Overview of Buy@Duke

Buy@Duke is the web-based tool used by many in the Duke community to purchase goods and services. It is a component of the SAP enterprise system. It is used by the University and School of Medicine/Nursing, as well as many PDC clinics and a few select areas of Duke University Health System.

There are three roles that are assigned to those who use Buy@Duke:

1. **Shopper**
   - Selects items and places them in a shopping cart
   - May or may not assign financial information (cost objects, G/L accounts)
   - Sends shopping cart to Submitter when shopping is complete

2. **Submitter**
   - Reviews and edits individual or team shopping carts
   - Assigns or verifies financial information
   - May select items and place them in a shopping cart
   - Submits shopping carts to supplier or sends carts into workflow for approval

3. **Approver**
   - Provides final department approval of shopping carts
   - Reviews shopping carts for allocability, allowability, and reasonableness when sponsored research funds are used

**Shopping Options**

Using Buy@Duke, Shoppers and Submitters will create shopping carts, selecting items using four options in the system:

1. **Supplier Punch-Out Catalogs**
   - Shoppers and Submitters connect directly to a supplier’s electronic catalog via the Buy@Duke Marketplace.
   - Pricing and descriptions are maintained by the supplier. Pricing reflects Duke-contracted prices.
   - Each website is maintained by the supplier and will look and navigate differently.

2. **Hosted Supplier Catalogs**
   - Suppliers provide product listings and Duke-negotiated pricing for items in these electronic catalogs.
   - Prices and descriptions are updated and reviewed by Procurement and Supply Chain Management (Procurement) staff members.
   - Users can maintain “favorites” lists, making frequently-purchased items easier to select.
   - Allows easy browsing across multiple suppliers.
   - Allows easy comparisons of prices and features.
   - Duke-contracted prices are updated automatically, so items may be saved as favorites for later use.
Overview of Buy@Duke Continued…

3. **Non-Catalog (Text) Items**
   - Shoppers and Submitters may order goods and services that (1) are not found in either a Hosted or a Punch-Out catalog or (2) can be found in a Marketplace catalog, but the Shopper or Submitter has a special supplier quote.
   - Item descriptions and supplier information are entered manually as text orders that are based on supplier quotes and other information provided by the supplier.
   - Shoppers and Submitters may request payment for invoices by designating a cart for Special Handling as a Confirming Order.

4. **Duke Technology Center Managed Catalogs**
   - Shoppers and Submitters may order from a variety of computer vendors through the Duke Technology Center. Specific guidance using Buy@Duke for Duke Technology Center orders can be found in the Buy@Duke – Computer Technology Purchases Quick Reference Guide.

**Team Concept**

Departments may use the team shopping concept to order goods and services. When a Shopper creates a cart, other Shoppers who have been designated as Team Members will be able to review and add items to the cart. Once the cart has been completed, the team’s Submitter will review the items in the cart, assign the proper accounting if needed, and submit the cart into workflow for approvals. Submitters may also create their own carts or add items to carts they review. Shoppers will create and maintain a list of those Team Members who will have access to their carts.

**Note:** Contact your unit’s business office to determine if team shopping carts are used in your area.
Overview of Buy@Duke Continued…

**Built-In Help**

Most of the buttons, links, and columns in Buy@Duke shopping carts are equipped with **Tool Tips** and **Quick Help**. Tool Tips are short text descriptions of the functions that a button or link perform. Some Tool Tips display the keystroke equivalent of the action. Quick Help provides a more detailed description of some buttons and columns that are available using Tool Tips, and it is recommended you use it.

To see Tool Tips, place your pointer over the button or link and allow it to rest there for a moment.

To enable Quick Help, right click in a blank area of the screen. In the resulting menu, select Display Quick Help.

A line will appear under the text of those buttons and column headings that have Quick Help.

Once Quick Help is enabled, view the detailed descriptions by placing your pointer over the underlined button or column heading and allow it to rest for a moment.

To disable Quick Help, right click in a blank area of the screen and select Hide Quick Help.