AGENDA

- Project Overview
- Benefits
- Process Changes
- Project TimeLine
- Communication
- Training
- Next Step
- Questions & Answers
What is Higher Markets (SciQuest)?

• Features include:
  • Amazon Like Search Capabilities
  • Workflow Authorization
  • Electronic Vendor Catalogs
  • Contract Management
  • Electronic Invoice Routing
  • Electronic Form Capabilities

SciQuest is a e-procurement system used to create efficiencies and cost savings in the procure to pay process.
What are the benefits?

- One stop shopping
- Easy to identify and place order for contracted items
- Catalogs are centrally located
- Speedy reorder by using favorite carts
- Ability to purchase from multiple vendors and place items in one cart
- Better option than P-card (captured in system immediately, greater visibility of expenses, easier reconciliation, easier tracking of expenditures, workflow approval)
- Improved expense management (shopper is not required to manage expense)
- Electronic forms
- Electronic invoicing
- Greater flexibility for purchases at year end
PROCESS CHANGES

How will the implementation change the way we do business?

- New Terminology
- New Roles
- New Integration
- New Security/Workflow
NEW TERMINOLOGY

- **Cart** – Online shopping tool that holds the details about the items you would like to order.
- **Purchase Requisition (PR)** – Once a cart is submitted, it becomes a PR.
- **Purchase Order (PO)** – Once a PR is fully approved and complete, it becomes a PO. A PO is a legal binding contract between GSU and the Vendor.
NEW TERMINOLOGY
(CONTINUED)

- **Hosted Catalog** - Hosted catalogs are “hosted” by SciQuest. Supplier price file and catalog resides on the SciQuest website but is maintained by GSU via SciQuest. Vendors for hosted catalogs have been awarded a contract for the State of Georgia – State Purchasing Division, Board of Regents of the University System of Georgia or Georgia State University. There may be occasions, if approved by DOAS State Purchasing, to have cooperative purchasing agreements such as Educational and Institutional (E&I) Cooperative Services as a part of the hosted catalogs.

- **Punch-out Catalog** - Punch out catalogs are linked through the SciQuest portal directly to the specific vendor website. Supplier price catalogs are maintained by the supplier on their website.
• **Non-Catalog** – Non-contracted open market purchase. It is the requestor’s responsibility to accurately describe and price item. *(Like POs are done now in PeopleSoft)*
NEW ROLES

**Shopper**
- Shops for items and places in a cart
- Assigns cart to Requestor

**Requestor**
- Can also be a Shopper
- Creates Purchase Req
- Assigns chartfield info
- Submits for approval
- Can also be a 1st level Approver

**Approver**
- Reviews PR for accuracy
- Can approve or reject items assigned to them
- Ensures budget is available and PR passes budget check

Georgia State University
NEW INTEGRATION

PeopleSoft Integration with SciQuest

- PO creation, Invoice Creation, Payment Status
- Budget Validation
- Encumber Funds
- Vendor Synchronization

Vendor

- Vendor Catalog

LDAP

- Uses campus id/password to access SciQuest
PROCESS CHANGES
FLOWCHART

<table>
<thead>
<tr>
<th>Login</th>
<th>Shop</th>
<th>Create PR</th>
<th>Approve PR / Process PR</th>
<th>Create PO</th>
<th>Transmit PO</th>
<th>Settlement</th>
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<tbody>
<tr>
<td>Log In</td>
<td>Hosted Catalog</td>
<td>Create PR</td>
<td>EH&amp;S Approvals</td>
<td>Create PO</td>
<td>Send PO via:</td>
<td>Create Receipt</td>
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<td>Punch-out Catalog</td>
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<td>Financial Approvals</td>
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<td>cXML Email</td>
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<td>Non-Catalog</td>
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<td>Custom Approvals</td>
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<td>Purchasing Approvals</td>
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<td>HigherMarkets</td>
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webMethods

PeopleSoft Integration Broker

<table>
<thead>
<tr>
<th>PeopleSoft</th>
<th></th>
<th></th>
<th>Budget Authorization</th>
<th>Encumber Funds</th>
<th>Update Invoice Status</th>
<th>Pay Invoice</th>
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Outbound Synchronization from PeopleSoft to HigherMarkets: Account Codes, Suppliers, Ship To Codes

Georgia State University
PROJECT TIMELINE

Project Start Date: Sept 19, 2011

14 Sprints (2 Week Intervals)

Proposed Go-Live: April 23, 2012
<table>
<thead>
<tr>
<th>Sprint</th>
<th>Start Date</th>
<th>End Date</th>
<th>Task Theme</th>
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<tbody>
<tr>
<td>0</td>
<td>29-Aug</td>
<td>16-Sep</td>
<td>Planning Session / Solution Vision/Goals</td>
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<td>19-Sep</td>
<td>30-Sep</td>
<td>Project Kickoff / Data Extract / Site Config</td>
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<tr>
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<td>3-Oct</td>
<td>21-Oct</td>
<td>Data Extract/Site Config/Determine Forms List</td>
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<tr>
<td>3</td>
<td>24-Oct</td>
<td>4-Nov</td>
<td>Data Loading/Site Config / FG Prep</td>
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<tr>
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<td>7-Nov</td>
<td>18-Nov</td>
<td>Focus Group 1</td>
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<td>5</td>
<td>21-Nov</td>
<td>16-Dec</td>
<td>Solution Log Review</td>
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<tr>
<td>6</td>
<td>3-Jan</td>
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<td>Review and Process Solution Log</td>
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<td>7</td>
<td>16-Jan</td>
<td>27-Jan</td>
<td>Review and Process Solution Log (possible mini Focus Group)</td>
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<td>30-Jan</td>
<td>10-Feb</td>
<td>Prep for End-to-End Focus Group</td>
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<tr>
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<td>27-Feb</td>
<td>9-Mar</td>
<td>Review and Process Solution Log</td>
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<td>12-Mar</td>
<td>23-Mar</td>
<td>Solution Log and Integration Build Complete / Validation Kickoff / Integrations Complete</td>
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<tr>
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<td>26-Mar</td>
<td>6-Apr</td>
<td>Validation/Promotion to Prod</td>
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<td>9-Apr</td>
<td>20-Apr</td>
<td>User Acceptance Testing</td>
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<td>23-Apr</td>
<td>4-May</td>
<td>Live Order Testing / Go-Live</td>
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<tr>
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<td>7-May</td>
<td>18-May</td>
<td>Continue Rollout (if applicable)/ Close Production Issues / Prepare for Transition to Support</td>
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<td>16</td>
<td>21-May</td>
<td>1-Jun</td>
<td>Transition to Support</td>
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COMMUNICATION

- Project Web Site
- Open Forums
- Focus Groups (Requirements Gathering)
- Email
• Admin User Training
• User Acceptance Training
• End User Training
NEXT STEP

• What will be the requestor/shopper relationship? (Each shopper is assigned to a requestor)

• Who will be the shoppers?

• Which shoppers are assigned to which requestors?