

# Procurement Update – Your Department has the Choice!

Based on the post award implementation pilot and further review of the procurement process during a LEAN re-check process, departments/units can now choose between two options for Marketsite orders. Many Tier 1 users felt that entering a Purchasing Request Form (PRF) when assigning a Marketsite cart was too time consuming and was duplicative. The two options for Marketsite orders are:

1. Tier 1 completes a Purchasing Request Form for all orders **including** Marketsite carts or
2. Tier 1 completes a Purchasing Request Form for all orders **except** Marketsite carts.

This will only be sent to PAAC Representatives and the department administrators. Please work with your administrator to determine what is best for your department/unit and contact your mentor with questions or concerns.

To assist decision makers in determining which option is best for their department/unit, a Pro/Con list for assigning a Marketsite cart without creating the PRF is listed below:

Pros	Cons
Ease of use and less training required - many Tier 1 are more familiar with Marketsite w/o form	1 cart to 1 person instead of an approval group - no backup for unexpected absences. (This enhancement is currently being worked on.)
No double entry for Tier 1 - 60%-75% of orders are done through Marketsite.	Additional access required when using the Financial Approval Model because the financial approver will need ePro User Access.
May eliminate a step in the process, if there is a non-Tier 1 creating the carts and then informing Tier 1 to create the form.	The Tier 1 can assign a cart without the shortcode and shipping info. This can lead to a little more rework for the Tier 2, if the cart is not completed appropriately.
Encourages more prime vendor usage.	Two places to find the Tier 2 task list and the Tier 1 order history.
Tier 1 can set up a profile in Marketsite. See M-Marketsite profile document for more information located on the Post Award website. Examples include: <ul style="list-style-type: none"> <li>- Can set up Marketsite profile with Cart Assignee (Tier 2 person).</li> <li>- Can receive automatic emails from Marketsite that lists the PO.</li> <li>- Create default shortcodes and address.</li> </ul>	