



NC E-Procurement
ACCBO Fall Conference
October 2015



Benefits

NC E-Procurement provides tools to improve the way the State of North Carolina purchases goods and services.

- Orders and internal approvals are **routed electronically** and maintained for accountability – encourages paper free purchasing!
- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications
- Users can view the State term contract pricing within NC E-Procurement through the **catalogs and punchout catalogs**.

- Over **5 Million** purchase orders have been issued through NC E-Procurement
- More than **\$32.5 Billion** in spending has processed through the NC E-Procurement system



*NC E-Procurement has seen increases of over **100K** purchase orders and **\$1.5 Billion** in spend since the spring ACCBO conference.*

Over **10,700 NC users** from almost **200 different entities** use NC E-Procurement:

- State Agencies/Institutions
- Community colleges
- K-12 Local school systems
- Charter Schools
- Local governments



Since the spring ACCBO conference, over 1,200 new users have been added to the system.



The NC E-Procurement team has been working with several community colleges to review current business processes, implement approval rules, and provide end-user training.

- Conducted on-site training classes for 9 community colleges
- Worked with the individual colleges to evaluate current business processes and translate to electronic workflow
- Customized training plans to fit the needs of the college



Transition Approaches

As colleges transition towards a paper-free environment, three common approaches have been utilized.

- **Optional Transition:** *Catawba Valley Community College*
 - Provided optional training, allowing users to take advantage of NC E-Procurement, but will continue to support paper requisitioning.
- **Gradual Transition:** *Randolph Community College*
 - Provided initial training to a core group of purchasers who will assist with roll-out. Will work to phase-in different work groups over time, with no immediate deadline to end paper requisitioning.
- **Deadline-based Transition:** *Cape Fear Community College*
 - Provided training to all users and set a deadline for when paper requisitions will no longer be accepted/supported.



Optional Transition

Catawba Valley Community College Optional Transition

(Provided optional training, allowing users to take advantage of NC E-Procurement, but will continue to support paper requisitioning)

Why Change? Turnover in the Purchasing Director role allowed for a new vision for procurement. The goal was to reduce redundancy and improve accuracy. Going Paper-Free could help achieve this.

How Did Rollout Go? After training, most people took advantage of the system right away. The hope was to be mostly electronic by the end of 2015; that target has already been achieved. Currently, only about 2% of requisitions are submitted on paper, whereas before it was 100%.

What Were the Biggest Challenges? Setting up the approval flow for some of the more specific cases where a user has multiple approvers and educating some users on how to better plan ahead when ordering.

What Were the Biggest Successes? “Ordering can still occur even when I am out of the office from any device.”

How Has it Worked? “I am very pleased with how receptive our folks have been. There has been very little resistance.”



Randolph Community College Gradual Transition

(Provided initial training to a core group of purchasers who will assist with roll-out. Will work to phase-in different work groups over time, with no immediate deadline to end paper requisitioning)

Why Change? They were actually resistant at first, believing that the change would be too much work for the faculty, but as the college began to place an overall emphasis on streamlining all work processes, the workers themselves pushed for a move to electronic procurement in order to reduce their paperwork.

How Did Rollout Go? Very well. The final training was held last week meaning most of the college is now trained. 75-80% of the requisitions of workers currently trained are now through NC E-Procurement.

What Were the Biggest Successes? They feel that they are already saving both money and time. The new process is much quicker.

What is the Most Important Thing to Consider? Understanding the culture at your college and making sure that you are working with their needs. There are many ways to find success with this process, but picking the best one for you takes some consideration



Deadline-Based Transition

Cape Fear Community College Deadline-Based Transition

(Provided training to all users and set a deadline for when paper requisitions will no longer be accepted/supported)

Why Change? “I've been working with E-Procurement since it was introduced. When I arrived here at CFCC back in January, the college had begun implementation with the IT Department. With my past experience with implementations, I knew the best course of action was campus-wide.”

What Type of Planning was Involved? Worked to get approval from the administration and then coordinated who should be trained with each department head. NC E-Procurement helped facilitate training, which was held over the summer when classes were light and more labs were available. Reviewed and updated approval rules within NC E-Procurement.

What were the Biggest Challenges? Finding space and time for the training. The actual training sessions went smoother than expected.

What were the Biggest Successes? How quickly people were able to start submitting electronic requisitions.



Next Steps

- Work with the NC E-Procurement team to review your current purchasing process.
- Work with the NC E-Procurement to configure specifics for your college.
- Work with the NC E-Procurement team to schedule training for your purchasing team and/or end users.