To: Deans, Directors, and Department Chairs

From: Martha Pendergrass, Director of Procurement Service
       Kevin Seitz, Financial Stakeholders Committee Chair

Re: eProcurement Implementation Update

The first campus-wide go-live in the phased implementation of eProcurement (ePro) will take place Nov. 22 when the ePro Vendor Catalog component rolls out. Information sessions, training and reference materials are being offered to help prepare purchasers and purchase approvers to use this new tool.

The ePro Vendor Catalog component is being extensively tested during the pilot implementation. We have been conducting auditorium-style demo and information sessions that have been well-attended; sessions will continue through Nov. 17. Hands-on training is also underway and will continue into December. Online user manuals and computer-based training (CBTs) for purchasing and approving orders are now available.

While the campus-wide go-live date for ePro Vendor Catalogs is Nov. 22, to allow time for everyone to be trained, the legacy eCommerce site will also be available until Dec. 21. At that time, ePro Vendor Catalogs will be the only available tool for this type of procurement. Please encourage your staff to take advantage of training opportunities prior to the Nov. 22 go-live and the Dec. 21 cut-off of the current eCommerce site.

What is ePro?
Purchasing goods through ePro will provide the detailed information needed to negotiate better prices from vendors. It will also allow department managers to see details about their purchases.

ePro will replace the current eCommerce system and part of the current check request system. ePro will be the front-end system, while the current Financial Records System (FRS) will remain in use until PeopleSoft is fully implemented for financial systems. This means, for example, that checks will continue to be paid through the current Accounts Payable system until the PeopleSoft Financial modules are implemented.

ePro will be used for two types of purchases:
* vendor catalog orders (used to order items) and *the small order process (used to pay the bill after a purchase is made.)

The small order process will go-live in January in the second phase of the ePro rollout. ePro will only be used to purchase goods where the total order does not exceed $5,000.

More Information
Read August 31 memo to DDDs announcing eProcurement implementation.
Click to view ePro user manuals and CBTs for Vendor Catalogs and Approve Orders.
For more information, visit the ePro page on the ConnectCarolina website or email connectcarolina_ePro@unc.edu.