October 10, 2016

MEMORANDUM

TO:	OneSource Project Leadership Team
FROM:	Chris Wilkins, OneSource Project Director CHW
RE:	SciQuest Validated as UGA's Purchasing Solution

When UGA launched the OneSource project, certain assumptions or "going in" positions were established in order to define, at a high level, the project scope. Defining this high level scope also detailed, to a certain degree, the amount of change our campus community would experience as a result of this business transformation project. One of these "going in" positions included the continued use of SciQuest (UGAmart) as UGA's purchasing system. This assumption was communicated to potential implementation firms during the RFP process, allowing potential vendor partners to provide detailed technical and cost responses.

Over the past several months, the OneSource finance team, campus partners, and representatives from USG engaged in a deliberate and defined process to validate the assumption that SciQuest will be UGA's purchasing system once PeopleSoft is implemented. The details of the approach, steps taken, and participants involved is included in the attached report. This report validates the assumption that SciQuest will continue to be UGA's purchasing system after the launch of PeopleSoft.

While the purchasing system assumption was validated, certain changes within UGA's SciQuest instance will be required as a result of the OneSource project. Some of these changes include updates to requisition workflows as a result of the new chart of accounts and the development of new integrations to enable communication with PeopleSoft. The amount of SciQuest changes will be minimized to the extent possible in an effort to reduce the change burden on campus.

As part of the planning phase, UGA has engaged SciQuest to complete an "Onsite Solution Optimization Workshop" at no cost to UGA. This process will explore UGA's existing implementation of SciQuest solutions and offer recommendations for enhancements and integrations to UGA's future PeopleSoft environment. This activity will begin later this month and will include onsite workshops with faculty and staff. The results of this activity will be included in the purchasing discovery and fit/gap documents.

Please contact me if you have any questions or concerns about the purchasing system validation process or confirmation decision.

cc: OneSource Project Implementation Leadership Team
Matthew A. Whitley, Director, Internal Auditing Division

Decision / Continued Use of SciQuest with PeopleSoft 9.2

Contents

1. Decision Required

UGA has decided to implement PeopleSoft 9.2 to replace its current financial and human resource systems. As a component of this implementation, UGA must decide to what extent the SciQuest Source-to-Settle (S2S) software, known as UGAmart, will be used once PeopleSoft 9.2 goes live on July 1, 2018.

2. Current Status

UGA first contracted with SciQuest for a Procure-to-Pay (P2P) solution on June 30, 2008. Since that time the SciQuest solution has evolved and increased in functionality to become a Source-to-Settle (S2S) solution for UGA. In 2008, UGA decided to implement the following SciQuest modules: Spend Director, Requisition Manager, Order Manager, Settlement Manager (Receiving, Invoicing, Matching), and Contract Manager. These five modules provided a self-contained solution for processing purchase requests, purchase orders, receipts, and invoices. This solution integrates with UGA's mainframe legacy system to encumber funds on purchase orders and pay vendors. One of the goals in 2008, in addition to moving away from the mainframe requisitioning environment, was to provide campus with a modern interface and create a user-friendly environment. Campus feedback has been favorable and numerous enhancements were gained by all users of SciQuest over the functionality that existed in the mainframe system. When PeopleSoft 9.2 goes live on July 1, 2018 UGA will have 9 years of user purchasing history within UGAmart.

As a result of implementing PeopleSoft 9.2, many aspects of the business process and financial environment will be heavily impacted. The OneSource Project Implementation Leadership Team is looking for ways to mitigate risks around the level of change that campus is exposed to during this implementation.

During the "readiness assessment" performed by Collegiate Project Services, it was stated that UGA's "going-in" position with respect to the "source-to-settle" process, was that SciQuest would remain "as is".   The primary reasons for this position are as follows.

1. The Department of Administrative Services – State Purchasing Division (SPD) requires the use of certain contracts maintained by that office. SPD uses the SciQuest solution to maintain and provide user interfaces to those contracts. Thus UGA, at a minimum, must have the SciQuest interface or an appropriate replacement in place to utilize those required contracts and make that information available to the 3,000+ UGA faculty and staff who regularly interact with those contracts for routine purchasing.
2. UGAmart can integrate with the PeopleSoft financials system. In fact, PeopleSoft institutions regularly integrate with SciQuest and there are two basic ways to integrate. These options are explained in section "3" of this document.
3. UGAmart users are familiar with the "shopping", requisitioning, and workflow environments provided in UGAmart. Switching these functions to the PeopleSoft ePro functionality will require over 3,000 faculty and staff (who shop, requisition and approve in UGAmart) to

learn a new system. It is important to note that not all of the 3,000 faculty and staff will need to have access to PeopleSoft for other functionality.

With all the other changes that the PeopleSoft implementation will bring to users, do we also want to introduce these additional purchasing changes and risk loss of functionality whether perceived or real? Or do we keep the SciQuest purchasing functionality in UGAmart as we move forward with PeopleSoft and not introduce these additional change management complexities?

When reviewing what other institutions have done, with respect to purchasing and financial systems, many of them are using a third party provider for their purchasing area. Currently, SciQuest has over 200 customers in the higher education market and almost all of them are using what would be classified as a modern ERP system. A review of UGA's peer and aspirational institutions was conducted. Of the twelve peer institutions, seven of them are using a third party system and five of those are SciQuest. A review of the twelve aspirational institutions revealed that nine use a third party system of which eight are SciQuest.

To confirm UGA's "going-in position" to retain the current SciQuest functionality as it exists in UGAmart and integrate with PeopleSoft 9.2 financials as needed for budget checking, encumbrance, vendor payment and accounting purposes, the OneSource Purchasing Team (see appendix A) met in the month of August to review current business processes with Sierra-Cedar consultants, receive a high-level understanding of the options for integrating SciQuest with PeopleSoft, and explore two options for that integration. These options are discussed in detail in the next section.

3. Options

a. Option 1

The first option is to maintain the status quo and continue to use SciQuest with PeopleSoft 9.2 similar to how UGA uses the software today with the mainframe. This option minimizes the change management impact to the end-user community. It allows the purchasing, receiving and invoice payments on purchase orders to remain intact with its current look and feel as the core financial system changes drastically from the mainframe to PeopleSoft 9.2. Keeping a widely used, relatively unchanged system in place will provide campus with some comfort in seeing that not everything they use in their day-to-day work is changing.

However, option one is not meant to simply keep the current functionality in order to give campus a level of empty comfort. UGAmart offers UGA the ability to maximize the marketplace concept by supporting the full business process of obtaining goods and services in one, user-friendly environment. It is widely accepted that ROI and cost savings are achieved through process automation and driving on-contract spend. The

SciQuest full eProcurement solution provides the most business automation and drives more compliant spend, thus providing UGA with the most benefit. In a nutshell, ease of use drives adoption which drives results. UGAmart is a system that can be configured to direct users to vendors, products, and contracts. Not only can UGAmart be configured to direct users to mandatory contracts UGAmart can also be configured to rank all contracts in the order they should be used: mandatory, agency, convenience, and others. UGAmart can also be configured to promote offerings from intra-university departments that cannot accept purchase orders. If we wanted to drive all printing of letterhead and business cards to one vendor, then we can configure UGAmart to return that information in the product search area. If we want to drive all catering to UGA's catering services, then we can configure the search results to prompt campus to select this option. Compliant spend can be for regulatory reasons or for internal preference. In moving away from UGAmart we introduce uncertainties about the level of automation and compliance. Based on feedback from current users at Georgia State University and Florida State University, PeopleSoft ePro requires more time to process purchase requests and purchase orders because of the multiple screens and panels that exist in PeopleSoft. Feedback from both of these former users of PeopleSoft ePro is that it is slow and clunky and from start to finish creating a purchase request and a purchase order takes significantly more time when compared to SciQuest.

At a very high level we can look at what the other R1 schools in the University System of Georgia are doing with PeopleSoft and SciQuest. Georgia Tech, Georgia State, and Augusta University are all three using SciQuest instead of the ePro module of PeopleSoft. Each one of these schools has reviewed the benefits and risks prior to UGA and made separate determinations that utilizing SciQuest instead of PeopleSoft to conduct their purchase request, purchase order, receiving, and invoicing operations within the SciQuest environment was the better option. Additionally, Emory University also uses option one with its PeopleSoft ERP and Emory is currently upgrading from version 9.0 to 9.2.

The Department of Administrative Services – State Purchasing Division is also a SciQuest customer. This allows UGA to draw down the statewide contracts that are created by State Purchasing and within our version of SciQuest UGA can identify where on the order of precedence these contracts should be used. State Purchasing requires that all purchases follow the order of precedence.

Before UGA implemented SciQuest the Procurement staff had 18 positions involved in converting purchase requests into purchase orders. Currently, that number stands at 12. Efficiencies gained through the use of SciQuest has allowed UGA to operate with 6 fewer positions processing 33,995 more purchase orders when comparing the number of purchase orders processed in FY 2008 (26,341) to FY 2016 (60,336). In moving away

from UGAmart we introduce some uncertainty to the number of procurement staff required to maintain current customer service and volume processing levels.

A significant amount of business processes and purchasing types can be handled by the full SciQuest solution when interfaced with PeopleSoft 9.2 under option one. Handling the most activity in one system and maximizing automation leads to greater end-user adoption and compliance. End-users are not confused as to "what happens where" and are less likely to go around UGA policies.

The last benefit to point out under option one is the ability to fully utilize the SciQuest application under this integration plan. Full utilization of the SciQuest functionality is not available under option two. Option one allows for the greatest use of all that the SciQuest application has to offer. The number of integration points is not greatly affected based on whether UGA selects option one or two. Therefore, it is logical to choose option one in order to fully capitalize on the use of SciQuest.

The risks associated with option one are the requirement to maintain additional interfaces and the additional technical coordination requirement for reporting to downstream systems. Option one will have more integration points than option two. However, the difference in number is not anticipated to be substantial and the benefits reaped by the additional integration points out weigh the risk. Additional technical coordination will be required under option one in order to ensure that the data generated in the SciQuest application gets transferred over to the data repository. SciQuest has provided input into this area and reported that there is complete data exchange between systems under option one. The option two approach only allows for minimal data exchange. Less data fields are transmitted from SciQuest to the customers ERP under option two.

Option one will also need to be evaluated on a technical level to see if the small number of users that will access both SciQuest and PeopleSoft can use a "single sign-on" and be granted access to both systems. If this single sign on option is not available then the subset of users that access both systems may experience some less than desirable results of having to login to multiple systems to perform their daily tasks.

Benefits:
- Less Disruption to Campus
    - Reduces the number of changes to a large portion of UGA's purchasing business processes
    - Reduces the amount of training required for "go-live", especially since many shoppers & approvers may not otherwise use PeopleSoft
- Maximizes Automation and Compliance

- o All purchasing activity in one system leads to greater continued end-user adoption and audit compliance
- Maximized End-User Experience
  - o Purchasing and related invoice payment activity remains in one place
  - o Faculty and staff utilize a familiar system with consistent interface
- Fully Utilize the SciQuest Application
  - o Don't pass up all that SciQuest has to offer: Forms, Flexible Workflow, User Roles & Permissions

Risks:

- Requires maintenance of additional interfaces
- Requires additional technical coordination for reporting
- Requires implementation of "single sign-on SciQuest and PeopleSoft)

b. Option 2

The second option is to use SciQuest in a limited capacity with PeopleSoft 9.2. With this option, ePro, PeopleSoft's Procure-to-Pay (P2P) solution would be used except when the UGA user must access contracted content in SciQuest. When purchasing contracted content the UGA user would "punch-out" of PeopleSoft and into SciQuest to complete the shopping and searching experience in SciQuest. The user would then return to PeopleSoft to complete all other tasks (such as approval routing, etc.).

Of the over 200 higher education customers less than 30 have selected to use option two. Some schools selected option two based on the reverse situation that UGA is experiencing. These schools found themselves in a scenario where their end-users were already familiar with the existing ERP and to minimize change on their end users these schools elected to only implement the shopping environment of SciQuest. Most of the less than 30 schools using option two determined that from a change management perspective it was better to impact their campus in the least disruptive way possible. These 30 schools decided that the best way to accomplish this was to continue to operate most of their purchase request, purchase order, receiving and invoicing within their ERP. Several of these schools regret this decision based on the fact that they are limited in the amount of functionality that they can deploy to their campus. Some have even decided to reverse their decision and move to option one. For example, Florida State University is a PeopleSoft school and they initially deployed the SciQuest software in a limited capacity under option two; this resulted in the least impact to their user community. However, after experiencing first-hand the inability to fully benefit from the SciQuest platform, Florida State is currently integrating SciQuest and PeopleSoft under option one and will go live in December 2016.

One of the benefits to option two is that most of the purchasing and payment transaction occurs in PeopleSoft. This typically requires fewer interfaces to implement.

Using option two requires all UGAmart users (over 3,000) to be retrained. It would also require many of these users to be granted access to PeopleSoft when the remainder of their day-to-day functions may not require access to PeopleSoft.

Campus would also experience a decrease in customer service based on the changes to how purchase orders are transmitted to vendors under option two. In option two PeopleSoft is the primary dispatcher of purchase orders and PeopleSoft is designed to batch process transmitting purchase orders to vendors. For example, the University System of Georgia's SciQuest system, GeorgiaFIRST (used by most USG institutions), is interfaced with their PeopleSoft ERP to dispatch purchase orders at 10:00, 12:00, 2:00, 4:00, and 6:00. If SciQuest is used under option one, then no batching is required and purchase orders are transmitted to vendors in real-time. UGA experiences this functionality today with SciQuest.

Benefits:
- Most of the purchasing and payment transactions occur in PeopleSoft
  - This would require fewer system interfaces for transaction processing and reporting

Risks:
- Retraining of all UGAmart users
  - Including those who would not otherwise have a reason to use PeopleSoft
- Delayed transmission of purchase orders – Purchase orders are not transmitted in real time to the vendor when approved. SciQuest begins the PO transmit process immediately after the purchase order has been approved. PeopleSoft transmits purchase orders in batches. These batch times are configurable but most customers do not schedule batch processes in frequencies less than an hour apart in order to reduce the workload on the system.
- Loss or change in functionality – Forms are no longer available in UGAmart (for example: CESS, Relocation & Payment, Copier, and Vehicle). These processes would have to be replaced and may negatively impact the cost of the project.
  - Limited functionality – In option two most of the benefits of utilizing the SciQuest software are not accessible. Only option one offers all the benefits of the source to settle software.
- Workflow would have to be created in PeopleSoft
  - Changes to workflow would take more time
- Shoppers will have to "punch-out" of PeopleSoft to access certain required contracts
- Significant change management work across a large number of faculty and staff members.

4. Decision

In an effort to capitalize on the favorable processes currently in place, reduce the amount of change to campus, and based on a review of how most higher education SciQuest customers have integrated with PeopleSoft, the going-in position to continue to use UGAmart with PeopleSoft has been validated. UGAmart will be integrated with PeopleSoft 9.2 using option one.

A review of option one and option two was presented to the UGA user community in a public forum on August 29, 2016. There were 72 persons who attended the session in-person and 74 online connections via Collaborate. The session was also recorded and archived on the OneSource website for personnel to view at their convenience. A survey was circulated to the following listservs (UGAmart, Business Services, Research Account Discussion Group, Administrative Systems Advisory Group, IT Managers Forum –ITMF, and UGANET) to collect remarks and support for option one or option two. Responses were received through September 6th.

In addition, two "office hours" were scheduled so that faculty or staff with questions about the information presented at the public forum could speak with Purchasing Lead Chad Cox in a one-on-one environment. There was one person who attended the "office hours".

Based on the results of the survey, UGA users support the "going-in" position to continue using UGAmart in its current capacity and therefore integrate with PeopleSoft 9.2 using option one. Appendix B contains the survey results and comments received.

Also, the top 50 faculty UGAmart users were contacted by email to provide feedback. Two responses were received and both support the "going in" position and to use option one.

5. Next Steps

Some of the decisions UGA made when we implemented SciQuest in 2009 were limited by what the mainframe could or could not do. As UGA moves to implement PeopleSoft 9.2, the Purchasing Team desires to take advantage of the knowledge that SciQuest has regarding integrating with PeopleSoft. Focus groups will be scheduled to allow SciQuest to gather information about UGA's requirements. There will be at least one focus group that focuses on gathering feedback from the faculty users of UGAmart. This will permit SciQuest to present to UGA their best-in-class recommendation on how to integrate UGAmart to PeopleSoft 9.2 under option one.

The OneSource Purchasing Team plans to conduct these focus groups with SciQuest and wrap up the assessment before UGA breaks for the Thanksgiving holidays.

Using this information, the OneSource project team will continue with the purchasing discovery phase in January 2017 and then move into subsequent project phases (analyze/design, configure/develop, test/train, deploy/optimize).

Appendix A: OneSource Purchasing Team

<u>Name - Department</u>

Susan Cowart - VP OFFICE FOR STUDENT AFFAIRS

Jennifer Dobbs - EITS-FINANCE & BUSINESS SERV

Mary Eubanks - PHARMACEUTICAL & BIOMED SCIENC

Kristie Goins - TIFTON DIAGNOSTIC LAB

Christie Haynes - MICROBIOLOGY

Brenda Keen - GEORGIA REVIEW

Susan McCullough - FMD-ADMINISTRATION & HR DEPT

Latosha Pittard - SUPPLIES AND MATERIALS

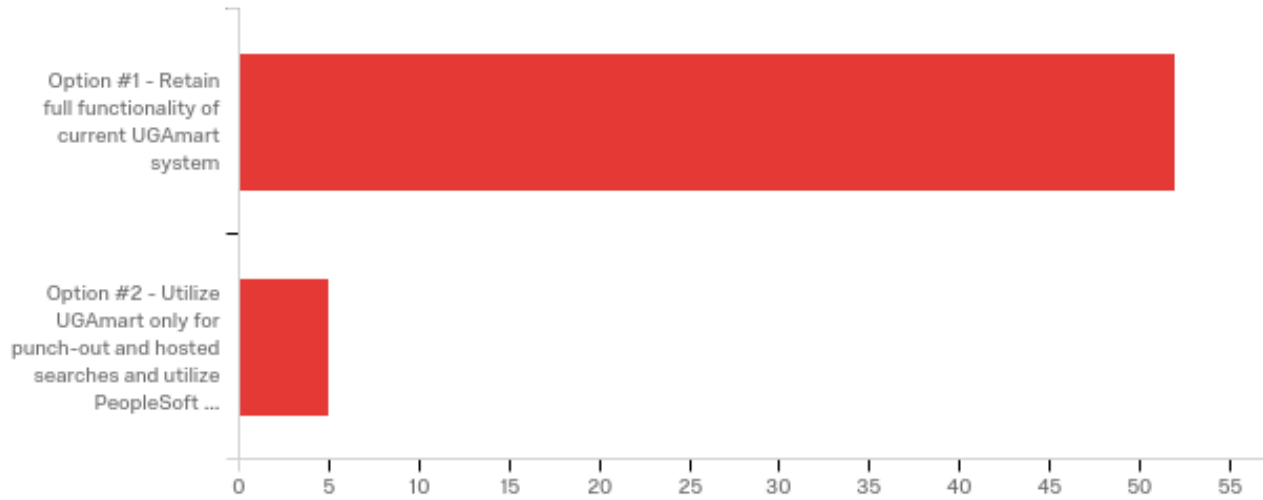Brandi Shealy - RESIDENCE HALL FACILITIES ADM

Jeniece Vinson - POULTRY SCIENCE RSCH COLLEGE

Andrea Wall - VETERINARY TEACHING HOSPITAL

Appendix B:

Feedback Survey from OneSource Purchasing Forum – August 29, 2016

I support this option:

Answer	%	Count
Option #1 - Retain full functionality of current UGAmart system	91.23%	52
Option #2 - Utilize UGAmart only for punch-out and hosted searches and utilize PeopleSoft for non-catalog items, approvals and other functionality	8.77%	5
Total	100%	57

My feedback on the two options is:

I think option two is the better option. It prevents the back and forth between the two systems. I am worried about losing the functionality of the internal punch-outs. I would really love to see these still so if UGAmart is not the place for them maybe another system can host them or maybe another system can be created to utilize them. If not, maybe better forms and directions need to be created for these.

Option 1 seems to incorporate PeopleSoft on the backend while maintaining a familiar interface for users and requisitioners.

UGAmart has taken people some time to adjust to the way it works. The choice to have easy access to items to select and purchase is the only thing I prefer via the UGAmart system. I prefer to issue a receipt when items are received instead of Accounts Payable paying for invoices as they are received.

Based on the information that was available during the presentation it appears that Option 1 is the best option. However, I feel that we as end users also have a very biased opinion in that many of us do not have previous experience working with PeopleSoft, and, therefore, don't have first hand knowledge if Option 2 may work better for us in the long run. That being said, I do want to emphasize the importance of keeping as much as possible the same (such as not moving from UGAmart) as we will already be experiencing a steep learning curve with the move to PeopleSoft and having something being "normal" will be a huge mental break. In addition, I also hold reservations

about moving to Option 2 as it sounds like it puts more of a burden on the purchaser to be the watchdog over SWC, which in my current position I feel is more of a shared responsibility between the departments and Procurement.

I like the functionality of UGAMart and appreciate the quickness of submission and the ease of use. Having several more steps added to an easy process does not appeal to me.

UGAmart is not a good system. It is not user friendly. Also without seeing the new system and testing it out nobody can really make a good choice.

Don't change a program that is working great!!!!

I believe that is makes the most sense to retain full functionality of the current UGAmart system. This will make the process less stressful since so many other things are changing with PeopleSoft.

UGA Mart is a great tool and since I can assume most users are comfortable with its' processes and it is not broken lets keep it in place and upgrade the back office process.

Maintaining one stop for procurement needs is essential, I believe, to the core purchasing community on campus. Whether that is People Soft or UGAmart, I think it will be less disruptive to business practices and workflow in various offices if all are hosted within one software solution. Not to mention that campus users are already accustomed to UGAmart's features and mechanisms.

Added by C.Cox from email dated 8/30. Thanks for making the presentation available online. This was very convenient and the presentation was incredibly informative. Seems like there are advantages for both option 1 and option 2. I don't care which one we use as long as the one chosen will process payments of external sub recipient invoices in a timely and efficient workflow method. We have been told over and over again that we cannot use UGAmart to process payments to external sub recipients because the purchase order (manually generated encumbrance numbers cannot be entered in UGAmart. We have been told that we needed to continue with the current paper work flow system until we get the new OneSource system to process sub recipient invoices electronically. I've been told in separate meetings "OneSource looks at sub recipients as vendors" and "OneSource can process the payments". I haven't seen how. I'm not sure if UGAmart is the part of OneSource where this will be addressed, but I keep bringing it up because we need a much better system and workflow for paying sub recipients. Many departments have many sub recipients on their sponsored projects and I did not hear a question about this in the session, but I know many research department business administrators long for electronic workflow and payment processing of sub recipient invoices. Thanks for considering.

Added by C.Cox from email dated 8/29.

As mentioned in the Forum, less than 30 customers use Option 2. Florida State is moving back to Option 1 at the end of 2016. Option 1 will reduce the number of business process changes and training. In Option 1, all purchasing and payables activity is in one system. The cons to Option 1 will have far less impact than all of the cons for Option 2. I believe Option 1 would be the best. Option 2 would have delayed PO transmission and shoppers would have to leave PeopleSoft to access UGA Mart. The re-training aspect for Option 2 would also be very time consuming.

It appeared like there would be less disruption in using Option 1. Also, as noted, we are already used to, are using it, and I guess most people like it.

Too many cons...just felt uneasy about this change with so many uncertainties and with so few participants with other colleges.

My reasoning for choosing option #1 is that it will allow for less disruption to campus, and will not make it necessary for all shoppers and requisitioners who have no other reason to have access to PS to have need to go into the PS system. More universities currently use option #1, and one university is switching from #2 to #1. That in itself gives me reason to believe option #1 is better. I also think the delayed transmission of PO's in option #2 will cause some of our departments problems. For example, if we have a bus out of service waiting on an item that needs to be purchased via PO, and there is a delay in the transmission of the PO, it can cause us delays in operation.

I don't care which one we use as long as the one chosen will process payments of external sub recipient invoices in a timely and efficient workflow method. We have been told over and over again that we cannot use UGAmart to process payments to external subrecipients because the purchase order (manually generated encumbrance numbers cannot be entered in UGAmart. We have been told that we needed to continue with the current paper work flow system until we get the new OneSource system to process sub recipient invoices electronically. I've been

told in separate meetings "OneSource looks at sub recipients as vendors" and "OneSource can process the payments". I haven't seen how. Many departments have many sub recipients on their sponsored projects and I did not hear a question about this in the session, but I know many research department business administrators long for electronic workflow and payment processing of sub recipient invoices.

UGA Mart in my experience is by far the one system that the University has where it is all inclusive.. .meaning that you can browse vendors, search products, place orders, use multiple accounts and approval paths, have supplemental forms, search requisitions and issued PO's, create and view comments, upload documents and invoices, create and view history, email procurement officers individually, record receipts, cost, and approvals. Having said this - I would hate to see the one system that seems to have it all together to be picked apart or dismantled to merge it into a system that can't offer the same service and continuous flow. Another question - will all persons that enter PO's (Technicians up to Bookkeeping staff) then need access to PeopleSoft - where currently the access is granted to UGA Mart by an employee MyID. In other words - the my ID works for the purchasing system for everyone but not all get access to the Financial system. I think maintaining access levels within PeopleSoft is going to prove to be a monster, if this is the case.

I believe UGA should retain full functionality of the current UGAmart system, because it will mean less training for all involved. It will be beneficial to keep some semblance of normalcy during transition of other system processes.

Option 1

The "pros" for option #1 convinced me that this is the best option. It will be easier to transition to PeopleSoft if the current UGAmart purchasing functionality remains unchanged. If option #1 is the preferred option for the majority of GA's colleges, I think that's an indication option #1 is the better choice.

If we keep it the same for now, it just seems it would be easier for transitioning down the line. Option 2 seems like it would confuse people as to which way to submit a requisition.

One seems to be a no-brainer for the end-users, more work for the folks who have to maintain and manage the whole thing. But for me, Option 1 is going to be the easiest transition for us.

Going with option one sounds like a no-brainer to me.

I believe in going forward with the new system we should use PeopleSoft for any and all functionality that can be used within the system.

I like the least training option.

Ease of transition to PS, reduces number of users in PS with only Procurement Access Rights, minimum training required

Option #2 has not been explained well enough for me to make an educated determination at this time. As I do not use UGAmart as much as other departments the functionality as it stands now serves our purposes. However, I'm not against Option #2 - I would need more detailed hands-on-training to make a decision between the two.

Option two will reduce productivity and the workflow process.

I think that going with option 1 will make it easier for most users to make the transition to PeopleSoft.

This option is much more user friendly and less cumbersome to the average user. I wanted to make sure that someone is aware that when attending by webinar, the sound quality was not great. I could hear the speaker, but the sound was very fuzzy and sometimes hard to understand.

As we already have staff fully trained and competent on the current system - it would be a mistake to not take advantage of the fact that it will integrate and work without a required change. In a time of major transformation in the way our business processes function, stability in core University areas such as purchasing are critical. I see no need to change the process at this time.

I think it would be an efficient use of time to have to train everyone that uses UGAMart (including those that may only make one or two purchases as year) on PeopleSoft when they don't really need it. Since we're required to keep SciQuest anyways, it makes sense to continue utilizing it to its fullest potential.

less user training Looks like the number of steps to complete a purchase would be less.

It seems like the increased functionality of UGAMart is the better option. If the Peoplesoft package adds functionality, it may be a good idea to entertain the switch in the future. I assume it would ultimately be more cost effective and be more seamless if it were all contained in Peoplesoft. My real question from yesterday's meeting was whether there was a delay in the transfer of the PR from UGAMart to Peoplesoft. Thanks for the opportunity to meet and discuss.

PeopleSoft is a proven product and if utilized to the extent of what it is capable of doing would be a great product for Purchasing among other areas. I am not thinking about the immediate but long term and I would think the best practice would be to streamline our processes completely.

Since option 1 closely resembles the current process, I think that it would be best to continue with something that is similar.

Xx

I would like to participate in any future UGAmart focus groups as a: (select all that apply)
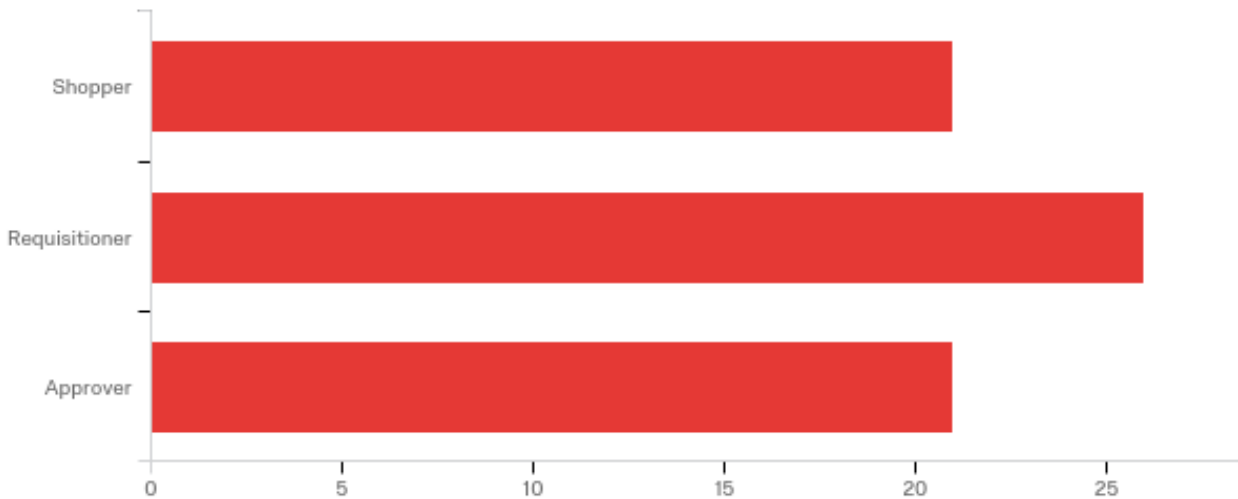
Answer	%	Count
Shopper	55.26%	21
Requisitioner	68.42%	26
Approver	55.26%	21
Total	100%	38

I found this part of the session to be the most valuable:

The online blackboard forum is great. I was able to attend without having to go across campus which was really nice.

We were informed that there will be changes to the purchasing system and provided an outline of the change structure. Being able to attend the training online was really valuable to those of us who are off-campus users!

# of customers using Option #1 vs. Option #2 & comparisons of the two.

Good instruction and explanation of the two alternatives.

No to be any more informative then the last session.

General scope of the change.

PowerPoint

The information on the pros and cons of Option 1 and Option 2 helped to make an informed decision. Also, having the right people to contact for questions is very useful.

Pros/Cons; Quick forum and very straight forward!

The pros and cons listings were the most valuable.

The pros and cons of each option.

the subject explanations

Option 1 V Option 2 slides; also overview of systems not changing v changing over.

That options were given instead of just information on how something would be.

I'm not comfortable with the terminology and changes to commit at this point in time.

Information on what other USG institutions have experienced.

The question and answer session.

The slideshow - at times when I couldn't hear well, I could at least know what was being presented.

NA

Xx

I have further feedback or questions:

Just waiting for the next training session. The biggest concern was the mention of the vendor database that will be going away and hope there is an alternative in the process. I would like for all the purchasing information to show on UGA's (our) copy of the purchase order and on the receipt that we initiate for our department.

I hope that, as a part of this process, there will be opportunity to identify and consider potential process improvements.

Thank you for Archiving this session. I got to go back and listen and make a better decision.

Will send email to OneSource

My only hope in going forward is that by integrating the system into what would seem like a one stop shop that we don't lose the ability for it to actually be a one stop shop. It is not much different using multiple systems for information if we take an all inclusive system and chop it into so many different "areas' to visit that we create one system that is more cumbersome to maneuver through than the signing in and out of multiple systems.
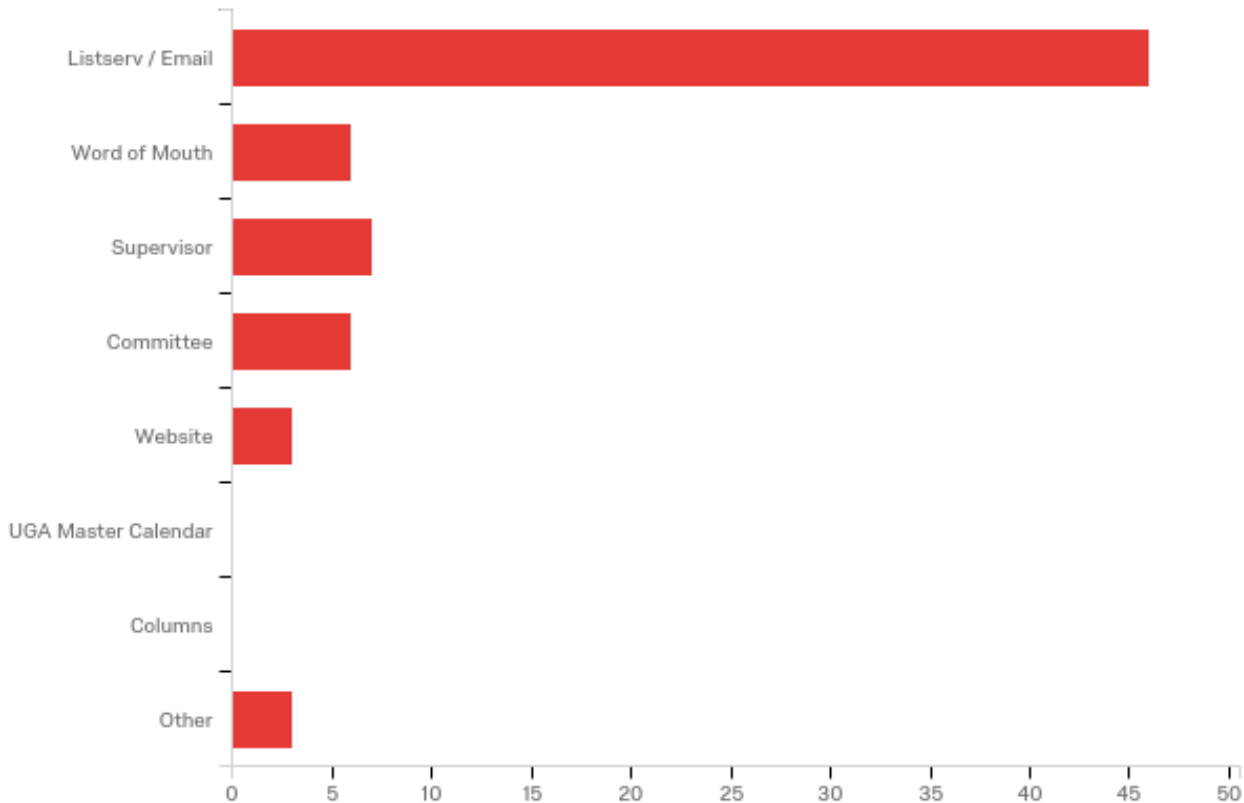
I would like to be able to attend any webinars on purchasing.

If possible show what Option 1 and Option 2 looks like visually. Need something tangible. See what a screen view would look like. Again, if possible.

It seems the session today was very biased toward UGAMart.

Xx

I heard about this session from:

Answer	%	Count
Listserv / Email	83.64%	46
Word of Mouth	10.91%	6
Supervisor	12.73%	7
Committee	10.91%	6
Website	5.45%	3
UGA Master Calendar	0.00%	0
Columns	0.00%	0
Other	5.45%	3
Total	100%	55

Other

many meetings
Forum
Forum

I will attend or suggest that others in my area attend future sessions:

Answer	%	Count
Likely	96.30%	52
Undecided	0.00%	0
Not likely	3.70%	2
Total	100%	54

Field	Minimum	Maximum	Mean	Std Deviation	Variance	Count	Bottom 3 Box	Top 3 Box
I will attend or suggest that others in my area attend future sessions:	4.00	5.00	4.04	0.19	0.04	54	100.00%	100.00%

I suggest this change for future sessions:

I think the email asking for feedback should give a short summary of what was discussed. I don't want to watch the whole thing again but a little memory refresher would not hurt. Maybe just a chart showing the two options. Also, can we have more than a week for feedback? it is such a quick turn around that sometimes its hard to get it in on time with everything else we have to do. Even just two weeks might be better.

Let us see the new systems and test it. With out anyone putting there hands it to me doesn't seem the best way to handle it.

The sound was somewhat muffled in the playback of the meeting.

The volume of the speakers was low at several points. Please ask all speakers to be close to the microphone and use an elevated volume level it would help.

N/A

I know it is still very early in the planning phase and stage but it is hard to visualize how the overall effect with affect the end user. For example - Within PeopleSoft will the initiator of a PO be visiting many systems within the PeopleSoft system to view or pull reports on the same data that the initiator can view or pull from the one UGA Mart program.

slide show to contain screen shots of UGAmart and/or PeopleSoft as a shopper and procurement personnel would see it

Video!

For future sessions where options are provided, it would be very useful to see some kind of screenshot of how it would look.

n/a

More visual charts or graphs. I'm a visual person. Need to capture the audience's attention.

Test the sound on the webinar please.

NA

Xx