UNIVERSITY OF TORONTO | USOURCE

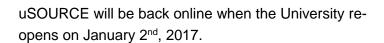# uSOURCE News

Welcome to the first issue of uSOURCE News. In this newsletter you'll find helpful tips, answers to common questions, upcoming training sessions and more…

2016 Holiday Closure

uSOURCE will shut down at **12:00 pm on Tuesday, December 20th, 2016**. However, please take delivery times into consideration when placing orders before the break.

uSOURCE will be back online when the University re-opens on January 2nd, 2017.

How and when to contact a uSOURCE Supplier

Sometimes you'll need to contact the Supplier about your order. You might ask them to:

- Provide the delivery status of an order
- Submit an electronic invoice
- Arrange for a product return or replacement
- Report a missing item (short shipment)

Here's how to find the contact information quickly: on the top right of any page on the Procurement website, just type the name of the Supplier in the search field and click Search.

Read more >>

How to change the owner of a shopping cart

When you create a shopping cart, you are the 'owner' of the cart. However, it is possible to change the owner before it is submitted for approval. This is especially important, in terms of document visibility, for UTEMP employees on assignment or staff who create orders on behalf of users in other departments.

Here's a quick demo on how to change a shopping cart's owner.

New uSOURCE Setup forms

You can download revised User Setup/Approval Workflow forms on the *Tools, Templates and Forms* webpage, in the Forms section:
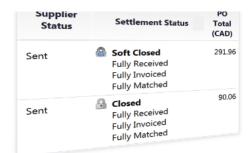
www.procurement.utoronto.ca/tools-templates-forms

There are instructions on how to complete the forms as well, but remember, if you ever have a question about how setup can best match your department's business process, just ask us!

Document Status: Soft-Closed *vs.* Closed

When you're looking at the Status of a Purchase order in uSOURCE, have you ever wondered what is the difference between *Soft-Closed* vs. *Closed*?

Before payment is issued to a Supplier, the pricing and quantity of what was ordered (Purchase Order), received (Goods Receipt), and billed (Invoice) must match.

Read more >>

Supplier Status	Settlement Status	PO Total (CAD)
Sent	🔒 **Soft Closed** Fully Received Fully Invoiced Fully Matched	291.96
Sent	🔒 **Closed** Fully Received Fully Invoiced Fully Matched	90.06

Requisitioner Training

New to the system? Need to brush-up on your basic skills? The next training session for Requisitioners is Thursday, January 12th, 2017, 2:00 – 4:00 pm.

Register >>