

# **UCSD *Buy to Pay* Update**

**ABA**

**April 6, 2010**

**Linda Collins – Procurement**

**Faye McCullough - Disbursements**

# Buy to Pay Goals

- Consolidate UCSD's 'spending' power
- Leverage strategic sourcing opportunities
- Replace resource intensive traditional methods
- Use technology to add intelligence and flexibility
- Manage supplier profile and default info
- Meet new regs such as the IRS 1099 for suppliers

# **Storehouse Discontinues Catalogue and Inventory Operation**

- **Phase out begins April 1; complete May 2010**
- **Alternate suppliers**
  - **Office Max, Fisher, VWR, Grainger, CDWG and many more through Marketplace**
- **Change evolved for buying and payment commerce**
  - **Industry changes**
  - **Supplier business models**
  - **Technological capabilities**
  - **Marketplace**
  - **UC/UCSD contracting practices**

# Reorganized Operation – Material Support Services

- **Expert staff will maintain essential services**
  - **Central Receiving and Distribution**
  - **Moving Services**
  - **Surplus Sales**
  - **Self-Store**
  - **Hazardous Material Shipping**
- **Managed Programs from Marketplace**
  - **Gas cylinders, specialty gas**
  - **Bottled water**
  - **Ethyl alcohol**
  - **Dry ice**
  - **Cryogenic liquids**

# Marketplace

- Shopping, ordering, approving, and paying fully integrated
- Pool of suppliers (550+), their products and services based on need
- Sourcing decisions support best value
- Promoting green products and small businesses
- Matching of purchase order to invoice
- Robust ordering and paying history and reporting tools
- Access rights available to affiliates
- Workflow routing to support cross delegation

# High Value Requisitions

**Will continue to be used to initiate**

- **ad-hoc, one-off, specialized purchases and payments**
- **sub-agreements (subawards and subcontracts)**
- **installment contracts**
- **major service contracts**
- **personal and professional services**

# Express Card

- **Back-up for Marketplace**
  - Marketplace is first choice
  - Purchases of commodities and services not as yet available from Marketplace
- **Valid urgent and emergency situations**
- **Proprietary payments such as registration fees**
- **Low \$\$ and low risk repetitive, non restricted purchases and payments not in Marketplace**

# Department Order

- Paper no longer supported as of March 1
- On-line
  - will no longer be needed for suppliers available on Marketplace
  - can be used for suppliers not as yet on Marketplace and when Express Card cannot be used
  - is being phased out as new suppliers/ commodities become available



# Express Order

- **Phased out for general lab suppliers by June 30, 2010, at the latest**
  - Sigma, Fisher and VWR are available on Marketplace
- **Continue to be the preferred process for linen/uniform laundry services and other specific commodities and services**

# Payment Authorization

- **Primarily used for proprietary types of payments and reimbursements**
  - honorariums
  - lecturers
  - performing artists
  - scholarships
  - stipends
- **Will be revamped in 2010**

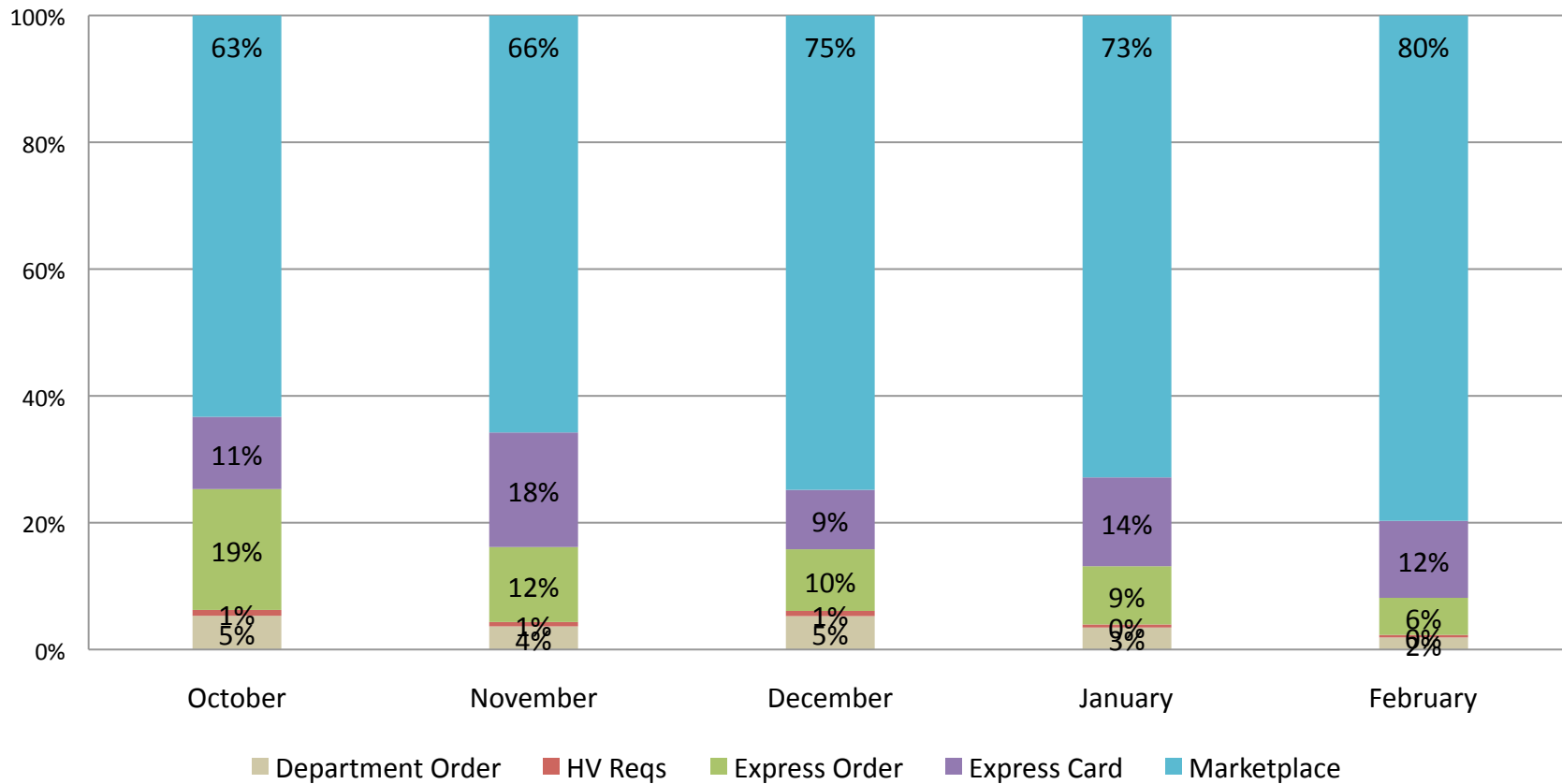
# Managing Metrics

- **Continue to track progress towards meeting goal**
  - **Marketplace adoption for all units and contracted suppliers**
  - **Phase out of Department Order**
  - **Express Card for commodities and services not available in Marketplace and not restricted**
  - **Fisher, VWR and Sigma lab suppliers to Marketplace from Express order is a hard' deadline**
  - **Office Max through Marketplace for office products**

# Academic Affairs

## Adoption of Buy to Pay Processes for Marketplace Suppliers

October 2009 - February 2010



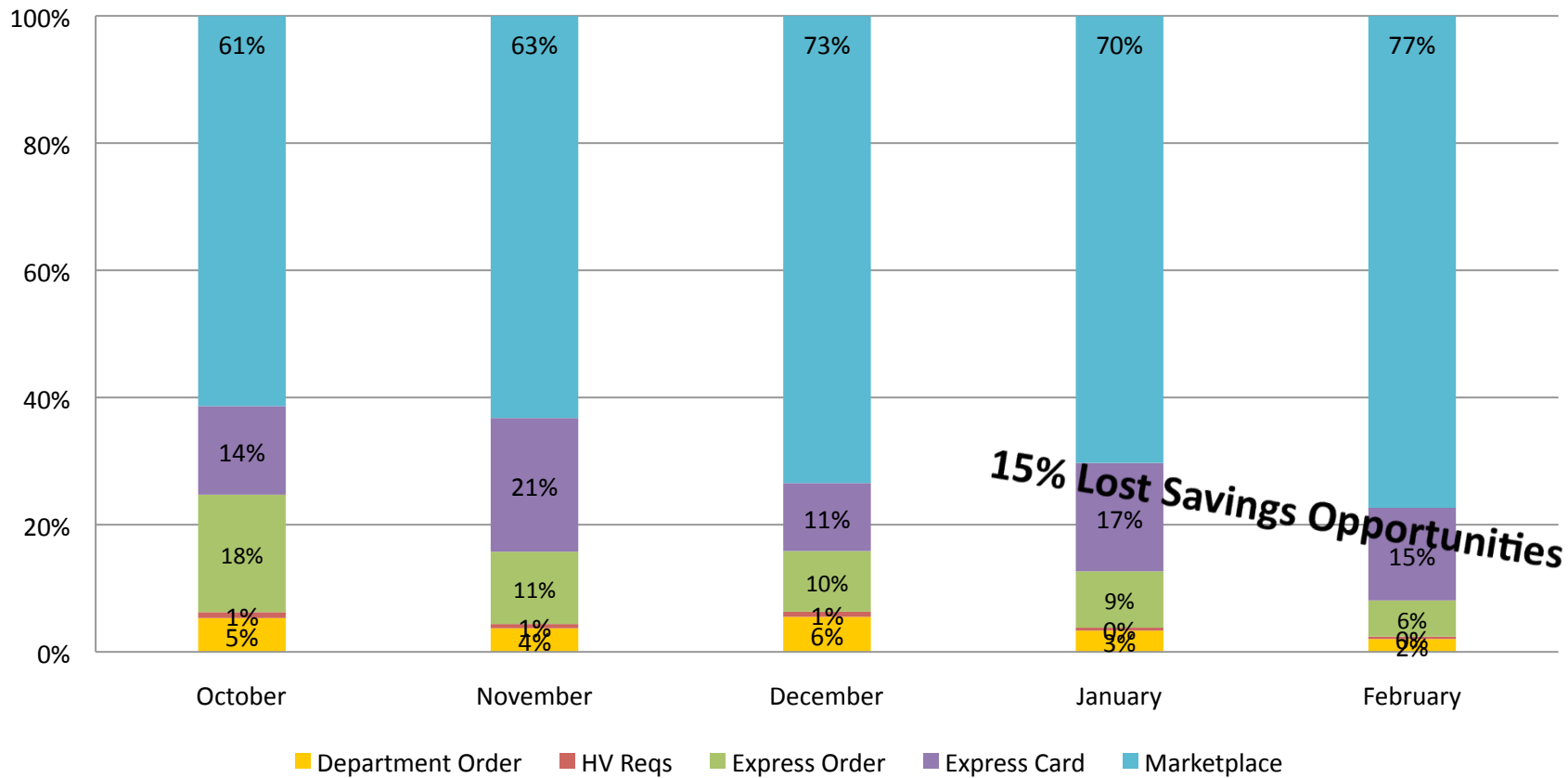
Biology, Chemistry, Bioengineering, Electrical Computer Engineering, Literature, Mathematics, Colleges (Muir, Revelle, etc.), Dean Offices (Arts & Humanities, Engineering, etc.)

# Academic Affairs

## Adoption of Buy to Pay Process

### Suppliers or alternate suppliers through Marketplace

**October 2009 - February 2010**



Biology, Chemistry, Bioengineering, Electrical Computer Engineering, Literature, Mathematics, Colleges (Muir, Revelle, etc.), Dean Offices (Arts & Humanities, Engineering, etc.)