eProcurement
with
• What is eProcurement?
  – Web-based tool to support University-wide supplier selection and purchasing

• Unimarket, Inc
  – Contracted to implement a Software-As-A-Service (SAAS) solution

• The tool’s name helps the campus community identify and understand that it does more than just purchasing items
• University benefits
  – Better information for decision making
  – User-friendly “shopping cart” experience
  – Cost savings on goods and services
  – Offers economies of scale
  – Automated approval workflow
  – Minimizes manual processes
  – Enhances policy compliance
  – and more
• User benefits
  – Easily locates best pricing with our preferred suppliers
  – Compares products across suppliers
  – Streamlines ordering process
  – Provides single dashboard for tracking status of requisitions, approval flow, orders, quotes, etc
  – Creates order templates for frequently purchased items
  – Appends attachments to a requisition
  – Researches by previous orders
  – Provides ability to enter receiving information
  – Automates distribution of purchase order to supplier
  – Shortens the time between creating a requisition and distributing approved purchase order to supplier
  – and more
• What will tool be used for?
  – Requisitions
  – Quotes
  – Expenses – will replace TER (travel expense request)
  – DPR (direct payment request)
  – Approvals
  – eInvoicing
  – Queries
  – Spend analysis

• P-Card
  – Not going away, however, spending habits may change
• Executive Sponsors
  – John Wilhelm, VP of Administration
  – Jan Madsen, VP of Finance

• Project Team
  – Linda Penland, Project Lead
  – Joe Zaborowski, Purchasing
  – Ed DuPree, Purchasing
  – Suzanne Samuelson, Asst Controller
  – Kelley Klahn, Accounts Payable
  – Wendy Duerfeldt Schutte, Pharmacy and Health Professions
  – Dawn Jensen, Student Life
  – Ad hoc Members:
    • Shelly Whittaker, Do IT Training
    • Kelly Sand, University Relations
    • Kathy Custard, Human Relations
    • Deb Daley, Public Relations
    • Maria Jerrell, Facilities
    • Mark Gustafson, Do IT Technical
• Timeline
  – Current - Business Process Discovery
  – Jan 2012 - Technical integration will begin
  – Mar 2012 - User acceptance
  – April 2012
    • Pilot – 4 to 6 weeks
    • User and approver training will begin
  – May 2012 – Fall
    • Phased in deployment
• Progress and communication updates will be made via *Creighton Today* and on a special section of the Purchasing website.