

## Minutes of FASIG 31<sup>st</sup> May 2011

### 1. Minutes of previous meeting

### 2. Matters arising

It was decided that any matters arising from the previous meeting would be covered in this meeting.

Deputy Chair – Michael Phillips has agreed to take on this role. Thank you!

### 3. Presentation by e-procurement

Sally Phillips presented an e-procurement update which can be found at

[http://groups.exeter.ac.uk/fasig/supporting\\_doc\\_2011.shtml](http://groups.exeter.ac.uk/fasig/supporting_doc_2011.shtml)

Sally told the meeting that significantly, use of Parabilis was up 16% on 09/10 usage to March 2011; that the top 10 suppliers remained the same and were a combination of punch out connections and hosted catalogues.

#### **Live Enhancements**

The character limit has been increased from 100 to 2500.

The comments field now allowed for free text on both punchout and catalogue.

E-mails from EGS were now being sent to users to confirm PO.

#### **Enhancements being tested** – *Due to be released in Aptos Patch 23 (March 2012)*

Single account code instead of the current 10 segments

Ability to mix ledgers – GM-General, GR-Research and GT-Trading

PO lines can be split between account codes by %

Mandatory category field will be pre-populated with “CAT A”.

#### **Future Enhancements**

Ability to add comments, delivery dates and locations per line – *included in Aptos Patch 23*

Attachments for web requisitions – *this is unlikely to proceed.*

### **Current Issues – as at May 2011 – reported by users**

#### **Timeouts**

Sally confirmed that this was an issue with all electronic systems and suggested that when placing an order to have everything to hand and complete as soon as possible.

#### **Too many screens**

It was agreed that it feels “clunky” but that web requisitions, Aptos and the suppliers all very different sites. It is hoped that a new version from EGS will have improved look and feel.

#### **Change of invoice address**

This was identified as a problem at Tremough and it is hoped that the EDM (electronic document management) would sort this out but this project is currently on hold.

Sally told the meeting that Parabilis can deal with multi-invoice addresses but not Aptos, currently getting a quote from B Plan.

#### **Suppliers sometimes say they have not received order**

E-mails from EGS were now being sent to users to confirm PO

#### **Problems with punchout orders where registered trade marks**

This was particularly a problem for CLES. Hope to be rectified in the next Aptos patch.

#### **Re-directed deliveries**

Problem - the name of the person raising the PO receives the delivery – Sally suggested using the comment field to enter recipient’s name.

The e-procurement team wanted to emphasise that if problems are not reported to helpdesk then issues cannot be resolved.

#### 4. Update from Aptos User Group

Anne is now on the Aptos User Committee which at its first meeting enabled a useful exchange of ideas between users.

Patch 23 needs to be in place before upgrade to Aptos V10.

**Electronic Data Management (EDM)** – providing the capability to scan in an invoice and add details to create an electronic document that can be retrieved by Aptos. Currently there are suppliers available for both the scanning and software. Corporate Services and CEMPS were piloting the project but this project has been put on hold for the moment pending a wider project progressing.

**Purchase card module** – Alex Walsh, Liz Shillingford and Anne are still working on this module and still deciding whether to implement. Currently they are meeting with Nat West and RBS to see what details are available on the bank side of things. As a sideline to this, the team are also looking at online expenses via the Aptos Time and Expenses Module as another alternative.

**Multi-currency** – following a meeting with current users of Aptos multi-currency, LSE, this project will be pushed forward.

**In-Tend** - John Malloch told the meeting that this product was developed by Sheffield University for the sector. The functionality is good and provides tender management and a quick quote procedure. In-Tend details can be found at:

<http://admin.exeter.ac.uk/corporate/procurement/downloads/In-Tend.shtml>

Benefits include:

- Visibility and control of the quotation and tendering process.
- Electronic storage of contract documents.
- Visibility of contracts, including renewal dates.
- Review supplier performance regularly.
- Releases time for other work.

Procurement Services is now looking for a college or service to pilot the 'Quick Quote' feature of In-Tend. Any value between £1000 and £10,000 will do.

**Purchase to Pay (P2P)** - Internal auditors, Mazars, identified practices that did not comply with the University's Financial Regulations. The aim of the P2P project is for Colleges and Services to identify and fix any non-compliant 'Purchase to Pay' practices. A set of standard processes for issuing PO's has been agreed with a group of representatives from colleges and services. From the website it can be seen that although the statistics show a lag, there has been a consistent increase in compliance. (*Post-meeting note: The P2P figures for July 2011 showed all colleges and services achieving over 90% compliance (if we exclude the PGFA and Cornwall figures).*)

**New Supplier Requisition Form** – Anne reported that BPlan had been asked to quote for this as this would make supplier set up a much more efficient process.

Although a number of projects have been approved they can only move forward in order of priority due to the impact on resources.

#### 5. Topics for next meeting

The next meeting will be the year end timetable meeting to be held

Tuesday 5<sup>th</sup> July 2011

11.00-12:00

Amory B218  
Tremough Meeting Room