

# UCR

## eBuy/Accounts Payable User's Group Meeting

July 12, 2017

**BFS – Business & Financial Services**

*A Division of Business & Administration Services (BAS)*



UNIVERSITY OF CALIFORNIA, RIVERSIDE

# Agenda

- Staffing Updates
- eBuy & Procurement Services
- UCR Policies & Procedures
- Future Campus Training Opportunities
- Q&A

# Staffing Updates

- *Procurement Services*



## Lisa Boerner, Procurement Services Manager

- 22 years of Government & Commercial Procurement experience
- Previously at IEHP/Riverside County Purchasing
- B.S., Public Administration, University of Phoenix

## Henry Gutierrez, Procurement Analyst

- Purchasing Specialist w/ Botany & Plant Sciences, w/UCR 15+ yrs
- UCR Graduate
- Certified Professional Supply Manager (CPSM)

# eBuy & Procurement Services

- Procurement Technology Enhancements
- Campus vs Department Spend Analysis



# eBuy & Procurement Services

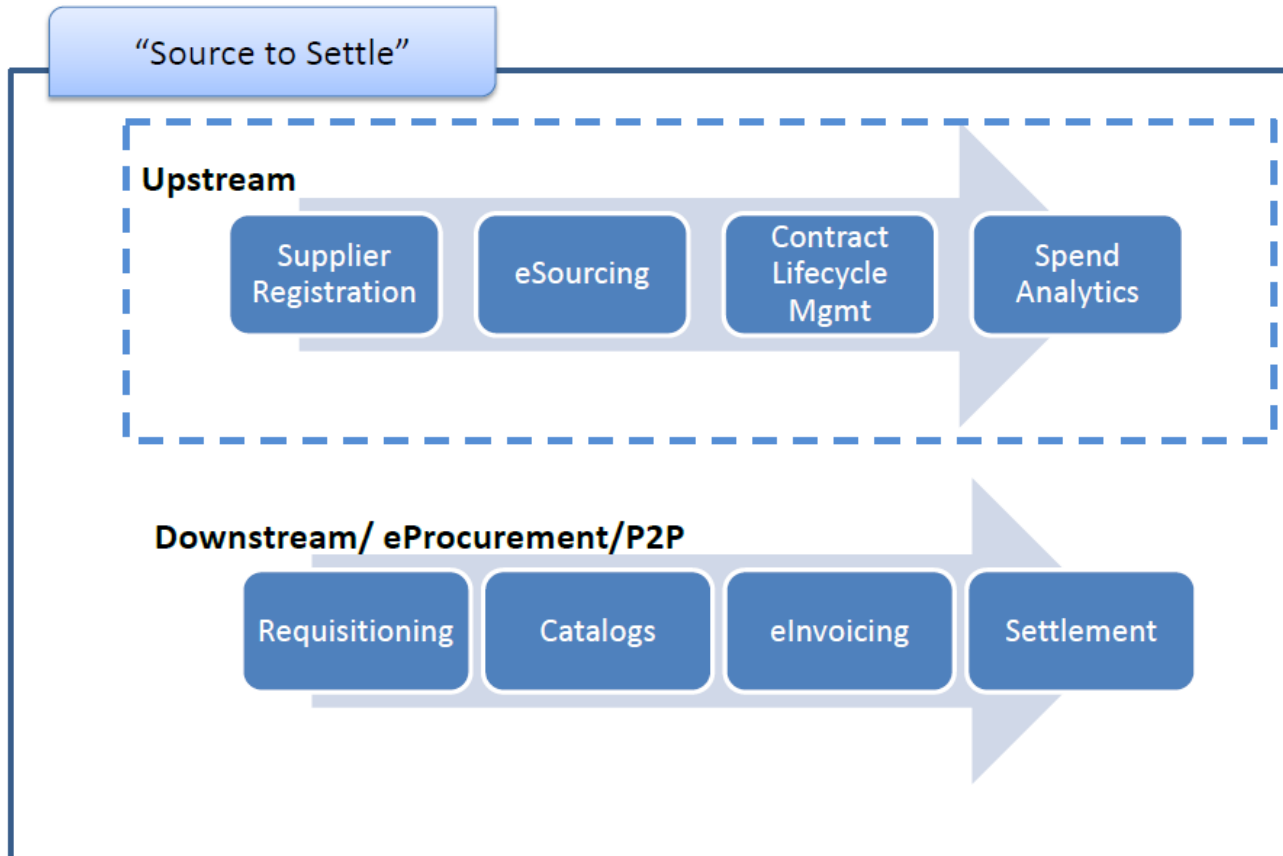
## UCOP Enhancing upstream procurement technology

- SciQuest (now Jaggaer) contract expiring. Converting some modules of the system-wide tools to new supplier- Global eProcure (GEP)
- What this means to campus users:
  1. New modules have better features for Supplier Registration, Sourcing, Contracting & Spend Analytics
  2. No eBuy process changes (e.g., requisitions, electronic PO's, eCatalog ordering process, etc.)
  3. Average campus user not immediately or directly impacted
- Phased Implementation -- now through early FY'19



# eBuy & Procurement Services

## Scope of Upstream Implementation



# eBuy & Procurement Services

## GEP



### Spend Analysis & Strategy

#### Spend

- Data collection & cleansing
- Industry/Client specific classification
- Supplier parent-child matching
- Multi-dimensional analysis
- Hundreds of standard reports and ability to build custom reports
- Opportunity assessment and sourcing planning



### Sourcing & Negotiations

#### Sourcing

- RFx, auctions
- Collaborative authoring
- Auto-scoring
- Team scoring
- Timeline management
- "Reverse/Forward" auction
- Real-time auctions
- Event-level supplier bid reports



### Contract Management

#### Contract

- Hierarchical view
- Flexible field configuration
- Contract and clause library
- Version control
- Notification and alerts
- Administrative controls
- Discount and rebate alerts



### Supplier Performance Management

#### Supplier

- Buyer form customization
- Self registration for suppliers
- Announcements and document sharing
- Administration - NDA
- Supplier scoring and ranking
- Supplier performance tracking



### Savings Pipeline & Tracking

#### Tracking

- Multi-dimensional metrics and function-specific views
- Configurable savings tracker continuously updated
- Map savings forecasts to budget levels and actual spend
- Collaborative validation of documented savings
- Meaningful, high-impact reports automatically rendered

# eBuy & Procurement Services

## Implementation Timeline

### Assumptions:

- Timelines set to ensure no loss of functionality when Jaggaer contract ends - Dec 2017
- Support from all campuses
- Start with replacing existing functionality and then enhance each model where appropriate

Implementations	FY'17	FY'18				FY'19
	Q4	Q1	Q2	Q3	Q4	Q1
Contracts	→		→			
Sourcing		→				
Supplier Registration			→			
Spend Analytics	→					

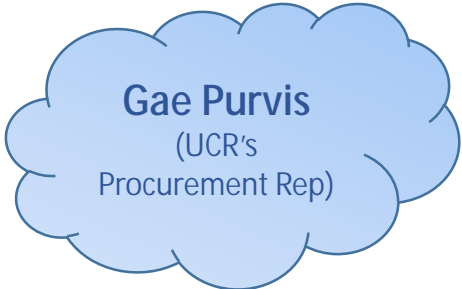
\*high level draft timeline



# eBuy & Procurement Services

## Next Steps

- ✓ • Execute Contract – Anticipated within three weeks
- ✓ • Following Contract Execution eCOE will send out a recommended resource list to PLC members for review, modification and approval
- ✓ • Host in person kick-off meeting with GEP
- In Process* • Start core working groups
  - Distribute project documentation
  - Establish final timelines
  - Start data identification and extraction



**Gae Purvis**  
(UCR's  
Procurement Rep)

eCOE = UCOP electronic (technology) Center of Excellence representative

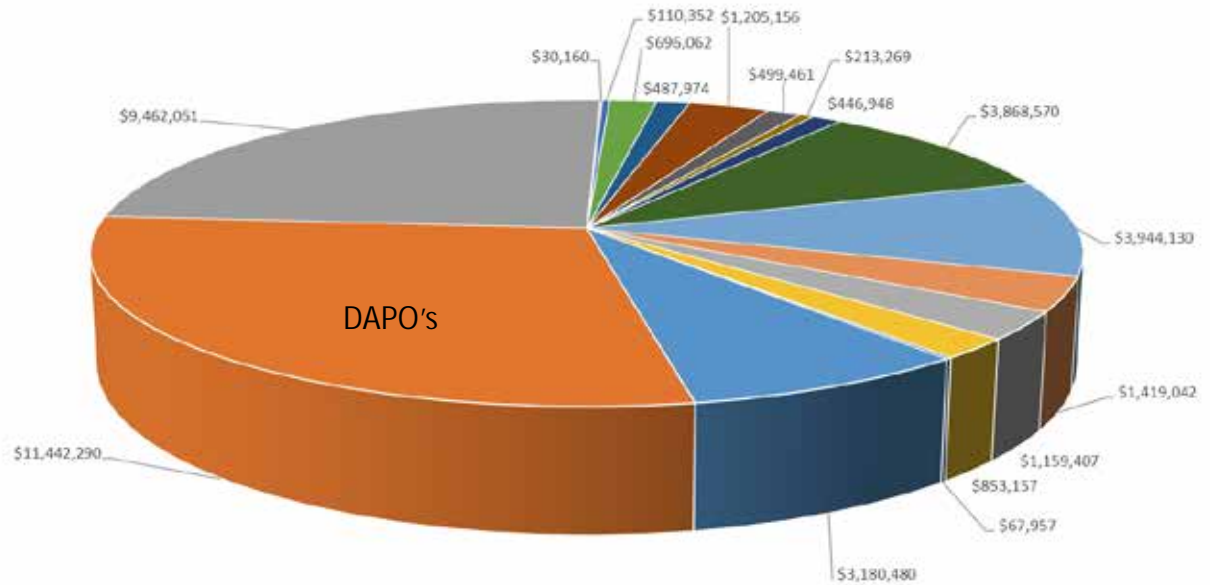
PLC = Procurement Leadership Council member (senior procurement leader from each UC campus)

# eBuy/Procurement Services

## Spend Analysis Observations

- DAPO's = \$11M
  - 1) Orders not tied to UCOP/eBuy agreement
  - 2) Potential opportunity to leverage repetitive supplier purchases to reduce cost
- Unauthorized purchases = \$68K
- LVPA's = \$1.2M

## Campus vs Department PO Spend (FY2016)



Total PO Spend = ~\$84M

- |            |        |            |                  |                   |              |
|------------|--------|------------|------------------|-------------------|--------------|
| • Computer | • DAPO | • Dining   | • Entertainment  | • Fleet           | • Furniture  |
| • Hotel    | • LVPA | • MRO      | • P&R            | • Prevailing Wage | • Scientific |
| • Services | • SOM  | • Supplies | • Transportation | • Unauthorized    |              |

Source: UCR eBuy spend data

# Policies & Procedures

- Procurement and Accounts Payable Policies recently updated
- Additional revisions and improvements, including training to follow



# Policies & Procedures Updates

## Sample listing of policies recently updated:

- 200-14 Charges without Benefit of and with Purchase Orders
- 200-59 Invoice Processing in Response to Purchasing Orders
- 200-84 Sub-Purchase Orders
- 750-03 eBuy Agreements and Department Authorized Purchase Orders (DAPOs)
- 750-27 Independent Consultant Agreements
- 750-39 Low-Value Purchase Authorization (LVPA) Program
- 750-42 Materiel Management (Description of)
- 750-54 Strategic Sourcing Program: Responsibility
- 750-60 Purchase Requisitions and Purchase Orders
- 750-63 Purchasing Authority
- 750-66 Purchasing Policies and Procedures - Miscellaneous
- 750-69 Campus Purchasing - Policies and Requirements
- 750-70 Procurement Cards (Pro-Card)
- 750-72 Campus Purchasing - Purpose, Function
- 750-78 Business Affirmative Action
- 850-35 PROCUREMENT, USE, AND DISPOSAL OF CONTROLLED SUBSTANCES LISTED CHEMICALS, AND CHEMICAL PRECURSORS
- 900-80 Vehicle Rental and Hotel/Motel Accommodations

**KNOW THE RULES!**



# UCR Policy 750-72

**Campus Procurement Services - Purpose, Function & Organization** -- to provide procurement services to the campus in support of the University's role in research, education and public service.

Campus Purchasing implements and administers University policy, as specified in the Business and Finance Bulletins, in a manner which is consistent with need and which addresses:

1. Cost Effectiveness
2. Positive Vendor Relationships and Affirmative Action in Business Contracting
3. Mediate on behalf of customers, campus, and vendors
4. Professional Conduct
5. Protection of University Interests
6. Assistance and Information Provided in Support of Campus and University-wide activities

*Becoming the Benchmark!*



# UCR Policy 750-72 (Continued)

## PROCUREMENT FUNCTIONS:

The specific responsibilities and efforts of Campus Procurement are:

1. Reasonable Price Determination
  - a. Transactions over \$100,000 -
  - b. Transactions under \$100,000 -
2. Pricing and Product Information
3. Product Differentiation
4. Communication with Departments
5. Standardization
6. Cost Savings
7. Cost Avoidances
8. Business Affirmative Action



# UCR Policy 750-03

## eBuy Agreements and Department Authorized Purchase Orders (DAPOs)

- It is important that Transactors review the details contained within each eBuy agreement to ensure adherence to the buying instructions and proper discharge of their delegated authority
- eBuy Agreement Types:
  1. Specific Vendor – Specific Supplies or Services
  2. Specific Vendor – Miscellaneous Supplies or Services
  3. Various Vendors – Specific Supplies or Services
  4. Various Vendors – Miscellaneous Supplies or Services

# UCR Policy 750-03 (Cont'd)

## 1. Specific Supplier - Specific Supplies or Services

- Agreements written to one specific supplier for the purchase of specified items. (Details of the agreement are stipulated within a University System-wide Strategic Sourcing Agreement, a UCR Strategic Sourcing Agreement, or within the eBuy agreement itself.)

## 2. Specific Supplier - Miscellaneous Supplies or Services

- Agreements written to one specific supplier for the purchase of specific categories of items. (Details are stipulated within a University System-wide Strategic Sourcing Agreement, a UCR Strategic Sourcing Agreement, or within the eBuy agreement itself.)



# UCR Policy 750-03 (Cont'd)

## 3. Various Suppliers - Specific Supplies or Services

- Agreements written exclusively for the purchase of specific categories of items. The vendors to be used are designated by the Transactor.
- Examples include: Library Materials Agreement, Equipment Repair Agreement, Publication Agreement, and Government Agency Fees Agreement. Prices, terms, and conditions are not specified, therefore it is the responsibility of the Transactor to ensure the prices to be paid are reasonable and the source is responsible.

## 4. Various Suppliers - Miscellaneous Supplies or Services (LVPA)

- The Low Value Purchase Authorization Agreement permits transactors to purchase miscellaneous supplies and services from any responsible supplier offering reasonable prices and terms. (Prices, terms, and conditions are not specified, therefore it is the responsibility of the Transactor to ensure the prices to be paid are reasonable and the source is responsible.)

Note: Departments may request the establishment of an eBuy agreement by contacting the appropriate Campus Buyer with specific needs and anticipated annual usage.

# Future Training Opportunities





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# Questions?

Ellery Triche, Director, Procurement Services & Accounts Payable

Business & Financial Services

*Please take a minute to complete the meeting survey by Monday, July 17<sup>th</sup> :*  
<https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVetsbWuOrYNAo7gHdjTh-yZUMDBZRDZKVFJR1RUMTJMWjBHWE1HSFNROC4u>