

CU MARKETPLACE OVERVIEW



CU MARKETPLACE
POWERED BY JAGGAER™

Agenda

- Introductions
- Project Overview
- CU Marketplace Overview
- Access / Roles / Workflow
- Category Codes
- Departmental Approval Levels
- Requester Initiated Transaction Approval
- Receiving
- CU Marketplace Demonstration
- Reporting
- Training and Guidance
- Questions

Introductions

Today's presenters and participants:

- Ron Moraski, VP, Procurement Services
- Terry Park, Executive Director, Application Support
- Paul Reedy, AVP, Finance Service Management
- Kate Sheeran, AVP, Finance Administration
- Eric Zaretsky, Associate Director, Finance Training

Audience and Q&A

Information presented in this overview is relevant for anyone who needs to purchase goods for University business, including:

- Requisition Initiators
- Requisition Approvers
- P-Card users

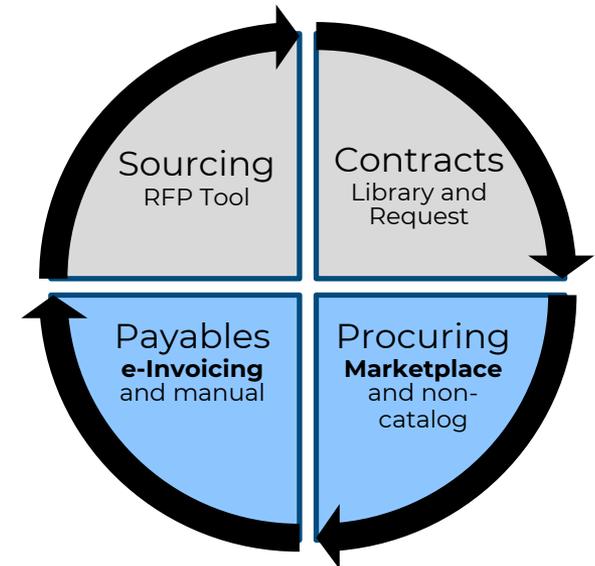
If you have questions as we go through the presentation, please use the Q&A function to submit your question(s) and we will address both during and at the end of the presentation.

Overview Objectives

- Provide a high-level overview of the Procure-to-Pay project
- Introduce the CU Marketplace
- Today is an overview, not training; web-based training, guides and job aid materials are available on the Finance website which provide more detail and step-by-step guidance
- Today's information session is being recorded and will be posted on the Procurement site with other CU Marketplace material closer to launch

Project Overview: P2P, JAGGAER, and why?

- What does P2P mean? It stands for Procure-to-Pay, which is the process of sourcing, contracting, procuring, receiving, paying for and accounting for goods and services, covering the entire procurement process
- JAGGAER is the leading eProcurement solution used by 85% of R1 institutions and seven of the eight Ivy League schools.
- Increases efficiencies by improving adherence to University contracts and policies while at the same time offering end users a modern and intuitive procurement and payables experience that is integrated with Columbia's financial system.
- Currently used by Purchasing for contract management.



Columbia has licensed the JAGGAER modules listed above in support of the procure-to-pay process. The marketplace and e-Invoicing are the first deployments.

Project Scope and Timeline

The P2P project will be delivered in multiple phases.

- Phase 1, Wave 1 kicked-off in February 2023 and includes:
 - CU Marketplace with negotiated catalog pricing for 20+ suppliers, which includes eInvoicing; launched November 20th, 2023 - this is where our focus will be for today's session.
 - Access to a Contract Request form, creating visibility of the contracting process from campus to central purchasing; targeting pilot in early 2024.
- Phase 1, Wave 2 will optimize and expand the solution to include the non-catalog (Requisition to PO) buying and associated voucher processing; targeting kick-off in 2024.
- School and department participation has been a key component of the solution-representatives from 32 School and administrative units are part of our Change Advisory Committee and our Focus Group.

CU Marketplace Overview

Through the CU Marketplace users can shop from a range of [enabled suppliers](#), create a requisition, acquire necessary approvals and issue a Purchase Order.

In addition to a straightforward and intuitive shopping experience:

- Negotiated catalog pricing for [enabled suppliers](#)
 - The suppliers in the CU Marketplace, such as Staples, McKesson, Fisher Scientific, CDW-G, and GovConnection, some of our most frequently used, are only available in the CU Marketplace (with a few exceptions for custom quotes)
 - Apple products are available via CDW-G and GovConnection
 - All Marketplace suppliers have negotiated contract pricing and do not require competitive quotes / sole source justifications
 - Additional suppliers to be added based on University spend data
- Ability to shop from multiple suppliers with the creation of just one requisition
- Electronic invoice (e-invoicing) matching and automated payments for CU Marketplace suppliers - manual submission of vouchers will no longer be required



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Why use the CU Marketplace to shop and not the P-Card?

Using the CU Marketplace instead of the P-Card:

- Upfront approvals
- No more reconciliations
- Less paper (receipts)
- Most utilized P-Card vendors are in the CU Marketplace, with more to be added going forward

Note: P-Cards can still be used for direct purchases with suppliers outside of the Marketplace, and for emergency purchases

CU Marketplace Access

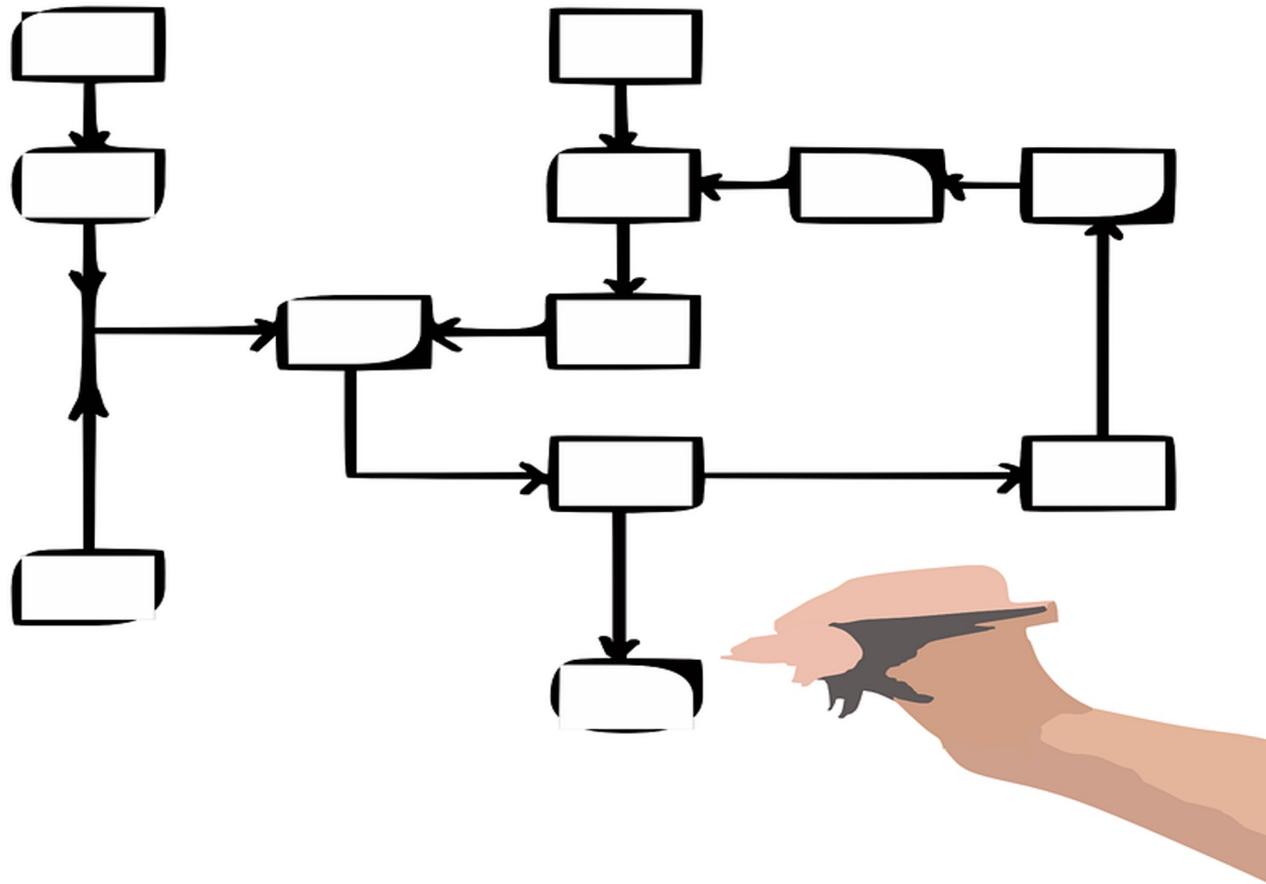
Who:

Faculty and staff who want to purchase items from the University's enabled suppliers. You do not need to be an ARC (the University's financial system) user to shop in the CU Marketplace.

How:

Users can access the CU Marketplace from the University's financial system, ARC, or from the [Buying and Paying page](#) on the Finance website.

CU Marketplace Roles, Access, and Workflow



CU Marketplace Roles: Who Can Do What

Role	Description
 Shopper	<ul style="list-style-type: none">✓ Shop and create carts✓ Assign carts to Requesters (Requisitioners)
 Requester	<ul style="list-style-type: none">✓ Shop and create carts✓ Receive carts from Shoppers✓ Responsible for reviewing and submitting requisitions for approval. <p>Complete a quality check on the requisition, enter remaining required data fields, i.e. ChartString, shipping information, optional attachments and submit the requisition into workflow.</p>
 Department Approver Special Approver Ad Hoc Approver	<ul style="list-style-type: none">✓ Receives requisitions submitted for approval via workflow✓ Reviews all requisitions submitted for their specific approval

Shopping Business Process Models

CU Marketplace Shoppers

- Shoppers can choose what they want to purchase from the Marketplace and place the items into a cart; they must then assign their cart to a Requester to submit the requisition into workflow.
- Shoppers can complete information (such as ChartString) on the requisition document but this is not required; this can instead be done by the Requester.
- The Requester completes a quality check of the requisition, enters any remaining required data fields, i.e. ChartString, Ship-To, Bill-To, and submits the requisition into workflow

CU Marketplace Shoppers

PAC Employee Classification	Shopper Role
Officers of Instruction	Default
Officers of Research	Default
Officers of the Libraries	Default
Officers of Administration	Default
Support Staff	Default
Work Study	FSSA
Casuals	FSSA
Retirees	FSSA
Variable Hours Officer (VHO)	FSSA
Student Officers	Opt-In or Opt-Out by School / Admin Unit

- All Officers (Faculty and Administrators) and Support Staff can shop.
- Work Study, Casuals, Retirees and Variable Hours Officers required to submit an FSSA to receive the Shopper role.
- Student Officers will receive the Shopper role by default if the School / Admin Unit DAF (Level 4) has opted-in, otherwise a Security Application (FSSA) will be required.

CU Marketplace Requesters and Approvers

- **CU Marketplace Requesters**

- Existing ARC Requisition Initiators will be Marketplace Requesters

- **CU Marketplace Approvers**

- Existing ARC Requisition Approvers will be Marketplace Approvers
- Department and Dollar Level thresholds will be the same in the Marketplace as they are in ARC

- **Things to Keep in Mind:**

- Successful completion of assigned training is required
- P-Card holders are not automatically setup as Marketplace Requesters or Approvers
- CU_SEC_ROLES_BY_OPRID Query can be used to confirm whether users currently have Requisition Initiator and/or Approver roles in ARC

Workflow



Approval Workflow Stage	Approval Workflow Trigger	Approval Workflow Role (Existing ARC Roles)
Department	Financial Approval based on combination of Department and Dollar Threshold <ul style="list-style-type: none"> • Pooled Approver routing • Dollar Thresholds aligned with ARC • Allow Requester Initiated Transaction Approval on Marketplace Orders up to \$1,000 when shipped to a campus location 	<ul style="list-style-type: none"> • Department Requisition Approver
Special (if applicable)	Combination of Category Code and Dollar Threshold (e.g. Capital Equipment, Hazardous Materials, etc.)	<ul style="list-style-type: none"> • Requisition Prior Approver
Purchasing (if applicable)	Marketplace Orders >\$50k	<ul style="list-style-type: none"> • Purchasing Buyer • Purchasing Director

 **Ad Hoc** - Inserted manually into workflow where additional review is necessary

Category Code Updates

In preparation for the CU Marketplace Launch, Purchasing has simplified the ARC Category Codes.

- Category Codes were revised by Purchasing to better align with Industry Standard (UNSPSC code) and to consolidate unused and duplicative codes
- Category Codes were updated in ARC effective Monday, October 16th
 - Communication was sent to ARC users on Friday, October 13th
 - Category Code crosswalk and account mapping was provided at that time
 - Existing web pages and documentation were updated to reflect those changes
- As part of the Marketplace, Category Codes will be automatically populated with a default in the JAGGAER requisition from the catalog order process - they can be updated if necessary

Departmental Approval Level Updates

- **Also in preparation for the CU Marketplace Launch, we are updating the Level 1 approval threshold**
 - Approval levels have been the same since ARC went live over 11 years ago
- The departmental approval dollar thresholds in both ARC and Jaggaer have been updated as follows:
 - Level 1: was \$0 - \$500; now \$0 - \$1,000
 - Level 2: was \$500 - \$2,500; now \$1,001 - \$2,500
- In addition, the following updates were made:
 - Departmental Authorization Function (DAF) policy will allow delegation of requisition approval for Support Staff for the Level 1 dollar threshold of \$0 - \$1,000
 - Financial Systems Security Application (FSSA) has been updated as follows:
 - i. Departmental approval dollar thresholds, as outlined above;
 - ii. Allow Support Staff to apply for the Requisition Approver role for the Level 1 dollar threshold of \$0 - \$1,000
- These updates went into effect on November 20th when we went live with the Marketplace

Requester Initiated Transaction Approval

- Requester Initiated Transaction Approval is when users who are both Requisition Initiators, as well as Requisition Approvers with Level 1 dollar threshold approval, can request and approve the same transaction, as follows:
 - Only applies to Marketplace orders up to \$1,000
 - When shipped to a predefined campus location in ARC (does not include “ad-hoc” shipping locations)
 - AND when both Requester and Approver training has been completed

Note: If you have the Department Requisition Approver role for higher Levels (2 and up), but not Level 1, your Requisition will require departmental approval even if you have an approval role (CU_SEC_ROLES_BY_OPRID)
- Reporting will be generated from ARC to capture Requisitions and Vouchers initiated and approved by the same user and sent to SBOs and DAFs via email on a periodic basis (e.g. monthly)
- Support Staff can apply for the Department Requisition Approver role for the Level 1 dollar threshold of \$0 - \$1,000

Receiving

For Marketplace orders, Receiving is required when:

- Line amount (not total order) is equal to or greater than \$5,000
 - Receiving policy has been updated

For non-Marketplace orders in ARC, receiving is not required

- Receiving policy has been updated to notate that processing of the invoice for payment is acknowledgement that the goods or services were received
 - Leverage existing controls in place for goods that fall into a special handling category and/or capital equipment



CU Marketplace Demonstration

- Users can access the CU Marketplace one of two ways:
 - Login to ARC using Single Sign-On and access the CU Marketplace via a tile; or
 - Click on a link from the Buying and Paying page of the Finance website (for non-ARC users).
- Users can shop from Marketplace enabled suppliers and place items in their individual shopping cart.
- User preferences for notifications and emails, for example, when a Requisition is ready for review and approval (from @JAGGAER.com).
- Once all of the required data has been populated the requisition can be submitted into workflow for approval.
 - Approvers do not have the ability to modify Requisitions; need to return to the Requester to make changes.
- Shoppers, Requesters and Approvers can attach supporting documentation.

Reporting



Reporting

- Users can use the document search feature in JAGGAER for transaction inquiry reporting. Central Purchasing saved searches are available to users in a shared folder.
- Existing ARC and FDS reports will reflect data sourced from JAGGAER.
- Reporting will be generated from ARC to capture Requisitions and Vouchers initiated and approved by the same user and sent to SBOs and DAFs via email on a periodic basis (e.g. monthly).

Training



Training and Guidance Materials

CU Marketplace training and guidance:

<https://www.finance.columbia.edu/content/required-training-and-other-guidance-cu-marketplace>

	Training Required	Length of CU Marketplace training (available until 01/31/24)	Length of full course (if don't complete CU Marketplace training by 01/31/24)
Shop Only	No	N/A	N/A
Requester	Yes	20 minutes	1 hour
Approver	Yes	15 minutes	1 hour

Training and Guidance Materials

If you currently have the ARC Requisition Initiator role, you **must** take the [Procuring Using the CU Marketplace for Requesters](#) web-based training. If you currently have an ARC Department Requisition Approver role, you **must** take the [Managing Approvals in the CU Marketplace](#) web-based training. Both trainings include a five question assessment and each take approximately 15-20 minutes to complete.

- The required web-based training was assigned mid-October.
- You must complete the training in order to:
 - Create, submit and/or approve requisitions for any [enabled suppliers](#) in the Marketplace at launch
 - Process any cart (if you are a Requisition Initiator) submitted by Shoppers in your School or department
- Reminder emails to complete training are sent every few days until training is complete.

Training and Guidance Materials

In addition to the required training, there are other (non-required) guidance materials available for **Requesters** and **Approvers** to review:

- [Modifying Profile Settings in the CU Marketplace](#)
- [CU Marketplace Requesters Quick Guide](#)
- [CU Marketplace Requesters Training Guide](#)
- [CU Marketplace Approvers Quick Guide](#)
- [CU Marketplace Approvers Training Guide](#)
- [Entering Your Admin Department in ARC Requester Defaults](#)

Training and Guidance Materials

Shop Only

Available training (review recommended but not required):

- [CU Marketplace Shopping \(for Shoppers and Requesters\) Quick Guide](#)
- [CU Marketplace for Shoppers Training Guide](#)
- [Shopping in the CU Marketplace](#) (video)

CU Marketplace Training, Support and Guidance

Training - Web Based, Job Aids, Training Guides, Videos

- CU Marketplace training and guidance material available on the [Finance Training site](#).
- In addition to the web-based trainings, there are also training guides (longer / more detailed), quick guides (shorter / get-you-started) and videos to assist users. Additional details available on the [Required Training and Other Guidance for CU Marketplace web page](#)

Informational Webinars

- Facilitated sessions addressing user questions and incorporating live system demonstration (pre-registration not required), of which this is the final one.
- A recording of a session for users to view if they weren't able to attend one live - link can be found on the Shopping the CU Marketplace page: <https://www.finance.columbia.edu/content/learn-about-shopping-cu-marketplace>

Questions

- For specific questions about the training material available, please send an email to financetraining@columbia.edu.
- If there are issues with your order (damages, incomplete order, back order, etc.), consult the [CU Marketplace Vendors](#) page to identify the Vendor representative to contact.
- For all other questions and inquiries regarding the Marketplace, please contact the [Finance Service Center](#).

Questions

