

# MacBuy Project

## Town Hall

*August 01, 2019*





# Agenda

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



# MacBuy Project

## Welcome & Introduction

### Executive Sponsor:

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



# MacBuy Onboarding Updates



SHOPPER

58



REQUESTER

134



APPROVER

62



# Onboarding Updates

As of July 25<sup>th</sup> = 159 requisitions totalling over \$350k

Faculties/Departments on boarded to date:

Biochemistry	StemCell
Kinesiology	Social Sciences
Humanities	Engineering
Pathology	Human Resources
Science	Mills Library
Facility Services	CLSA
HSC Safety Office	UNU
Anesthesia	President's Office





# MacBuy Procurement Updates

- Commodities Currently Available
  - Laboratory Equipment & Supplies
  - Computer & I.T. Equipment & Supplies
  - Office Supplies
  - Furniture
  - Facilities





# MacBuy Procurement Updates

## 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.





# MacBuy Procurement Updates

## 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.







# MacBuy Procurement Updates

## 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





# MacBuy User Feedback

“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





# Shopper Process

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](mailto: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](mailto:MacBuyHelp@mcmaster.ca)





# Approver Process (Email)

1

Open Email Notification

2

Review Details

- Billing
- Chartfield
- Ship To

3

Click On  
**Take Action**

Approve

OR

Assign To Self,  
Approve, Forward,  
Return; With  
Comment

**NEED HELP?**

✉ [MacBuyHelp@mcmaster.ca](mailto:MacBuyHelp@mcmaster.ca)



# Next Steps

- 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



# MacBuy Closing Remarks

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AVP (Administration) & CFO

