center: Funds/Cost Center is an organizational unit to which budget can be assigned and revenue/expenses are collected. The 1st digit of the Funds/Cost Center identifies the Business Area the account is associated with it. The 2nd & 3rd digits are the Unit Number for the entity (for questions on Business Area and Unit Number, see their respective definitions).

Order/Internal Order (IO)/Grant: Internal Order / Funded Program / Sponsored Program is an account that collects revenues and expenses for a specific purpose. These accounts are typically open for more than one fiscal year and unused funding carries forward from year to year.

General Ledger/GL/Commitment: Commitment Item / GL Account describes (or classifies) the revenue or expense activity. The first digit of the GL Account / Commitment Item follows a syntax and for the most commonly used GL Accounts / Commitments Items, the first digit represents the following: 4 = Revenue, 5 = Expense, and 8 = Internal charge from within the University. In FI Reporting, GL accounts are also used to represent assets and liabilities.

WBS Element: Account type used to identify and track capital projects. Each WBS Element is 10 characters long, beginning with an alpha character followed by a '.' then the remaining 8 characters (example: R.000093.1). The alpha character denotes type of project being completed (A = Acquisition, C = New Construction, I = IS&T System, R = Renovation / Repair, S = Space Change).

Non-Grant Internal Orders, which also include the following types of accounts:

Account Type:	Account Number begins with:
Designated	909
Endowment Spendable	925
Gifts	930, 932, 934
Loans, Institutional or Government	940, 943, 945
BMC Grants	994
MOAs (Cost Reimbursements)	995
Federal	950xxxxxxx
Non-Federal	955xxxxxxx