

WELCOME

Procurement & Business Services presents this newsletter to the Auburn University with the goal of providing timely & effective information to assist you with your procurement and payment needs. We welcome any comments or suggestions for future articles.

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FY20 ANNUAL REPORT

PBS PERFORMANCE METRICS FY 2020 |

PBS Issued:

- Bids 194
- 3,395 Purchase Requisitions
- 3,180 Purchase Orders

TOP 10 CONTRACTED VENDORS

VENDOR	SPEND
CONNECTION	\$12,430,648.81
FIRST TRANSIT	\$5,422,427.30
GCA	\$4,968,109.58
VWR	\$4,498,216.89
GRAINGER	\$3,696,907.54
APPLE COMPUTER	\$2,527,305.87
PROMO (ADVERTISING)	\$1,688,976.76
REMI GROUP	\$1,478,426.68
B & H ELECTRONICS CORP	\$1,442,900.92
FEDEX CORP	\$1,437,421.73

COST EFFICIENCY SAVINGS

- Money saved by using *Preferred Vendor* contract with freight cost avoidance
 - Connection - \$18,362.50
 - VWR - \$\$257,061
 - Grainger - \$240,740.92
 - Amazon Business Prime \$17,585.31

PURCHASING CARD

- P-card Users 3,336
- P-card Transactions 138,047
- P-card Spend \$51,906,496.44

TRAVEL

- Travel Vouchers 14,793
- Average days to reimburse travel vouchers = 5

VENDOR VOUCHERS

- Vendors Paid 6,507 (*Electronic Vouchers Paid (\$573,667,607)*)
- Average Days to Pay Vendor = 5.5

CONTRACTS UPDATE

PBS is pleased to announce the renewal of the following preferred vendor contracts:

- Staples (Office Products)
- Grainger (MRO Supplies)

In addition to the renewal of these contracts, PBS has awarded the following new contracts:

- Mayer (Electrical Supplies)
- Konica Minolta (Copiers)

Please be on the lookout for kickoff events from these suppliers in the coming months.

WHO'S NEW IN PBS

- Gena McLamore - Analyst II, Accounts Payable, Procurement and Business Services
- Catherine Larkin - Analyst I, Accounts Payable, Procurement and Business Services
- Robin Agee – Analyst I, Accounts Payable, Procurement and Business Services
- Matt Pike – Systems Administrator, Procurement and Business Services (position change)

POLICY UPDATES/REMINDERS

VENDOR DISCLOSURE STATEMENT

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services. <https://ago.alabama.gov/Documents/File-AL-Vendor-Disclosure-Statement.pdf>

VEHICLE REQUEST FORM

Vehicle requests must now receive approval through the Director of Procurement & Business Services, Misty Kennedy. This form can be found via the link below.

http://www.auburn.edu/administration/business-finance/pdf/vehicle_request.pdf

PREFERRED VENDOR FEEDBACK FORM

In an effort to provide additional/enhanced communication channels for feedback on AU Preferred Vendor Contracts, PBS developed and posted on-line the Preferred Vendor Feedback Form. The form provides AU employees with a communication tool to offer their positive and negative feedback on those contracts to us. The Preferred Vendor Feedback Form is available at:

http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf

JAGGAER: PROCURE-TO-PAY SUITE

PBS is excited to announce the partnership with JAGGAER as our new procure-to-pay system. JAGGAER offers a comprehensive solution, which allows Auburn to improve efficiencies. This update began in February of 2020, and is currently ongoing. As of today, four of the six modules offered have been configured and implemented, with the remaining two set to begin within the next few months.

JAGGAER Modules

- 1. TSM (Total Supplier Management)**
 - a. This module has taken the place of the previously used Vendor Center.
- 2. Sourcing (Bid/RFPs)**
 - a. The Sourcing module is where all bids and RFPs will be housed from issuance to award, & will allow for departmental access to all documentation related to their events.
- 3. Contracts**
 - a. All contracts will be housed within this module to allow for a true repository of information from cradle to grave and ensure contract compliance.
- 4. Spend Radar (Analytics)**
 - a. Spend Radar will allow our buying staff the ability to have better visibility over spend throughout campus to facilitate better business decisions and better supplier management.
- 5. eProcurement**
 - a. ePro will take the place of our homegrown eReq system and will allow for an electronic marketplace-type experience for departments to shop within one system, while also being the source of requisition to PO processes.
- 6. eInvoicing**
 - a. Vendor vouchers will be processed through the invoicing module.

In the coming months, PBS will begin creating training materials and scheduling training sessions to ensure a smooth transition into the new system. We are fully confident that the JAGGAER Suite will provide efficiencies to our everyday business processes and allow for a more collaborative communication effort throughout campus.

DID YOU KNOW? (CONT)

FRAUD ALERTS

If you are called by a salesperson that you aren't familiar with and they are requesting your copier/printer machine model numbers to send you supplies, do not give them any information because the call could be fraudulent. If you believe the call may be fraudulent forward to the call to PBS or, notify PBS by calling 334-844-7771.

Best Practices

- Beware of suspicious sounding sales pitches, offers to send you a free product to "test" or calls from an unknown vendor asking to verify your address.
- When contacted by companies claiming you owe money for goods or services you did not order, you should insist on written documentation of the purchase.
- Do not provide procurement card information or agree to pay invoices unless you are certain you ordered the items.
- If you receive supplies or bills for services you didn't order, do NOT pay or return the unordered merchandise.

PBS FREQUENTLY ASKED QUESTIONS

- **How should I use Split Funding on an e-requisition?**
If split funding a requisition, amounts should be split based on percentages.
- **If I can find it cheaper than the contracted price, can I purchase it?**
These suppliers have been designated as the "Preferred Vendor" for AU for this particular commodity as the result of a competitive bid process. In general, making purchases outside the contract shouldn't be necessary. We understand from time to time there may be a justifiable reason to purchase off contract through a different vendor.

Please attach a note of justification to the voucher/purchasing card recon. In some cases, PBS may follow up with you, in other cases, the Preferred Vendor may follow up with you. If you are unsure, please contact someone in PBS.

- **Can I use an Old Vendor Disclosure Statement?**
Each transaction greater than \$5,000 requires a unique vendor disclosure. Auburn University is not allowed to keep a disclosure statement on file for supplier, so a new disclosure will be required. While some businesses have returned to normal working conditions, others have not. If a supplier cannot have the disclosure statement notarized due to remote work, we can accept it, as long as it is documented. We will need a statement from the supplier stating why the disclosure statement cannot be notarized.
- **How do I add a person to the approval queue on an e-requisition?**
This can be done through the "Administrative Security Request Form" found on the Employee Tab of Banner Self Service. Please include the required signature approval form for all approval requests.