

Source2Pay Project

Process – New Vendor Setup, Maintenance and Termination

Current State

Focus Group Meeting

July 28, July 29

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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

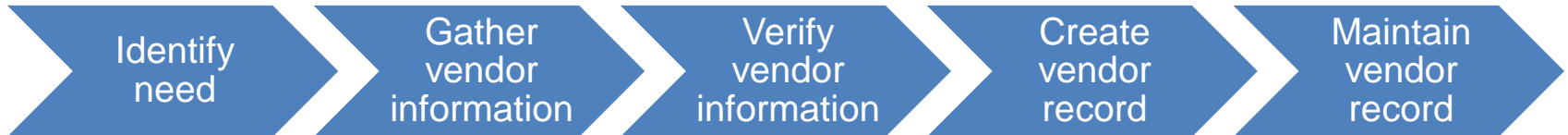
Project Process

- 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



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!