
From: Holley W Schramski
Sent: Thursday, August 11, 2011 4:42 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: UGAMart and Vendor Database Summary

This notice from UGA Procurement is being posted to Procurement listservs as well as BAAF-L.

The Procurement Department's main goal this past fiscal year has been to increase the number of suppliers in the new vendor database in order to increase the use of UGAMart. The following information is provided as an update of this endeavor. Please also note that the TSO/IMS Campus Entry System is no longer available for use.

Thank you for your assistance and patience during the transition to UGAMart and the new Unified Vendor Database. Please know how much we appreciate you working with us to accomplish these goals. The implementation of these changes cannot be achieved without the cooperation and hard work from departments across campus. Procurement will continue to work with a team of campus users to identify solutions to UGAMart issues and to recognize areas for improvement and enhancement.

Unified Vendor Database milestones achieved to date:

- 7,449 active suppliers
- 6,329 suppliers who accept purchase orders available in UGAMart
- 4,900 suppliers added since July 1, 2010

UGAMart milestones achieved during FY 2011:

- 36,211 purchase orders issued through UGAMart during FY11; compared to 9,377 from FY10
- 93% of all FY11 purchase orders were processed in UGAMart
- 92% of FY11 purchase requests issued through UGAMart were approved into purchase orders within 10 days or less of being submitted by a Requisitioner
- 99% of all purchase orders were delivered to the supplier via email or fax within minutes of the final approval step
- UGAMart had 469 average users per day for FY11
- UGAMart had 1,413 average users per month for FY11

Discontinuation of TSO/IMS Campus Entry System

As of July 1, 2011, all purchase requests will be submitted via UGAMart. The TSO/IMS purchasing system has been deactivated. Hard copy or pink paper purchase requests will only be accepted for justified emergency situations when the supplier is not available in UGAMart.

Suppliers must complete the vendor profile form, http://www.busfin.uga.edu/forms/vendor_profile.pdf, before they can be added to the new vendor database. Once the completed form is received and approved by Accounts Payable and Procurement, the supplier is then available for check requests or loaded into UGAMart, if they accept purchase orders. An online application is being developed that will allow vendors to submit their information electronically. An announcement will be made via UGAMart once this tool is online and available for vendors.

Ninety percent of the purchase orders issued from TSO/IMS during FY11 were to suppliers who had only one or two orders issued to them during the fiscal year. If allowable according to purchasing card policy, one-time or infrequent small-dollar purchases of less than \$5,000 may be best handled via p-card.

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