Source2Pay Project

Process – New Vendor Setup, Maintenance and Termination

Current State

Focus Group Meeting

July 28, July 29
Agenda

- Welcome
- Introductions
- Source2Pay Project Overview
- Project’s Process Details
- Process Current State
- Current State Identify Issues
- Next in the project’s process
- Questions
Welcome!

- Introductions
  - Name
  - Department
  - Current Job
  - Goal for being participating on a Focus Group
Source2Pay Project

- Our current Source2Pay procedures at the University has significant opportunities for improvement and impact every department within the University system.
Today – Common Feedback

- Takes too long when business rules require purchase orders or bids
- Overly complex business rules that are often unknown to those making purchases
- Difficulty tracking and reconciling transactions
- Often not leveraging available strategic contracts to maximize cost savings
Project Purpose/Goal

- Identify process improvements throughout Source2Pay process
- Develop RFP
- Ultimate goal is to minimize, improve & standardize IT platforms
Project Process

- Capture Current State
  - Map process
  - Current state document
  - Present to campus in focus group setting
  - Present feedback to the team
  - Finalize current state
  - Present to Director Council
Project Process

- Create Future State
  - Map process
  - Identify Issues
  - Brainstorm recommendations
  - Present to campus in focus group setting
  - Present feedback to the team
  - Finalize proposed solutions
  - Present to Director Council
New Vendor Setup, Maintenance & Termination: Current State

1. Identify need
2. Gather vendor information
3. Verify vendor information
4. Create vendor record
5. Maintain vendor record
Current State Process

- Identify Need
  - A new vendor is identified as needing to be setup created because a campus unit encounters some need to pay
  - Office of Procurement Diversity (OPD) requests a new Business Enterprise Program (BEP) vendor be added
Current State Process

- Gather Vendor Information
  - Campus unit and Vendor complete the Vendor Information Form

- Verify Vendor Information
  - IRS database
  - Excluded Parties List
Current State Process

- Create New Vendor Record
  - Upload VIF
  - Create Banner Record
  - Create iBuy Record
- Maintain Vendor Record
  - Address Update
  - TIN Update
  - Vendor Details Update
  - Termination
Current State

What do you do in the vendor record creating, maintaining and terminating process?
Current State

Issues with the current process?
Next Steps

- Present feedback to Project’s process Team
- Finalize current state
- Begin future state
- Present future state to each campus
Contact Information

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Thank YOU!