

# Jaggaer

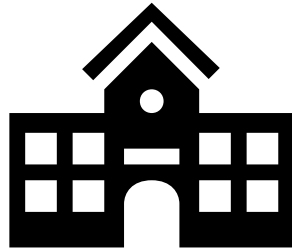
eProcurement System

# Introduction

- What is Jaggaer?
  - An eProcurement system to centralize and streamline purchasing activity
- Who will have access?
  - Individuals who enter requisitions and approve requisitions in Colleague and Warrior Web today
- Why Jaggaer?
  - The Idaho State Board of Education selected Jaggaer to align the purchasing power of the 4 higher education institutions.
  - Provides efficiency, increased compliance, savings, workflow capabilities and visibility



# Benefits



## Compliance

- Ability for departments to increase compliance using workflow
- Ability to ensure purchasing compliance with LCSC policy

## Efficiencies

- One system to accomplish all procurement activities
- One stop shop for catalog and non-catalog orders

## Speed

- Orders are electronically sent to the supplier as soon as approval steps are complete
- Orders dispatched to vendors in real-time
- Quick order turn-around from catalog enabled vendors

## Ease of Use

- Catalog content available with LCSC preferred pricing
- Catalog and non-catalog orders in the same system
- Payment Requests to vendor

## Savings

- On-contract spend
- Increased spend visibility will lead to better supplier pricing

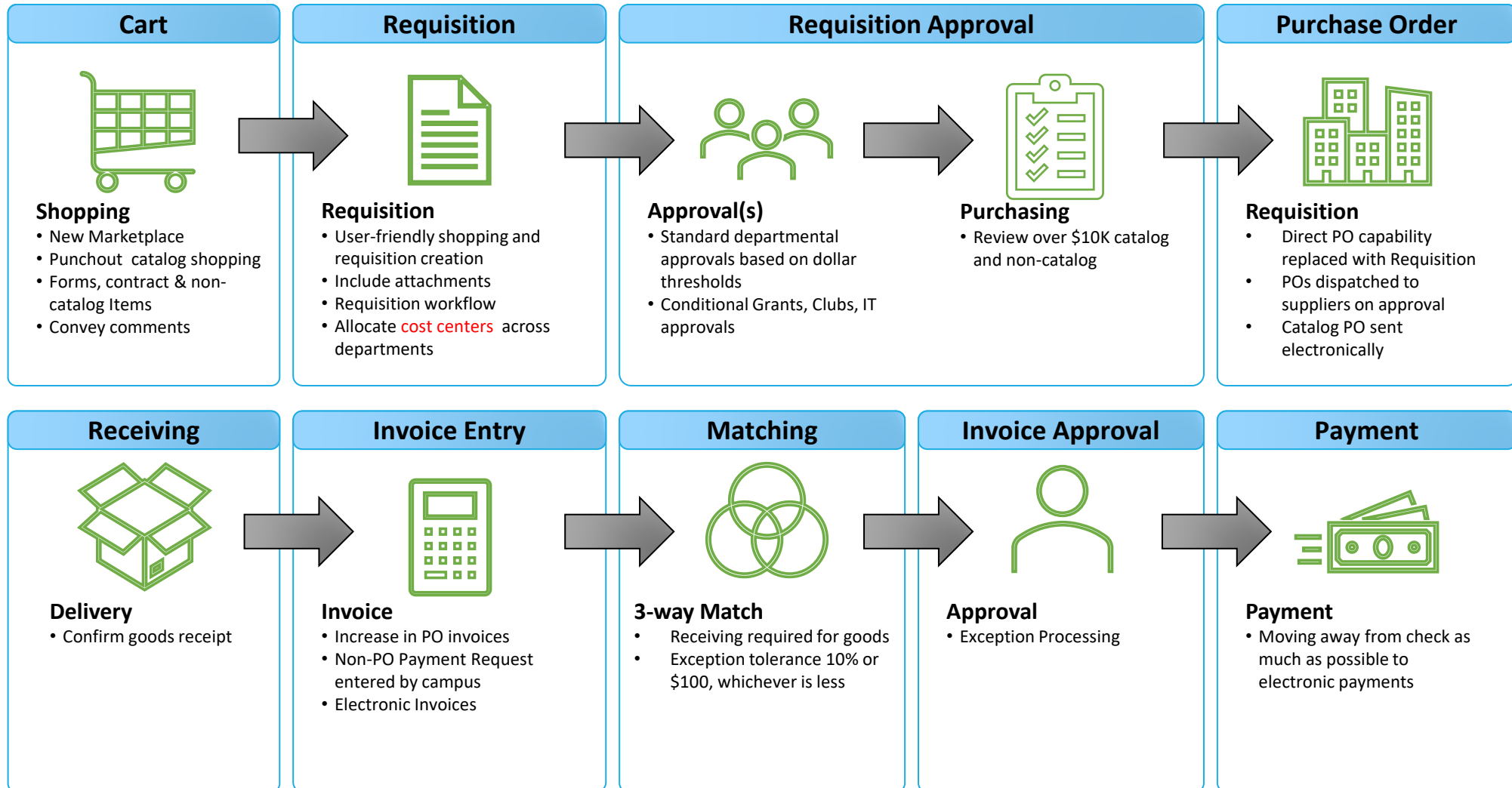
## Visibility

- Purchasing and payment information in one place
- Complete history per transaction showing who, what and when a transaction was created/modified
- Data export capability

## Communication

- Use of internal notes, comments and attachments to others involved in processing the purchase
- Use of external notes to communicate with suppliers

# High Level Business Process – P2P



# Shopper

- Role Overview
- Most employees will have the Shopper role.
- Shoppers will add items to their shopping cart and assign their cart to their department Requester.
- Shoppers will be able to search for items that they need and pick the most appropriate.
- Shoppers can add items to a shopping cart through one of the following mechanisms:
- Vendor provided Punch-Out catalogs
- Forms (IT Request, Independent Contractor Request, Payment Request, Supplier Request)

# Requester

- Role Overview

Requesters receive a notification in Jaggaer and an email of a new cart assignment. The Requester is responsible for converting the cart to a requisition as well as editing, canceling, or finalizing carts. In addition, the Requester is responsible for:

- Reviewing the carts assigned by Shoppers
- Creating requisition line items
- Assigning accounting codes (**Cost centers and object codes**)
- Verifying shipping information
- Reviewing and confirming attachments
- Adding comments to requisitions
- Submitting requisitions to Approvers

# Approver

- Role Overview
- Approvers are responsible for reviewing requisitions submitted by department Requesters
- Approvers are notified of new requisitions requiring approval by email
- Each requisition must be reviewed prior to approval, rejection, or return of the document.
- Approvers may make changes to requisitions, add attachments, and communicate directly with Shoppers and Requesters through comments.

# Demo's

- **Live Demo**
- **Training Videos:**
  - See Jaggaer Site for Training Videos:  
<https://www.lcsc.edu/purchasing/jaggaer-news>



# Next Steps

- eProcurement Pilot Group Go-Live: December 2022
- eProcurement Campus Go-Live: January-February 2023
- Contracts Management Pilot Go-Live: January-February 2023
- Contracts Management Campus Go-Live: Spring 2023

## **Jaggaer News & Updates:**

<https://www.lcsc.edu/purchasing/jaggaer-news>





**Thank you. Questions?**

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Purchasing