P2P Advisory Board: Monthly Session

Procurement Services
December 5, 2011

YORK U
UNIVERSITÉ
UNIVERSITY

redefine THE POSSIBLE.

Agenda

- User Group

- Project Timelines

- Roll-Out Plan

- Branding

- Supplier Enablement

- Feedback on Decision Points

- Questions

User Group Activities

Since our last meeting with the Advisory Board:

- User Group list was circulated to Advisory Board Committee for review and finalization

- Snapshot of User Group membership is shown on next slide

- Welcome Session was held on November 21

- The next scheduled meeting for the User Group is Focus Group #1 on December 13, 2011

User Group Activities (continued)

VP Advancement	2	Faculty of Education	3	UIT	2
VP UR	1	Faculty of Env.	2	CSBO	8
VP Students	3	Fine Arts	2	Legal	2
Sport & Rec	2	Glendon	2	HR	2
VP R&I	2	FGS	2	Finance users	1
ORU's	3	Health	2	Finance support staff	9
VP A&P	1	FLA&PS	4		
Faculty members	7	Osgoode	2	Total members	70
		Schulich	2		
		Science & Eng.	2		
		Library	2		

Project Timelines

Key project milestones are:

Oct 10	Development begins
Oct 10 - Dec 12	Configuration for Focus Group #1, including design of authentication standards, roles, workflows, forms, and integration with ERP
Dec 13	Focus Group #1
Dec 14 - Feb 27	Refine system functionality based on feedback from Focus Group #1
Feb 28	Focus Group #2
Mar 1 - Mar 31	Finalize design/functionality based on feedback from Focus Group #2
Apr 2 - Apr 15	Solution validation
Apr 16	Final testing starts and preparation of production site
Apr 30	User acceptance testing (UAT) begins
Jun 18	Live pilot beings
Aug 6 (tentative)	Roll-out to community

Roll-Out Plan

- Roll-out of production site will occur in staged fashion
- Pilot is anticipated to start June 18 with user group participants
- Roll-out to the full university community will depend on issues logged during pilot phase
- We anticipate a short pilot with tentative roll-out on August 6
- Training of the broader community would start in late June to prepare for roll-out date

Supplier Enablement

- York's contract with SciQuest provides for:
  - 30 premium connections
  - 20 basic connections
  - 10 connections with Educational & Institutional (E&I) suppliers
  - Access to Science Catalogs with 400+ vendors offering products at list price
- As part of initial implementation, we expect to enable 20-25 suppliers

Supplier Enablement (continued)

- York reviewed its supplier database to identify which suppliers should be invited to participate in Phase 1

- Suppliers were chosen based on the following factors

    - Annual spend

    - Number of transactions per annum

    - Value/per transaction

    - Coverage of all major commodity types purchased at York

    - Consideration of pan-university suppliers vs. department-specific

    - Previous onboarding experience with SciQuest

    - Expected ease of onboarding process for supplier

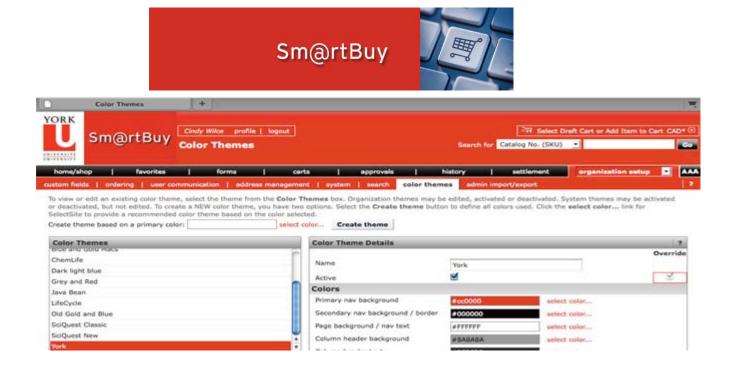| Supplier	Expected Type	User	Supplier	Expected Type	User
IT			**Lab Supplies**		
Apple Canada Inc.	Punch-out	Pan	Agilent Technologies Canada Inc.	Punch-out	Pan
Compugen	Hosted	Pan	Air Liquide	Punch-out	Pan
Data Integrity	Hosted	Pan	Applied Biosystems	Punch-out	Pan
Dell Canada Inc.	Punch-out	Pan	BIO-RAD Laboratories (Canada) Ltd.	Punch-out	Pan
Hewlett Packard Canada Ltd.	Hosted	Pan	Fisher Scientific	Punch-out	Pan
Nationwide Audio Visual	Hosted	Pan	GE Healthcare Bio-Sciences Inc.	Punch-out	Pan
			Invitrogren Canada Inc.	Punch-out	Pan
Office Supplies			Linde	Punch-out	Pan
Lyreco Canada	Hosted	Pan	New England Biolabs Ltd.	Punch-out	Pan
Ricoh	Hosted	Pan	Qiagen Inc. (Canada)	Punch-out	Pan
Staples	Punch-out	Pan	Sarstedt Canada Inc.	Punch-out	Pan
			Sigma Aldrich Canada	Punch-out	Pan
Beverages			VWR International	Punch-out	Pan
Canadian Springs	Hosted	Pan			
Direct Coffee	Hosted	Pan	**Furniture**		
Office Coffee Solutions Ltd.	Hosted	Pan	Borgo Upholstery Ltd.	Hosted	CSBO
Imperial Coffee Services Inc.	Hosted	Pan	Keilhauer	Hosted	CSBO
			KI Canada	Hosted	CSBO
Building Supplies/Custodial			Salix Systems Ltd.	Hosted	CSBO
Acklands - Grainger Inc.	Punch-out	CSBO			
Wood Wyant	Punch-out	CSBO	PAN = pan-University		

Sm@rtBuy

York employees have better things to do than fill out paperwork. By embracing the new procurement tool, smart individuals not only save time; they save money. What's more, they help reduce the university's carbon footprint, which helps save the planet. How sm@rt is that?

We've got a look and image for Sm@rtBuy communications pieces and the SciQuest website:

Branding-Key messages

Here are some key questions we expect to be asked and the key messages we'd ask that you help us communicate to the community:

What is Sm@rtBuy?

- A PRASE initiative, Sm@rtBuy is York's new electronic procurement system, designed to improve our purchasing processes and procedures and reduce administrative costs

- An online "one-stop shop" that allows you to purchase and pay for anything your department needs, from office supplies to computers and scientific supplies

Branding-Key messages

- Moving to Sm@rtBuy will help York:
  - reduce the administrative burden, lower administrative costs and enhance service across the University
  - improve our collective buying power and secure lower prices by maximizing relationships with preferred vendors
  - reduce our carbon footprint
- In the 2011 fiscal year, York users completed 84,000 transactions worth $265 million. With the implementation of the first round of vendors, Sm@rtBuy is expected to convert 14,000 manual transactions into electronic ones. Savings are projected to be $1.8 million in the first year and $3.1 million in 3-5 years.

Branding-Key messages

How will Sm@rtBuy help me do my job?

- A Real Timesaver: Sm@rtBuy will cut the steps in processing from 20 to 7 and the total processing time spent purchasing items by approximately 2 hours per transaction. So instead of spending time filling out paperwork, you can focus your time on other value-add activities.

- Ease of Use: Sm@rtBuy is a smart system. It walks you through step by step. It's easy to use and similar to other websites where you buy things online like amazon.com and target.com.

Branding-Key messages

- Transparency: Sm@rtBuy provides you with one single "shopping basket". Now you can easily locate what you need to buy, at the best price from York's preferred vendors. You can compare products across suppliers without having to toggle between different websites.

- Accessibility: Sm@rtBuy is accessible from almost anywhere – as long as you have a computer, you can buy. Sm@rtBuy gives you immediate on-line access to a purchasing experience that is faster, simpler, more transparent (trackable) and much more convenient than York's current purchasing process.

How will I get training?

- The training needed is minimal. All staff/faculty will be given training as well as on-going support to let you get the most out of the new on-line system.

- For most of you, hands-on training will be available in July 2012. For pilot departments, training will come earlier.

When is this going to happen?

- Sm@rtBuy will launch in a staggered rollout. For pilot departments, implementation will be in June 2012. University-wide implementation will be in August 2012.

Reminder:
Upcoming Dates for Advisory Board

Session	Date	Time
January update	January 16, 2012	1:00pm - 2:00pm
February update	February 27, 2012	11:00am - 12:00pm

Questions

Contact Procurement Services at smartbuy@yorku.ca