TechMart
Procure-to-Pay (P2P)

Presented to:
Campus

by:
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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

Supplier

Create Catalogs

Order Fulfillment

Invoicing

Create Catalogs

Order Intake → Ship Goods → Deliver Goods

Generate Invoice

Spend Director

Shopping

Requisitioning

Ordering

Shop Catalogs → Create Req → Financial Approval(s) → Create PO → Distribute PO to Supplier
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?

Purchasing

- Invoice Attached
- Employee Reimbursements
- PTA/Sundry Blankets
- Research Subcontracts
- Airgas Orders/Cylinder Rentals
- Sales Tax
What’s Changing?

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Payment

- Payment Requests
- Wire Transfers (including JPL Wires)
- Petty Cash Requests
- Invoice Processing in TechMart
What’s Changing?

**Purchasing**
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**Payment**
- Payment Requests
- Wire Transfers (including JPL Wires)
- Petty Cash Requests
- Invoice Processing in TechMart

**Other**
- Financial Approval for Reqs & Invoices
- Receiving
- Mobile App Functionality
- TechMart Access Request Form
- Req/Approval Limits & Roles
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.

ePayables

Digital Mailroom

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

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

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

**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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**ePayables**
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

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](http://procurement.sites.caltech.edu/departments/purchasing/purchasing-forms)
- **Campus** - [http://procurement.caltech.edu/p2p](http://procurement.caltech.edu/p2p)
- **Suppliers** - [http://procurement.caltech.edu/p2p/info](http://procurement.caltech.edu/p2p/info)

P2P Training Classes

- [http://procurement.sites.caltech.edu/p2p/p2p-training-1](http://procurement.sites.caltech.edu/p2p/p2p-training-1)

On-Going P2P Support

- **Open Office Hours** – [http://procurement.caltech.edu/p2p/p2p-training-1](http://procurement.caltech.edu/p2p/p2p-training-1)
- **Email**: techmarthelp@caltech.edu
- **Phone**: Procurement Services Hotline – X8900
Questions?