

## *What's New . . .*

February 2023

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### **Business Managers' Meetings**

The next Business Managers' Meeting is scheduled for Thursday, March 9, 2023, at 9:00 a.m. in Busch Student Center, 251A, located at 20 N. Grand Blvd, St. Louis, MO 63103.

If you would like to present at a future Business Manager Meeting or have suggestions for helpful content, contact [Jessica Winet-Fleer](#). We would love to hear about best practices in your area as others could benefit as well.

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### **Controller's Office**

The Sponsored Award Accounting Team is pleased to announce the hire of 3 new staff members.

Susan Lowe is new to SLU and joins our team as a new Grant Accountant. Kathy Schaab and Diana Reed have joined SPA as Grant Expense Approvers. Kathy has been at SLU a number of years working in AP/Internal Medicine and a short time at SSM. Diana is also a long time SLU employee that transferred to the SPA Team. We are so happy to grow the team and welcome these three new staff members.

### **Business Services**

#### **Business Services Update**

[Mary Lynn Thompson](#) is now serving as the purchasing specialist for research departments and vendors, taking over this responsibility from Ellen Borowiak. Please reach out to Mary Lynn for any questions about purchasing from our research suppliers, issues that arise with research related purchases or new research vendors.

#### **McKesson Punchout Access in Billiken Buy**

In December, McKesson changed SLU's bill-to account number to 85919658 when transitioning SLUCare accounts to the SSM's McKesson account. Department ship-to account numbers should have remained the same. If you need assistance on accessing your account or locating your order history, please reach out to Mary Lynn directly.

#### **Cell Signaling Technology**

Cell Signaling Technology now has a punchout available in Billiken Buy. If you have any questions on using this punchout, please contact [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu).

## Apple Punchout User Guide

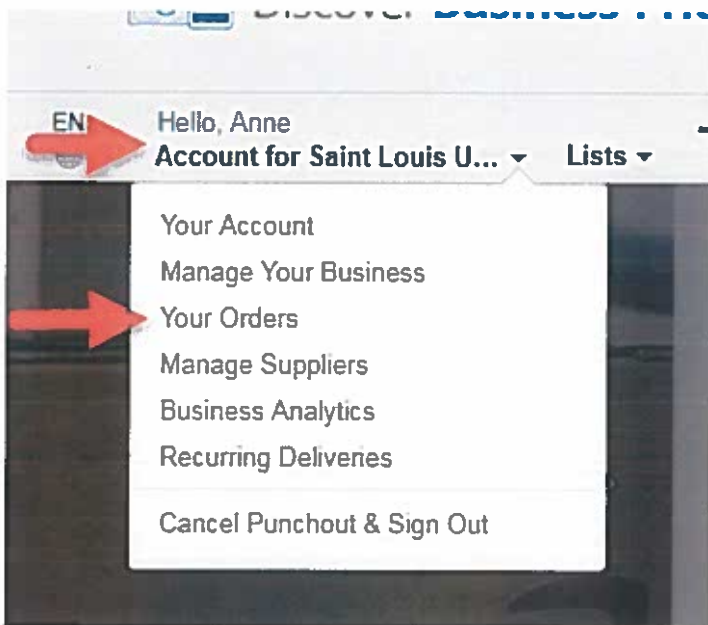
The Apple punchout was added to our Billiken Buy marketplace in January. Please see the attached user guide for instructions on how to navigate this punchout. This user guide has also been added to the Apple supplier page in Billiken Buy for future reference.

## Amazon Business Order Status

PO Buyers can look up the status of their Amazon Business orders in the punchout in Billiken Buy.

You can view your order status and order history through the Your Account page, accessed from the “Your Account” drop-down option on every Amazon page:

- Navigate to Billiken Buy from Workday – you can do this by using the “connect to supplier website” task and follow the prompts to be taken into our marketplace
- Go to the Amazon Business punchout
- Select Your Account
- Select Your Orders



You can also contact Amazon Business Customer Service directly. For order, transaction, and general inquiries, [click here](#) to call, email, or live chat with Amazon Business Customer Support or call 866-486-2360. You will be able to select chat, email, or phone as your preferred option to connect & Amazon can research individual order details using the Amazon Order number (not the SLU PO Number). If an order has been successfully placed with Amazon Business, only the person whose name is on the PO will be able to see it in their Order history (PO Buyer only).

If you experience issues looking up an Amazon Business order, please email [anne.becker@slu.edu](mailto:anne.becker@slu.edu).

## New Billiken Buy Users

Reach out to [billikenbuyadmin@slu.edu](mailto:billikenbuyadmin@slu.edu) to enable user profile if having issues accessing marketplace.

Thank you for your help.

## Human Resources

### Business Manager Programming

Business Managers at SLU are essential to keeping our departments functioning on a day-to-day basis.

They play an integral role in SLU's success. This year, we will again be delivering training to support this group with Workday, Business & Finance processes, Human Resources processes, and other professional development needs.

A Course outline from 2022 can be viewed [here](#).

Please email [training@slu.edu](mailto:training@slu.edu) with topics you would like to learn more about.

### Office of Compliance & Ethics



The Saint Louis University Integrity Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Integrity Hotline at 1-877-525-5669. Additional information and FAQs regarding the Integrity Hotline can be found at the Office of University Compliance and Ethics homepage. See attached link: <https://www.slu.edu/compliance-ethics/hotline.php>.

## **Apple Punchout Guide**

We are happy to announce the release of our Apple punchout to the Billiken Buy marketplace. Here are some important considerations when using the new Apple punchout:

- ITS has created “recommended pairings” for standard device purchases to include the four-year Apple Care warranty. They are located on the home page of the Apple punchout.

Recommended for you

[View All >](#)



13-Inch MacBook Air 8C/8GB/256GB  
MP

1,407.00 USD

[Buy Now](#)



13-Inch MacBook Pro 8C/8GB/256GB  
MP

1,517.00 USD

[Buy Now](#)



11-Inch iPad Air Keyboard/Pencil

1,056.00 USD

[Buy Now](#)



11-Inch iPad Pro Keyboard/Pencil

1,396.00 USD

[Buy Now](#)


- If a recommended pairing does not meet your needs, you may purchase from the available inventory in the punchout. Simply click the banner at the top of the page of the recommended systems (i.e. if a Mac is needed, then click Mac. If an iPad is needed, then click iPad. Etc.). Please be sure to include the four-year Apple Care warranty and no service fee with your purchase, as this is not the default with every unit purchase. You can add it to your purchase from the shopping cart page prior to checkout.

# Your Cart

[Update](#) [Send Proposal](#)

[Create Template >](#)

Part Number  [Add](#) [Remove All x](#)

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	<b>13-inch MacBook Pro: Apple M2 chip with 8-core CPU and 10-core GPU, 256GB SSD - Space Gray</b> ↗ MNEH3LL/A <a href="#">Configure &gt;</a> <a href="#">Remove Item x</a> <a href="#">Specifications &gt;</a> Estimated Shipping: 3-5 business days	<input type="text" value="1"/>	1	1,199.00 USD	1,199.00 USD
<div style="border: 1px solid #ccc; padding: 5px;"><p><b>Select the Apple Care plan to include</b></p><ul style="list-style-type: none"><li><a href="#">3-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon</a> S9890LL/A   Unit Price: 159.00 USD</li><li><a href="#">3-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon (No service fees)</a> S9894LL/A   Unit Price: 169.00 USD</li><li><a href="#">4-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon</a> S9891LL/A   Unit Price: 229.00 USD</li><li><a href="#">4-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon (No service fees)</a> S9895LL/A   Unit Price: 249.00 USD</li></ul><p><small>Applicable terms and conditions can be viewed by clicking each AppleCare product link</small></p></div>					



- Once items have been added to cart, users will need to click the “Send Proposal” proposal and then click “Submit” as a final step to return their cart to Billiken Buy and Workday.

# Your Cart



 [Send Proposal](#)

[Create Template >](#)

Part Number  [Add](#) [Remove All x](#)

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	<b>13-inch MacBook Pro: Apple M2 chip with 8-core CPU and 10-core GPU, 256GB SSD - Space Gray</b> ↗ MNEH3LL/A <a href="#">Configure &gt;</a> <a href="#">Remove Item x</a> <a href="#">Specifications &gt;</a> Estimated Shipping: 3-5 business days	<input type="text" value="1"/>	1	1,199.00 USD	1,199.00 USD
	<b>4-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon (No service fees)</b> ↗ S9895LL/A <a href="#">Remove Item x</a> <small>Applicable terms and conditions can be viewed by clicking the AppleCare product link</small>	<input type="text" value="1"/>	1	249.00 USD	249.00 USD

Comments

Item Picture	Description	Total Quantity	Unit Price	Total Price
	<p>13-inch MacBook Pro: Apple M2 chip with 8-core CPU and 10-core GPU, 256GB SSD - Space Gray ↗</p> <p>MNEH3LL/A</p> <p><a href="#">Specifications</a></p> <p>Estimated Shipping: 3-5 business days</p>	1	1,199.00 USD	1,199.00 USD
	<p>4-Year AppleCare+ for Schools 13-inch MacBook Pro Apple Silicon (No service fees)</p> <p>S9895LL/A</p> <p>Applicable terms and conditions can be viewed by clicking the AppleCare product link</p>	1	249.00 USD	249.00 USD

Subtotal:	1,448.00 USD
Estimated Tax:	0.00 USD
<b>Total:</b>	<b>1,448.00 USD</b>

- If you have a bulk device quote request, please reach out to [Josie Lolli](#) or [Kelly Matthews](#) for additional discounts. They can create custom quotes which will be retrieved in the new punchout.
- Non-catalog purchase orders cannot be sent through the new punchout. Please reach out to Josie Lolli or Kelly Matthews if you need a special quote for a product/combination not listed in the punchout/inventory.
- These are prohibited purchases in the Apple punchout (we are unable to remove them as options from the punchout unfortunately):
  - o Apple Watch
  - o Apple Music
  - o Apple TV

Purchase Order history (prior to the punchout being released) will reside under Apple’s old supplier profile (which is now disabled in Billiken Buy). We recommend searching Workday for PO history if it is unavailable in Billiken Buy. Questions on this information can be sent to [Cid Cardoz](#) or [Anne Becker](#).