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**Procurement Services**

SUNY Buffalo State University

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(716) 878-4113

[Procurement Services Website](https://procurement.buffalostate.edu/)

**Login to** [**Bengal Buy here**](https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1689842808454)

**What is Bengal Buy?**

Bengal Buy is an online requisition, purchasing and payment tool. When campus users’ shop, items are routed through various stages, from shopping, through to any necessary approvals, received and to Accounts Payable for payment.

The two primary user roles in Bengal Buy are **Requester and Approver**.

* **Requesters** can create a shopping cart, provide accounting information and submit the cart to the Approver for final review.
* **Approvers** are authorized individuals who may approve transactions to obligate the university to spend funds, receive goods or services, or otherwise commit its resources. Individuals may enter into these transactions only if they have the appropriate level of authority. Authority is designated at the account level and implemented through the workflow in Bengal Buy.

**Can I be a Requestor and an Approver?**

Yes! In certain situations, an individual may be a Requestor and an Approver. If you are an authorized signer on your account(s) and require no additional approvals at the departmental level, you can perform both roles. Please check with your leadership.

**How do I update an account manager or signatory for Bengal Buy?**

If you need to update/change an account manager for State or Foundation account, complete the [Security Access & Authorization form](https://forms.office.com/Pages/ResponsePage.aspx?id=RIMYxx9iH02jxmUhzBLuon1IFUs3ludBiDhgBS_-OK5UM1dQMks5UVBWTE5aQU0xSlZJRkFTQVkwRy4u&wdLOR=cDC7B8A83-53BE-4298-B58B-1F02A971497F).

**Bengal Buy FAQS**

**What types of funds can I use in Bengal Buy?**

All BSU state appropriated funds should be available to use**.**  We will phase in other funding sources such as, Research Foundation and BSU Foundation.

**What types of purchases can be submitted in Bengal Buy?**

There are three ways to create orders in Bengal Buy. Users can submit a catalog order (showcase suppliers), a non-catalog item order, and special requests.

**What are Showcase Suppliers?**

Showcase suppliers are vendors and e-marketplace vendors who you can shop from online, just like Amazon. Pricing is pre-negotiated, and no additional quotes are necessary.

**What types of purchases can be submitted as a Non-Catalog Item?**

A non-catalog item order is an order for goods or services where there is not a catalog available in Bengal Buy for those goods or services. Note that almost all purchases that are not purchased as a catalog order from a showcase supplier, will be purchased using this method.

**What can be submitted as a Special Service Request?**

Special Requests are for specific types of orders or payments. Bengal Buy does not convert Special Request forms into an external order. An invoice in hand is required before using this form and the cost must be under $10,000.

**How do I request a Change Order in Bengal Buy?**

Complete the PO Change Order Form on the Procurement website and submit. When the Change Order is completed, Purchasing will confirm.

**How to Buy IT Products**

Submit an IT ticket for the IT products/services needed, and IT will place the order for you through Bengal Buy.

**Quick Tips**

* Set up your defaults, including your default accounts. This will save you time every time you place an order.
* Include all attachments, non-catalog orders will require an attachment to substantiate the price.
* Use comments! This feature allows a more complete record of the purchase and allows you to share specific information that may be helpful when being reviewed. However, be mindful that all comments become part of the record and may be reviewed by auditors!
* Orders placed through Bengal Buy will have a requisition number and PO number generated. These will be different, but all documents link together.
* Approver - be sure to assign the document to you before taking any action.
* Receivers need to be completed within 5 Business Days of receiving goods/services.
* Allow pop-ups on your browser.
* New vendor? Use the New Supplier option and attach a sub W-9.
* Contact us if you need any assistance!
* Check out [Bengal Buy 101](https://sway.office.com/Oj2JB7NnduRAUcTB?ref=Link)