

Post Award Advisory Committee

Procurement Changes

May 15, 2013

General Overview

- New paperless processing through Mpathways
- Ordering Expert
- Standardized ordering
- Lab personnel will be focused on research
- Less retroactive changes due to ordering expert
- New procurement process is **mandatory** in order for the entire Post Award Mgmt process to succeed.

Advantages

- First time quality
- Proper Internal Controls
- New ability to receive order electronically
- Reduced audit risk
- Eliminating supplemental tools for ordering
- Paperless (collection of receipts/packing slips reduced)
- More timely encumbrances of orders in M-Reports
- Overall better customer service

Procurement Form

- A new functionality in Mpathways
- Ordering will be split into two tiers
 - Tier 1 is the requestor
 - Tier 2 is the ordering expert
- Form includes all fields necessary to place the order and has the ability to attach quotes

Order Processing

- Order is electronically routed to Tier 2 based on predefined approval groups
- Tier 2 will then approve/deny and place the order through regular Procurement methods
- If denied, notes must be entered and Tier 1 must make changes and resubmit.
- Once order is complete Tier 2 will enter order information back into the procurement form

Order Processing continued

- Tier 1 will receive an email once their order is approved
- Email will include a link for Tier 1 to see the completed order form.
- Tier 1 will then navigate to Manage Requisitions to receive the order

Receiving

- New ability to receive orders in Mpathways
- Upon receipt of the product, Tier 1 will confirm receipt of order in Mpathways
- It will be standard business practice that all orders will be marked as received in Mpathways

Approvals

- Approvals will be driven by approval groups
- Members can be added/deleted from approval groups via OARS
- Approval group names are set and cannot be easily changed
- Ad hoc approvers can be added on the fly by Tier 2
- Approval groups should have more than one member to allow for backup/absences

Next Steps

- Testing will begin in July with the current Implementation Team
- Training will begin Fall 2013
- Each department must begin reviewing their operation and make decisions on how to implement now
 - Tools will be distributed in order to help with the decision making process
- The Implementation Team will provide training labs for new users

Questions

- Please ask any questions

