

Catalog Order	Contracted items hosted within the i-Buy NYU platform, without having to navigate to an individual supplier's website.
Centralized Invoice Receiving	Centralized location that receives invoices via fax, email (nyuinvoices@nyu.edu) or traditional mail from suppliers and processed in i-Buy NYU.
Commodity Code	Standardized code chosen during the checkout process to classify the procurement of goods and services, which is mapped to the NYU account code. A full commodity code-to-account code mapping is available to reference.
e-Invoice	Electronically transmitted invoices delivered directly to i-Buy NYU by suppliers via the supplier portal.
i-Buy NYU	The University's requisitioning, invoicing and payment system which replaced eReq, Flextecs, the Business Payment Form and Payment to Individuals Form.
Matching	Matching occurs automatically within i-Buy NYU to ensure the price paid matches the price charged for the goods and services. Purchase orders that exceed \$2,500 require a 3-way match (Receipt = Invoice = PO). Purchase orders less than \$2,500 require a 2-way match (Invoice = PO), no receipt is required.
Non-Catalog Order	A requisition request for goods or services not available within the standard i-Buy NYU punchout catalogs. Note, the supplier must still be an active NYU supplier in order to submit a non-catalog order.
Order Forms	Purchase Order-based forms that are embedded in i-Buy NYU and used for the following types of activity: Bid Waiver, Catering, Change Order, Standing Order, Subaward, Venue/Events.
Payment Request Forms (embedded in i-Buy NYU)	Invoice-based forms embedded in i-Buy NYU and used for the following types of activity: Memberships, Non-NYU Awards/Prizes, Honoraria/Limited Engagements, Entertainers, Royalties/Licensing, Guest Travel Reimbursements.
Punchout Order	Contracted items hosted on the Supplier's website (e.g. Staples).
Purchase Order	A legally binding contract sent to a supplier authorizing

	shipment of a product to the customer at a specified price and terms.
Receipt	Acknowledgement of goods received/services rendered.
Shopping Cart	The area of i-Buy NYU where the Shopper places goods or services in advance of submitting to the Requestor.
Standing Orders	Repetitive, specified services or items, or categories of items, from the same supplier over a period of up to one year, or on a monthly basis. The University is obtaining more favorable pricing through volume commitments. Contract is in place with the supplier along with negotiated pricing.
Supplier Invoice	The itemized bill for goods sold or services provided containing individual prices, the total charge and the terms.
Supplier Portal	Web-based interface designed to allow a supplier to easily conduct business with NYU by providing them with a one-stop-shop access point for checking payment status, receiving purchasing orders, and maintaining/updating their payment and contact information.
Supplier Request Form	Form embedded in i-Buy NYU to submit a new supplier request or update to an existing supplier. Note: all suppliers must be registered NYU suppliers in order to be paid.
i-Buy NYU Voucher	System-generated identification number for a supplier invoice.