From:	Senior Vice Chancellor John Plotts <SVC@UCSF.EDU>
Sent:	Monday, November 14, 2011 12:08 PM
To:	UCSFSTAFF@LISTSRV.UCSF.EDU
Subject:	BearBuy Goes Live Today!

BearBuy - An Operational Excellence Program

Over the past year we have been implementing a series of business efficiency improvements as laid out in the Operational Excellence (OE) strategy. One key OE program is the implementation of our new **BearBuy Procurement System** that will advance our goals to enhance efficiencies, reduce both administrative and supply costs and ensure compliance with governing laws and policies. BearBuy is unique in that it is being rolled out through a collaborative effort at both UCSF and UCB. The two campuses have combined their procurement operations to leverage the combined campus spend to achieve cost savings by better negotiated pricing. Both campuses will be using BearBuy to enable those savings and streamline the procurement processes. For the past three years the UCSF campus has used our Procure-to-Pay (P2P) system. While we realized a number of benefits from using P2P, we decided last year to implement the BearBuy system in order to:

- Address unmet end user business requirements

- Reduce time and effort spent by departments on purchasing and payable activities

- Combine commodity/vendor spend across both UCSF and UCB to leverage our purchasing power

- Explicitly identify and prioritize diverse and "green" suppliers and products to enable targeting of spend to them

- Implement a common technology platform and institute more common policies and procedures across both campuses

- Align with the broader UC direction (seven of ten UC campuses will now be leveraging SciQuest - the technology platform on which BearBuy is built)

What is BearBuy and how you can benefit from this system?

BearBuy offers benefits to the entire campus with an intuitive, easy to use interface that will make the purchasing and payment process easier and faster. BearBuy will become the single point of entry where faculty and staff can shop and manage payments for most of their campus-related purchases. Most importantly, the new system will save the campus money by enabling a wide array of goods and services from a selection of vendors that allow departments research dollars to stretch further. Finally, the system will provide easier tracking of your purchases, thereby improving usability and visibility of transactions.

An improved **user experience** was one of our primary objectives. BearBuy has been designed to make the procurement process easier and faster:

- Anyone with a MyAccess ID can be a shopper. Shoppers no longer need to have all the financial and ship-to information to complete the shopping cart. This means that anyone can search for items they want to buy and send the Shopping Cart along to a Requester to complete the order.

- Searching for items and filling your cart is more intuitive

- Users go to one homepage for catalog and non-catalog shopping

- Approval routing is to department folders, not individuals; ensures orders don't become lodged in one person's work list

- Favorite account codes can be set up and accessed from a drop-down menu

- Favorite items can be shared by a group of people

- Users can set up their own email preferences

In addition, we took this opportunity to **simplify policies and rules** to reduce or eliminate bottlenecks while still maintaining appropriate controls. These changes include:

- Allowing Requesters to place an order under $500 without additional approvals

- Eliminating receiving as a pre-requisite to pay (with a new control to approve for vouchers over $5,000)

- Establishing an over-price tolerance of 10% or $500, whichever is less. This will significantly reduce the number of match exceptions departments process on a daily basis.

Who will use BearBuy?

BearBuy has been in a live order pilot phase during the past four weeks with a group of pilot users in twelve participating departments. The overall feedback has been positive and encouraging. Special thanks to these pilot departments for partnering with the BearBuy project team.

Today, all existing P2P users were automatically transitioned to the BearBuy system. P2P users will continue to have access to P2P to close out existing purchase orders, but no new carts or requisitions will be allowed in P2P. Anyone who does not have P2P access today can be a Shopper by logging into MyAccess and selecting the BearBuy system.

How do I learn to use BearBuy?

Training class schedules, recorded webinars, online tutorials, and quick reference guides are all available on the Campus Procurement and Contracting website located at http://cpbc.ucsf.edu/bearbuy.

Is using BearBuy required?

Yes, BearBuy is required for all purchasing that is currently being processed through P2P. As we continue with our OE efforts, we will also leverage our purchasing power by expanding the types of goods and services available in BearBuy.

I appreciate your engagement in this critical initiative. If you have further questions, please contact your department's procurement administrator or department/division manager.

John E. Plotts
Senior Vice Chancellor—Finance and Administration

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