December 9, 2015

TO: Texas A&M AgriLife Buy A&M Users

SUBJECT: BAM Updates 12-7-15

Buy A&M Invoice Number Standardization:

We have recently found out that Buy A&M will not accept certain characters in the invoice number. We have asked for guidance from Periscope (vendor that is providing Buy A&M) and below is the guidance provided on the characters allowed in the invoice number field:

1)   A-Z
2)   a-z
3)   0-9
4)   – (hyphen)
5)   _ (underscore)
6)   / (forward slash)

If an invoice number contains characters that are not listed above, then it cannot be included in the invoice number field. Just enter the invoice number without the character. See example below:

Invoice number from vendor: 123*abd+456%

Entered into BAM: 123abd456

The invoice number entered into BAM would only include the characters provided in the guidance above. We want all users and all system members to follow this same method to replace the special characters to help catch any possible duplicate invoices for that vendor.

RPA invoices:

We recommend one RPA invoice on one RPA document. This will help to expedite payment processing of your invoices. We have encountered some challenges when processing multiple invoices on one RPA document. Also as a reminder, if you have multiple object class codes on one RPA invoice, please do not set up multiple line items to break out the object class code. Combine all of your expenses for one invoice on one line item. Select the best NIGP for the majority of your invoice. Then you can easily break out the various object class codes on the accounts tab on the RPA requisition.

Punch-out Catalogs Update:

TIBH and Burgoon/Grainger punch-out catalogs are currently available in BAM. The Tejas/Staples punch-out catalog has been activated for TAMU and will hopefully be activated in BAM sometime in December for all other system members. We are hopeful to also have the TOPS Printing and CT Biomedical/VWR punch-out catalogs in early December.

How to search for an invoice in BAM:

See attached notes on how to search for an invoice in BAM. This is helpful if you have to research the status of an invoice.

For BAM questions related to security / access / routing: AgHelp@ag.tamu.edu or Mary Castoria, mcastoria@tamu.edu.

For BAM questions related to requisitions: AgPurchasing@ag.tamu.edu or Chris Chamberlain, cchamberlain@tamu.edu.

For BAM questions related to invoices: APInvoices@ag.tamu.edu or Kim Payne, kpayne@ag.tamu.edu.

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