

# TechMart Procure-to-Pay (P2P)

**Presented to:**

Campus

**by:**

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Joey Janssen, Accounts Payable Manager

**March 13, 2018**



## **Executive Steering Committee**

Sharon Patterson, AVP for Finance and Treasurer

Ron Kong, Associate Chief Information Officer

Pam Koyzis, AVP of Audit Services and Institute Compliance

## **Co-Project Managers**

Monica Marquez, Associate Director of Purchasing Services

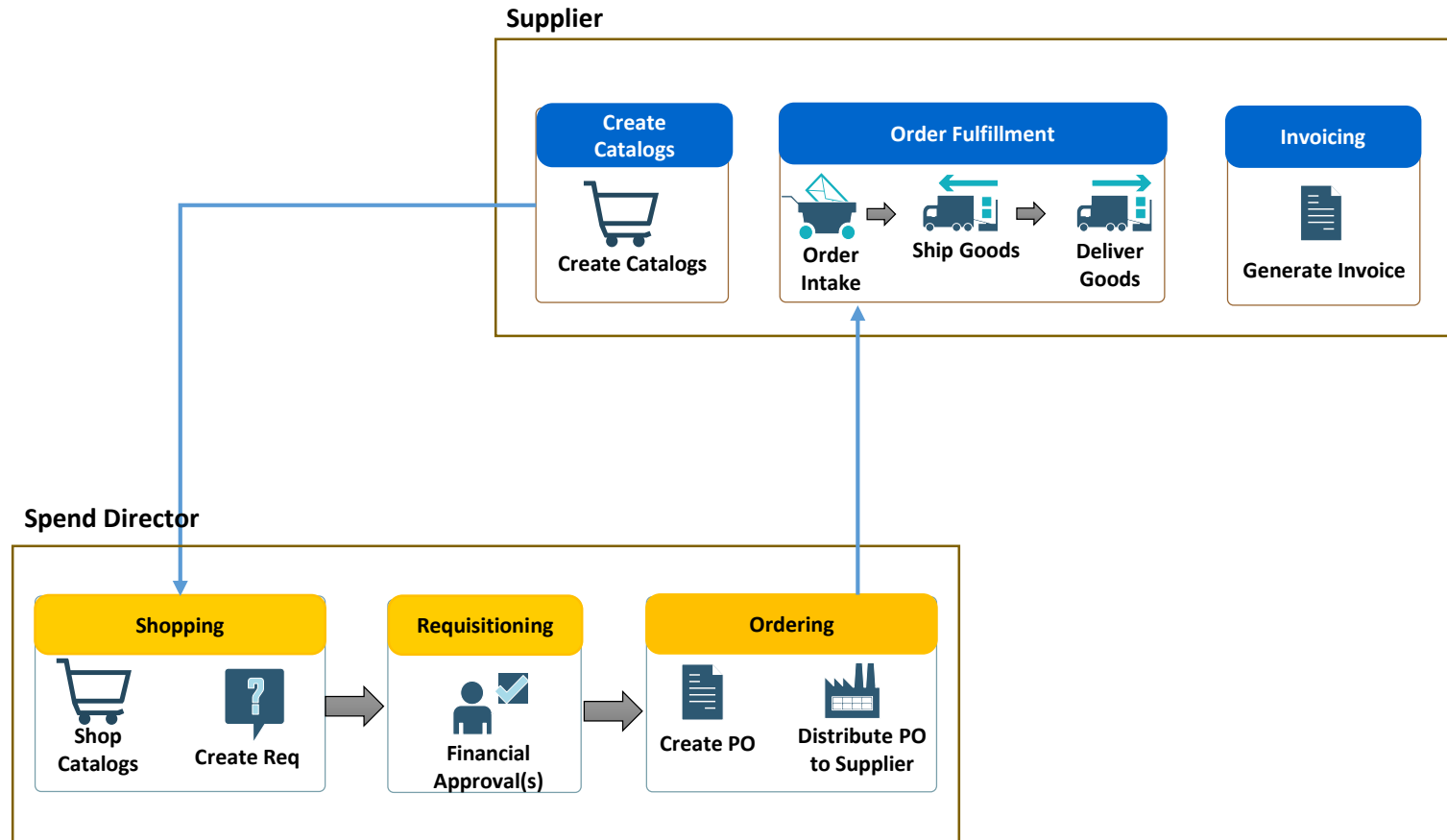
Doris Shimabukuro, IMSS Associate Director of Financial Systems



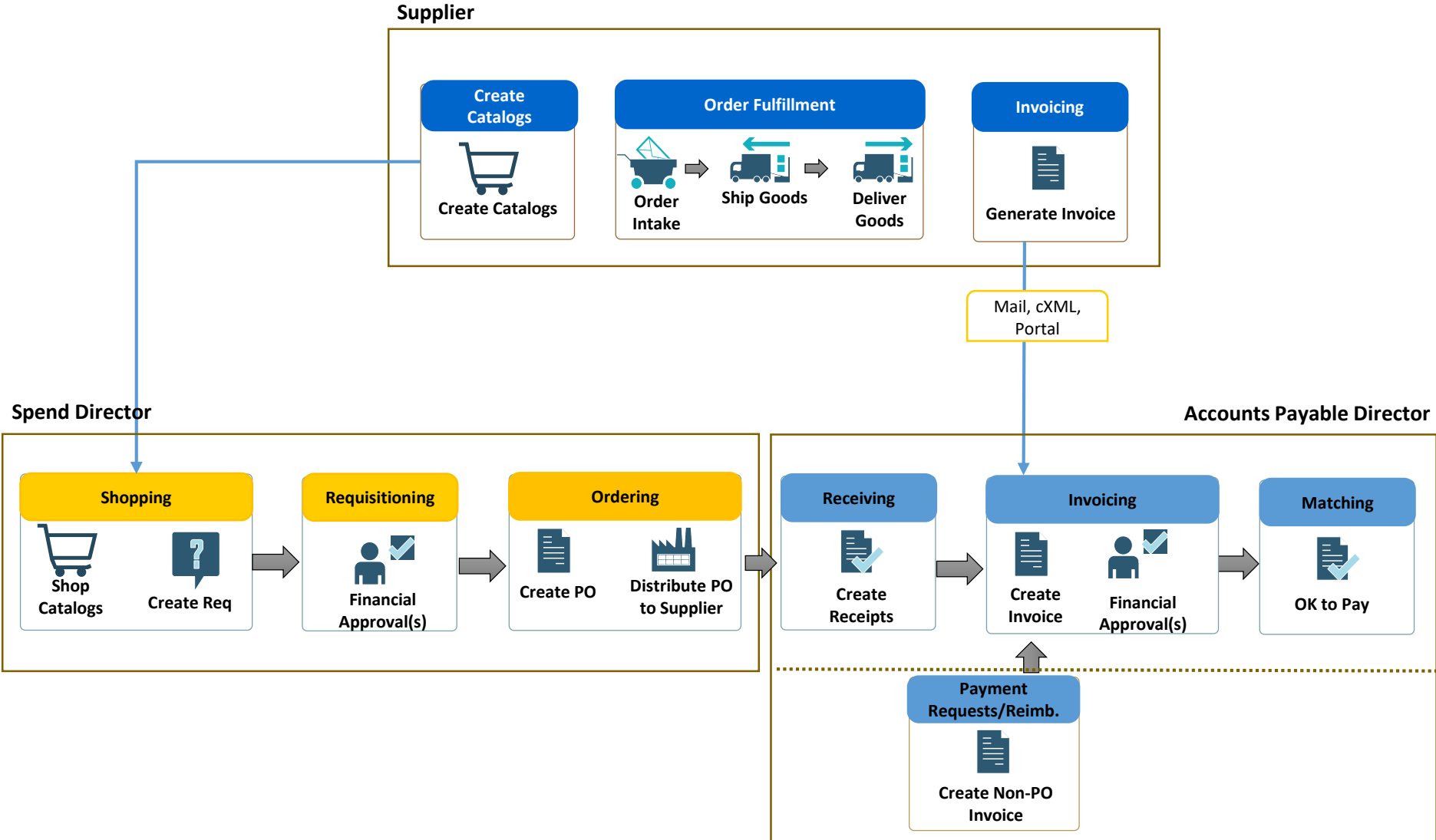
# Agenda

- TechMart – Current and Future States
- What's Changing?
- New Supplier Features
- Training Classes
- Pre-Go-Live Activities
- P2P Resources
- Questions

# TechMart – Current State



# TechMart – Future State

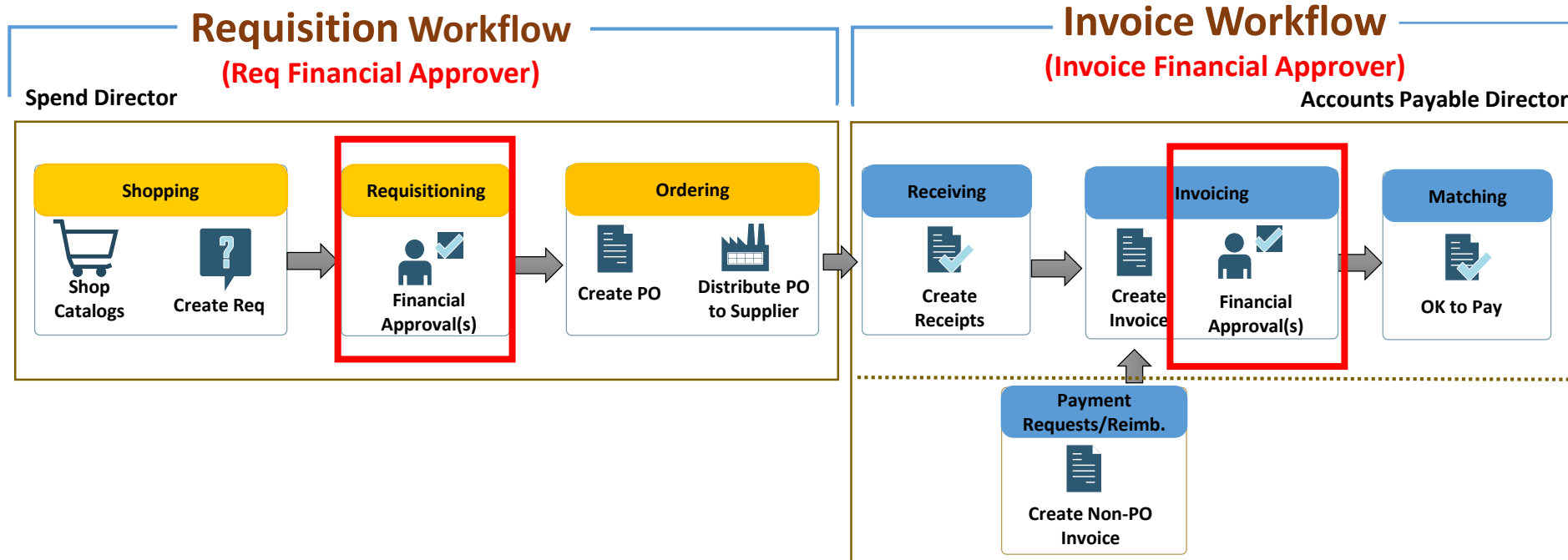


# TechMart – Future State

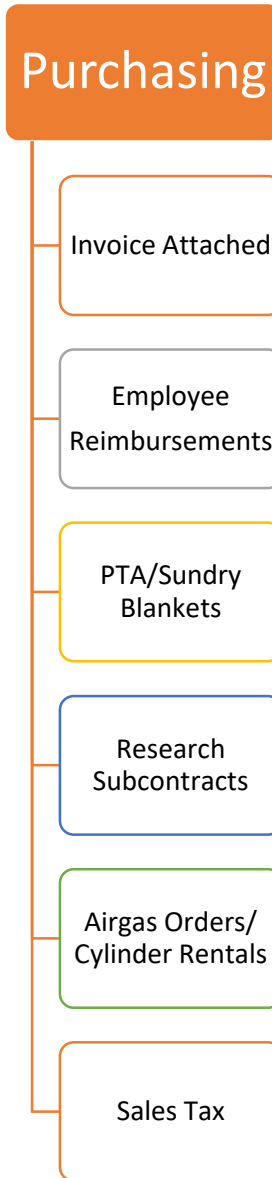
- **General Rule:** Every Purchase Requisition **will require Financial Approval** – Either in Requisition workflow **OR** Invoice Workflow, **but NOT both**

**EXCEPTION:** Financial Approval **will NOT be required** for PO-matched invoices <\$1,000

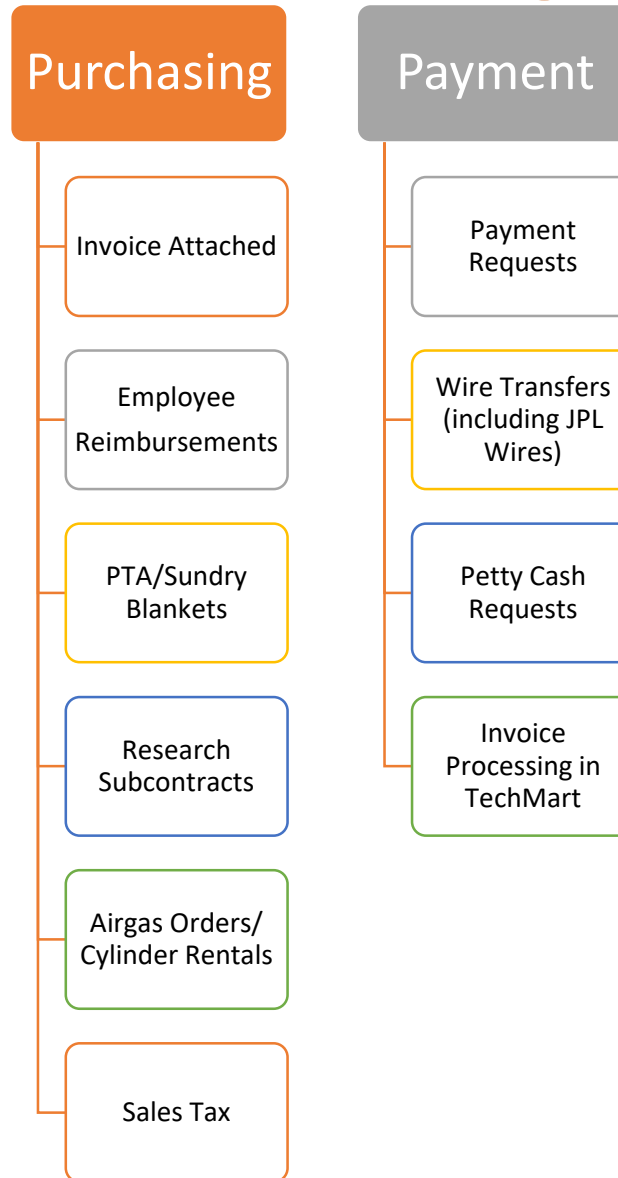
- **Rule:** Financial Approval **will always be required** for Payment Requests, Employee Reimbursements and Invoice Attached – No Exception



# What's Changing?

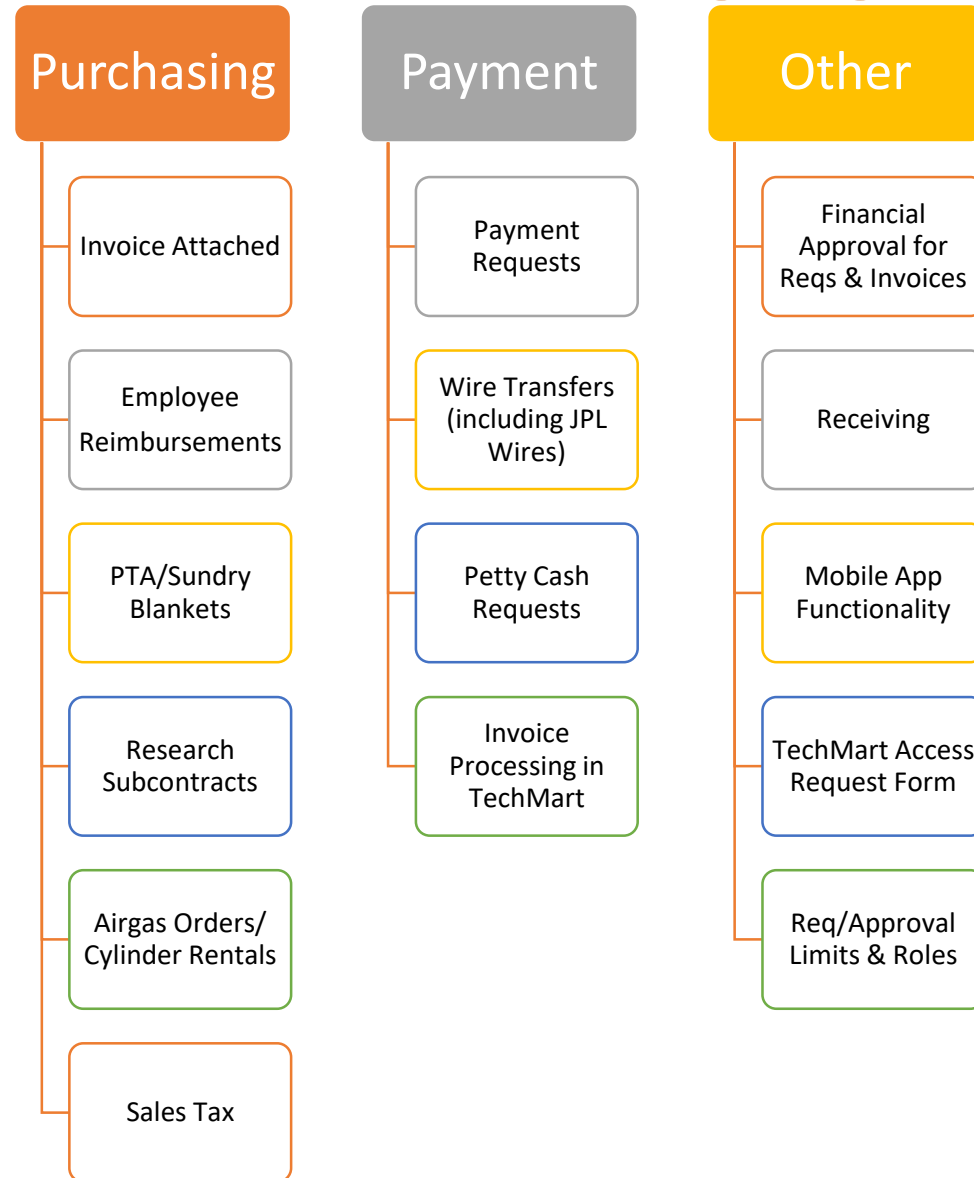


# What's Changing?





# What's Changing?



# New Supplier Features

Supplier Portal

Digital  
Mailroom

ePayables

New Payment  
Terms

# New Supplier Features

## Supplier Portal

Suppliers can submit electronic invoices (PO to invoice flip) and manage and view their invoice status.

## Digital Mailroom

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At go-live, Suppliers will mail paper invoices to our off-site location.

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## ePayables

Credit Card settlement option for Suppliers who want a faster and more secure method of payment.

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Credit Card settlement option for Suppliers who want a faster and more secure method of payment.

## New Payment Terms

New Supplier payment terms based on invoice and payment method.

# Training Classes

Payment Requests  
& Reimbursements

New Purchasing  
Forms

Receiving, Invoice  
Approval & Mobile  
Functionality

Airgas

Research  
Subcontracts

TechMart Mobile

<http://procurement.sites.caltech.edu/p2p/p2p-training-1>

# Pre-Go-Live Activities

**NO PROCUREMENT ACTIVITY 1 WEEK PRIOR TO GO-LIVE, TENTATIVELY END OF APRIL/EARLY MAY  
PLEASE PLAN AHEAD OR USE YOUR P-CARD!**

- **No TechMart Purchase Requisitions**
- **No Payment Requests, Wires Transfer Requests, Petty Cash Requests**

TechMart Draft-Cart Cleanup: *Shop → May Carts and Orders → View Carts*

Transition Sundry Blankets and establish PTA Blankets: Call Genelle x6276

ALL TechMart related inquiries – email [techmarthelp@caltech.edu](mailto:techmarthelp@caltech.edu)

Open office hours for TechMart support – visit our website for hours

Supplier Communication and e-Payables calling campaign



# P2P Resources

## General P2P Information

- **New TechMart Users** – TechMart Access Request Form  
<http://procurement.sites.caltech.edu/departments/purchasing/purchasing-forms>
- **Campus** - <http://procurement.caltech.edu/p2p>
- **Suppliers** - <http://procurement.caltech.edu/p2p/info>

## P2P Training Classes

- <http://procurement.sites.caltech.edu/p2p/p2p-training-1>

## On-Going P2P Support

- **Open Office Hours** – <http://procurement.caltech.edu/p2p/p2p-training-1>
- **Email:** techmarthelp@caltech.edu
- **Phone:** Procurement Services Hotline – X8900

# Questions?

