Transforming the Procurement Process at the U of A
Topics

- What is RazorBuy?
- Why did we get it?
- RazorBuy Benefits
- What will happen to BASIS?
- What will change?
- RazorBuy Roles
- RazorBuy Implementation Timeline
- Welcome to RazorBuy
What is RazorBuy?

RazorBuy was developed by the U of A in partnership with SciQuest (an e-Procurement system provider), to implement an e-Commerce based marketplace and improve the procurement process for the University.

- Used to create Requisitions & PO’s
- View current contracts
- Used to facilitate RFPs & IFBs
Why did we get it?

- Reduced ordering time
- Reduce the amount of data entry required on catalog requisitions.
- Increased Requisition and PO visibility
- Reduce or eliminate paper documents
- To direct spend to preferred Suppliers
  - Better Contracts and lower prices
- Increased compliance with Procurement laws and U of A policies via automation of rules
- Shift Procurement focus from a transaction-based model to a more strategic approach
RazorBuy Benefits

- Improved efficiency and access
  - Internet accessible, available 24/7
  - “One-stop shopping”
  - Similar to online shopping venues
  - Easy access to reporting and history

- Cost Savings
  - Leverage spend across the University and create value/savings
  - Reduced transactional costs
  - Increased contract compliance

- Increased flexibility and customization of your profile
- No searching for commodity codes on catalog orders
What will change?

- RazorBuy is a web-based application
  - Accessible from work, home and wireless devices
- Designated roles, electronic workflow & approvals
- Ability to order from multiple suppliers on one site
- Ability to create 1 requisition that can split into multiple PO’s
- Ability to electronically attach documents to a Requisition/PO
What will happen to BASIS?

- BASIS will remain the financial system of record

- RazorBuy is integrated with BASIS
  - RazorBuy will update BASIS with Requisition, PO, and Approval Data
BASIS will still be used for:

- Travel Expenses
- P Card Purchases
- Invoicing
  - will be addressed in Phase II of RazorBuy
- Receiving
  - will be addressed in Phase II of RazorBuy
- The financial system of record
- RazorBuy is integrated with BASIS
The Satir Model

Change

The Change Process

RazorBuy!

Old Status Quo

Resistance

Chaos

Integration

I think I’ve got it!

Transforming Idea
RazorBuy Roles

- Each department must have at least 2 Requesters. If the department chooses to have Department Approvers, there must be at least 2.
- A RazorBuy Requester CANNOT be the only person in the TARGET approval chain in BASIS.

<table>
<thead>
<tr>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>• Searches for and selects the goods or services in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Creates a Shopping Cart in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Adds accounting information, if known</td>
</tr>
<tr>
<td>Requester</td>
<td>• Searches for and selects the goods or services in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Can create a Shopping Cart in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Adds accounting information, if Shopper has not added it</td>
</tr>
<tr>
<td></td>
<td>• Reviews and corrects the order</td>
</tr>
<tr>
<td></td>
<td>• Submits the cart “Place Order”</td>
</tr>
<tr>
<td></td>
<td>• Requires a BASIS ID</td>
</tr>
<tr>
<td>Department Approver (Optional)</td>
<td>• Determines if requested items or services are appropriate</td>
</tr>
<tr>
<td></td>
<td>• Reviews order and approves use of cost center</td>
</tr>
<tr>
<td></td>
<td>• Approves or returns the requisition</td>
</tr>
<tr>
<td></td>
<td>• Requires a BASIS ID</td>
</tr>
<tr>
<td>Buyer (Procurement Dept)</td>
<td>• Reviews requisitions that meet specific criteria to ensure Procurement laws are being followed</td>
</tr>
<tr>
<td></td>
<td>• Approves or returns the requisition</td>
</tr>
<tr>
<td></td>
<td>• Assists with the bidding process</td>
</tr>
</tbody>
</table>
RazorBuy Workflow

1. Shopper(s)
2. Requester(s)
3. Department Approver(s) (workflow optional)
4. Campus Workflow (if applicable)

Optional Paths:
- Buyer-Procurement (if applicable)
- BASIS TARGET Approval (Approve or Reject)
- RazorBuy generates PO and sends to supplier
Role Based Training

RazorBuy training is based on your role and is required for access (similar to a Pcard)

- Roles are assigned at a Department level

<table>
<thead>
<tr>
<th>Role</th>
<th>Classroom Training</th>
<th>Web-based Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Requester</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Department Approver (Optional)</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

To sign up for RazorBuy training please click here: rbtrain@uark.edu
RazorBuy Contacts

RazorBuy Training Coordinator:
  Heather Frankenberger  rbtrain@uark.edu

RazorBuy Administrator:
  Tina Lester  razorbuy@uark.edu

Procurement Manager:
  Linda Fast  lfast@uark.edu

Business Manager:
  Jim Hashbarger  jhashba@uark.edu
Welcome to RazorBuy