



EPIC

Electronic Procurement and Invoicing Center

To ensure that your requisitions are processed in a timely fashion, please follow these six easy steps.

How to Search For Requisitions That Have Not Routed

It is good practice to routinely check to make sure that all of the requisitions that your department has initiated have been completely routed and are not waiting for further action from you or someone else in your department.

To do a search on requisitions in your department you need to follow these steps:

1. Sign into EPIC
2. Click "Search for Documents"
3. Type in your Chart/Org
4. Click the "In Process" box
5. Click "Search"
6. Review and take action on any requisition that results from the search

We hope that this tip helps to ensure that all of your requisitions are processed in a timely fashion. If you have questions, please contact your Purchasing Department. ■

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- Sending an e-mail to : listserv@indiana.edu
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What You Can Do to Help Speed Up the Vendor Approval Process

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In order to streamline the vendor approval process, the Vendor Workgroup wants to make EPIC users aware of what is needed for Purchase Order (PO) vendor approval. First of all, **the Workgroup must have at least the first two pages of the Vendor Information Packet (VIP) completed & returned.** Without a correctly completed W-9 or W-8BEN accompanied by the "Request for Taxpayer Information" page, they will not have enough information to approve. **You may download the most up-to-date version of the VIP at any time** by clicking on the "Documentation" tab in EPIC.

For individuals: The Vendor Workgroup can usually enter individuals with just a W-9 or W-8BEN, but getting back the remainder of the VIP can be helpful. If possible, verify beforehand that the vendor is not an IU employee or a relative of anyone in your department. When entering the vendor, enter as much information as you have and **add a note** (under "Additional" when creating a vendor) explaining what the vendor

will be doing in detail. If a requisition has already been created, please include the requisition number. If you have verified that the vendor is not an employee or a relative of anyone in your department, please add this information as well. **What about IU employees?** Many times IU employees need to be paid through Additional Pay, but sometimes they must be paid through EPIC. In these cases, we will need to know what exactly their position is with IU and what it entails, what they will be doing for the university in as much detail as possible, and whether they do this sort of work for-profit outside of IU. It would also be best if you create a requisition for these services – you can hand-enter the vendor's information at this point. With this information we can determine whether or not it is appropriate to pay the employee through EPIC.

If you or vendors have any questions about the VIP, please call the Vendor Workgroup at 812-855-8752 (Laurie) or 812-856-3057 (Kasi). ■