SCIQUEST PROJECT

ARTS AND SCIENCES
FEBRUARY 2012
AGENDA

• Project Overview
• Benefits
• Process Changes
• Project TimeLine
• Communication
• Training
• Demonstration
• Questions & Answers
SciQuest is a e-procurement system used to create efficiencies and cost savings in the procure to pay process.

What is Higher Markets (SciQuest)?

• Features include:
  • Amazon Like Search Capabilities
  • Workflow Authorization
  • Electronic Vendor Catalogs
  • Contract Management
  • Electronic Invoice Routing
  • Electronic Form Capabilities
BENEFITS

What are the benefits?

• One stop shopping
• Easy to identify and place order for contracted items
• Catalogs are centrally located
• Speedy reorder by using favorite carts
• Ability to purchase from multiple vendors and place items in one cart
• Better option than P-card (captured in system immediately, greater visibility of expenses, easier reconciliation, easier tracking of expenditures, workflow approval)
• Improved expense management (shopper is not required to manage expense)
• Electronic forms
• Electronic invoicing
• Greater flexibility for purchases at year end
How will the implementation change the way we do business?

- New Terminology
- New Roles
- New Integration
- New Security/Workflow
How will the implementation change the way we do business?

- Workflow approvals not required on catalog and punch out items <$3,000
- Receiving required for everything
- No P.O. Changes: Cancel/Recreate
NEW TERMINOLOGY

• **Cart** – Online shopping tool that holds the details about the items you would like to order.

• **Purchase Requisition (PR)** – Once a cart is submitted, it becomes a PR.

• **Purchase Order (PO)** – Once a PR is fully approved and complete, it becomes a PO. A PO is a legal binding contract between GSU and the Vendor.
NEW TERMINOLOGY (CONTINUED)

- **Hosted Catalog** - Hosted catalogs are “hosted” by SciQuest. Supplier price file and catalog resides on the SciQuest website but is maintained by GSU via SciQuest. Vendors for hosted catalogs have been awarded a contract for the State of Georgia – State Purchasing Division, Board of Regents of the University System of Georgia or Georgia State University. There may be occasions, if approved by DOAS State Purchasing, to have cooperative purchasing agreements such as Educational and Institutional (E&I) Cooperative Services as a part of the hosted catalogs.

- **Punch-out Catalog** - Punch out catalogs are linked through the SciQuest portal directly to the specific vendor website. Supplier price catalogs are maintained by the supplier on their website.
• **Non-Catalog** – Non-contracted open market purchase. It is the requestor’s responsibility to accurately describe and price item. (*Like POs are done now in PeopleSoft*)
NEW ROLES

**Shopper**
- Shops for items and places in a cart
- Assigns cart to Requestor

**Requestor**
- Can also be a Shopper
- Creates Purchase Req
- Assigns chartfield info
- Submits for approval
- Can also be a 1st level Approver

**Approver**
- Reviews PR for accuracy
- Can approve or reject items assigned to them
- Ensures budget is available and PR passes budget check

Georgia State University
NEW ROLES (CONTINUED)

- Who will be shoppers?
- Who will be requestors?
- Who will be approvers?
PROJECT TIMELINE

Project Start Date: Sept 19, 2011

14 Sprints (2 Week Intervals)

Proposed Pilot Go-Live: April 30, 2012

- Geosciences
- Neuroscience Institute
- College of Law

Staggered Roll-out implementation through August
TRAINING

• Just-in-Time End User Training
• Training for Shoppers (lecture style)
• Training for Requestors (hands-on)
• Training for Approvers (lecture style)
• Snippets
COMMUNICATION

- Project Web Site
- Open Forums
- Email