



May 17, 2016

SUBJECT: Direct Open Market Instructions

Periscope was able to deploy the new build into Buy A&M (BAM) on Thursday night. There are two key enhancements in this build which are substantial, so please read carefully to ensure your orders are being placed:

Auto-Conversion of Approved Direct Open Market/Punch out Requisitions to Purchase Orders

BAM will now automatically convert your fully approved Direct Open Market Requisition into a Direct Open Market Purchase Order. Once automatically converted, purchase orders will move into the "Sent" status. This enhancement now removes the manual steps of the Requestor/Purchaser logging back into BAM to convert the requisition to a purchase order (Pages 70 - 73 of your BAM Department Access Training guide.)

Once the purchase order is automatically moved to the "Sent" status, you will receive an email from BAM stating "*Direct Open Market Purchase Order AM06-16-PO***** Purchase Order Approved and Ready to Send.*" This email should state "*Sent*" instead of "*Ready to Send*". BAM is working to resolve this issue. If you need to find your fully approved purchase order, go to the "Requisitions" tab, then the sub-tab for "Gone to PO." Or, you may use the "Search" function for the purchase order number given to you in the email.

Auto-Email Send of Direct Open Market Purchase Orders

BAM will also send an email to the vendor with the Direct Open Market Purchase Order attached as a PDF by default. This enhancement now removes the manual steps of the Requestor/Purchaser logging back into BAM to send a purchase order to a vendor (Pages 74 - 78 of your BAM Department Access Training guide.) There is currently not a way to prevent the system from sending an email.

BAM will send the Direct Open Market Purchase Order to one of the following email addresses for you:

1. The Purchase Order email address (by BAM system default.)
2. The General Mailing email address (if no default Purchase Order email address is on file.)
3. The Remit To email address (if no default Purchase Order email address or General Mailing email address is on file.)

You will be able to see the General Mailing email address or Remit To email address on the "Vendor" tab when creating your requisition. If a Purchase Order email address is on file, the purchase order will go to that email address regardless of what you select, due to default coding in BAM. You will not see this Purchase Order email address on the "Vendor" tab when creating a requisition. **BAM is working to resolve these limitations as soon as possible.**



If an email address is not in BAM, the Direct Open Market Purchase Order will be sent to bamorders@tamu.edu. You will receive an email from the TAMU Division of Finance and Administration (TAMU Vendor Help) notifying you that a vendor email address is not on file. You then have options:

1. Respond to the email with the requested information. Vendor Help will then send an email to the vendor with the purchase order attached as a PDF. When this is sent, the Requestor/Purchaser will also receive a verification email from Vendor Help that will include a PDF of the email that was sent to the vendor. Vendor Help has told us that this is usually done within 24 hours after receiving the vendor email address from the Requestor/Purchaser.
2. You may “print” a PDF copy of the purchase order and manually send it to your vendor contact.
3. You may phone in your order with the vendor.

Until BAM clearly allows you to see where the Direct Open Market Purchase Order is being sent, it is highly recommended that you review your purchase order and determine where it went. You may verify the email address where the purchase order was sent by looking on the “Summary” tab and scrolling down to the “Vendor Information and PO Terms” section:

PO Acknowledgements:

Document	Notifications
Purchase Order	Emailed to BAMORDERS@TAMU.EDU at 05/13/2016 10:41:15 AM

To ensure your orders are being placed, please maintain contact with your vendor representatives. Additionally, keeping open communication will hopefully reduce duplicate orders.

We will keep you updated on how these system limitations are being addressed as we are updated by TAMUS.

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

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

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

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