
What's New . . .

May 2022 2nd Edition

Business Managers' Meetings

The next Business Managers' Meeting is scheduled for Thursday, September 8, 2022, at 9:00 a.m.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact Jessica Winet-Fleer. We would love to hear about best practices in your area as others could benefit as well.

Business Services

Billiken Buy Update – Billiken Buy is getting a new look in early May! Please see the attached document for more information on what to expect. Our new home page will be visible on Monday, May 16th.

For additional details and an instructor-led review of these changes, please register for the Navigating Billiken Buy training session on May 5th at 11am.

Zoom registration link:

<https://slu.zoom.us/joining/register/tJwrcOuoqDksGNcsZU53GfWOqoPpeQYYIo4y>

Office of Compliance & Ethics

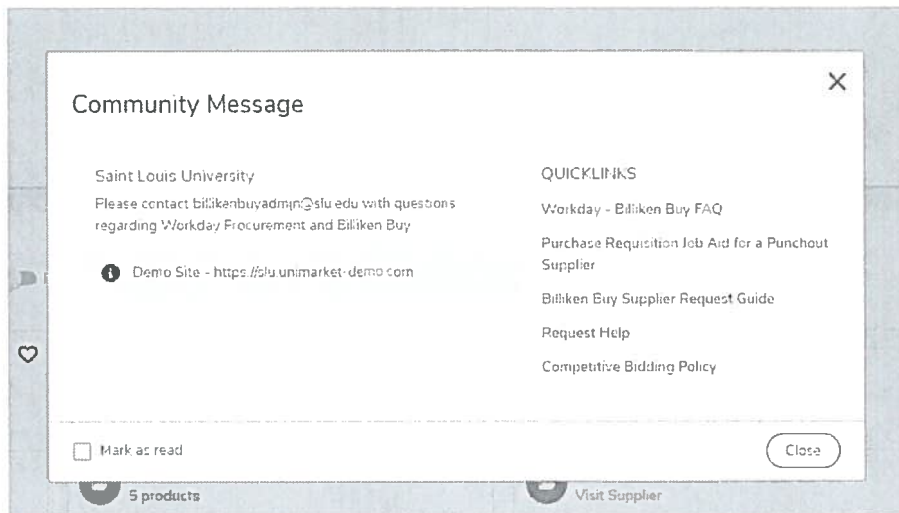


The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at **1-877-525-5669**. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.

BILLIKEN BUY CHANGES

Billiken Buy is getting a new look in May!

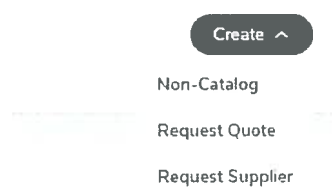
When users first log in to Billiken Buy, they will see a pop-up window which contains all alerts and messages added by an administrator as well as any links we have added to the system. This change ensures that our users view important information and see any alerts we would like them to be aware of. Users will have the option to select “mark as read” to choose not to see this message every time they login. However, if we make any changes to the information contained in this message, it will trigger a new pop-up message for all users to ensure they view the updated information.



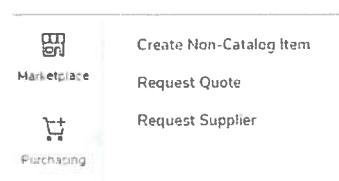
If they opt to mark this message as read, the community message and links are always available by clicking on “Learning Center” in the lower left-hand corner of the home page:



“Create” Shortcut – This button is located on the home page and can be used to request quotes or request suppliers. The non-catalog option can be disregarded as Workday is used for non-catalog purchase order creation.



Request Supplier and Request Quote are also available under the Purchasing shortcut on our main menu:



When users select “Request Supplier”, they will see that Unimarket has removed the supplier directory. SLU Policy requires that all supplier requests be submitted as “new suppliers”. Once a user selects “request new supplier”, our request form will display:

Request a Supplier

Saint Louis University > Request Supplier

Search or Add a New Supplier

☐ Search Existing Supplier ☒ Request New Supplier

Request Details

Supplier Name * Email Address

Contact's First Name Contact's Last Name

Reason for requesting this supplier *

Supplier Request

Describe the products and/or services that this vendor provides to SLU. Please be as specific as possible.

Product/Services

Guided Buying: This new section on the home page provides shortcuts for easier shopping. We will have a shortcut titled “Catalog Suppliers” which will display all of the suppliers that Saint Louis University has catalogs with.

Marketplace Home

Saint Louis University

Guided Buying

 Catalog Suppliers

Suppliers

 Favorites Only



Advanced Ergonomic Concepts



Airgas

Airgas 



a

Amazon Business

Additional changes include the following:

- Supplier tiles are condensed, and the supplier screen continues down versus clicking arrows left and right
- Users can click on the catalog link directly from the supplier page to be taken into the punchout
- Users can click on the “View Supplier Details” to view supplier profile – all on one page versus multiple tabs
- Users can no longer select a default home page
- Dashboard and supplier tabs on home page will be consolidated to home page
- Users can still favorite suppliers and use that filter to narrow supplier search results

Our new home page will be visible on Monday, May 16th. Please email billikenbuyadmin@slu.edu if you have questions.