Agenda

- Welcome and Introduction
- Onboarding Updates
- Procurement Updates
- User Feedback
- MacBuy Approval Process Demo
- Next Steps
- Closing Remarks
- Questions
Welcome & Introduction

Executive Sponsor:

Deidre (Dee) Henne, AVP (Administration) & CFO
Onboarding Updates

SHOPPER 58
REQUESTER 134
APPROVER 62
As of July 25th = 159 requisitions totalling over $350k

Faculties/Departments on boarded to date:

<table>
<thead>
<tr>
<th>Biochemistry</th>
<th>StemCell</th>
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<tbody>
<tr>
<td>Kinesiology</td>
<td>Social Sciences</td>
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<td>Humanities</td>
<td>Engineering</td>
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<td>Pathology</td>
<td>Human Resources</td>
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<td>Science</td>
<td>Mills Library</td>
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<td>Facility Services</td>
<td>CLSA</td>
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<td>HSC Safety Office</td>
<td>UNU</td>
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<tr>
<td>Anesthesia</td>
<td>President’s Office</td>
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Procurement Updates

• Commodities Currently Available
  ▪ Laboratory Equipment & Supplies
  ▪ Computer & I.T. Equipment & Supplies
  ▪ Office Supplies
  ▪ Furniture
  ▪ Facilities
Latest Strategic Initiatives

1. **Engineering Technology**
   - **Last Update:** Identified Digi-Key as potential MacBuy Supplier. Further Suppliers TBD.
   - Digi-Key contract awaiting final sign off
   - RFSQ process engineering services and suppliers issued. Currently under evaluation for VOR status and onboarding.

2. **AV Equipment**
   - **Last Update:** TBD
   - RFSQ process issued. 10 responses received and currently under evaluation for VOR status and onboarding.
Latest Strategic Initiatives Cont..

3. Facilities
   - Last Update: Mister Chemical Ltd.
   - CSA finalised and awaiting sign off. Onboarding discussions in progress

4. Lab Animal Feed & Supplies
   - Last Update: Envigo – Catalogue onboarding underway.
   - Contract executed. MacBuy onboarding underway.
Latest Strategic Initiatives Cont..

5. Approved Supplier Refresh in Fall 2019

- Laboratory Equipment & Supplies
  - Target 10-12 suppliers – Fall 2019

- Apple Products
  - Target 3 distributors – Fall 2019

- Potential Opportunities for Onboarding
  - Custodial Supplies
  - Educational furniture
  - Plumbing products
“I changed my notification settings and I got an email notifying that my requisition workflow is completed. How amazing this is. This morning my requisition and the very first limited tendering purchase went through. I loved it and it is an amazing platform. I will meet the promotion deadline.”

- **Darko Ljubic**, Research Lab Manager, Chemistry and Chemical Biology

“I approved a couple of orders while on vacation in the Azores (islands just off of Portugal). I found the process quite easy and very intuitive.”

- **Lydia Duarte**, Administrator, Kinesiology
MacBuy Approval Process Demo

MacBuy System Administrator:

Kari Wright
1. Locate MacBuy Tile In Mosaic
2. SHOP Showcase Suppliers OR Complete Non-Catalogue Form
3. Create Shared Cart OR Rename Cart
4. Select Chartfield, Delivery, and Tax Treatment
5. Assign Cart To Requester

NEED HELP?
MacBuyHelp@mcmaster.ca
Requester Process

1. Locate MacBuy Tile In Mosaic
2. Validate Cart
3. Enter or Modify • Chartfields • Ship To • VAT
4. Review Notes and Attachments
5. Place Order; Requisition Created
6. Review PR Approvals *Optional

NEED HELP?
MacBuyHelp@mcmaster.ca
Approver Process (Email)

1. Open Email Notification
2. Review Details
   - Billing
   - Chartfield
   - Ship To
3. Click On Take Action
   OR
   - Assign To Self, Approve, Forward, Return; With Comment

NEED HELP?
Email: MacBuyHelp@mcmaster.ca
On-going Onboarding

Communication
- User communication through JAGGAER site
- General Monthly updates to Campus through Daily News, McMaster Updates and Mosaic News

Jan 2020 Town Hall
- Onboarding updates
Closing Remarks

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Deidre (Dee) Henne, AVP (Administration) & CFO