

CSU-Buy Certificate

By completing this form, you certify that you have completed CSU Buy Training. This form and the Finance Systems Security Access Request Form (FSSARF) will grant you access to CSU Buy.

Role	Scenario	Done
Requestor	Purchase a catalog item by using the product search.	
Requestor	Purchase an item from the non-catalog item link on the shop screen.	
Requestor	Purchase from a "Punch Out" supplier.	
Requestor	Change a req that is still "pending approval".	
Requestor	Purchasing Contractual Services.	
Requestor	Find a completed requisition and copy it to a new cart.	
Approver	Assign an item in the folder to yourself.	
Approver	Open the PR and approve it.	
Approver	Open the PR and reject it in its entirety.	
Approver	Open the PR and reject single line items.	
Approver	Edit the funding at the header level.	
Purchasing	The Purchasing personnel need to pull a YTD report for all approved orders for a specific supplier for future contract negotiations.	
Purchasing	Supplier contacts Purchasing regarding information on a faxed PO. The buyer needs to review the fax that was sent to the supplier.	
Purchasing	A supplier calls and says that their faxed Purchase Order was cut off. They have asked for a resend.	

Department Name

I, _____ Title _____
Print Name
Print Title

hereby certify that I have completed the CSU-Buy training. I further certify that my purchases on CSU-Buy or authorization to purchase from CSU-Buy will be in compliance with the State of Illinois Procurement Law and the Chicago State University Purchasing Policies and Procedures.

Signature

Date