

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction		• None	
2. Project Timeline		• None	
3. Workshop Objectives		• None	•
4. Business Process Review		• None	See “Discussion” below.

5. Action Items

- Adam-validate copying functionality for Approved Vendor List (AVL)
- How SAP connects SRM vendors to commodities has yet to be determined. IBM will research to determine if Approved Vendor Lists (AVL) or Source Lists will be used.
- Adam- Investigate linking vendors to commodity codes.
- Licensing fee for SUS registered vendors (Belinda and PMO)
- Document procedure for registering vendors outside of SUS (process for maintaining new vendor users) should come out of meeting w/FI
- Follow up with Finance Team to determine how the non-AGPS users that utilizes a PO and a P-card from Statewide Contracts regarding the reconciliation accounts.
- IBM will need to validate if downloading and printing of a BID/RFP in SAP is within the scope of services
- Vendor Registration procedures will need to be developed for new and existing vendors separately

Discussion:

Discussion on As-Is regarding Small and Emerging Business Development Program (SEBD) and Small Entrepreneurship Hudson Initiative (SEHI) search availability in SAP. IBM will need to research SAP to determine where this functionality can be met.

SAP will not allow for a non-user to order from Statewide Contracts. You can set them up to view the catalog, but not order from it. The only way to order from an SAP catalog is if you are an SAP user. (i.e. Jefferson Parish)

What will happen if a Non-AGPS agency creates a PO in SAP and uses the P-Card to pay for the order? SAP will have a reconciliation account in Finance to handle this. How Finance handles this is unknown at this time – action item created.

SAP allows a vendor to register using a general address (Vendor – VN) in SAP. Any “Ordering Address” (OA) would be entered via a manual process.

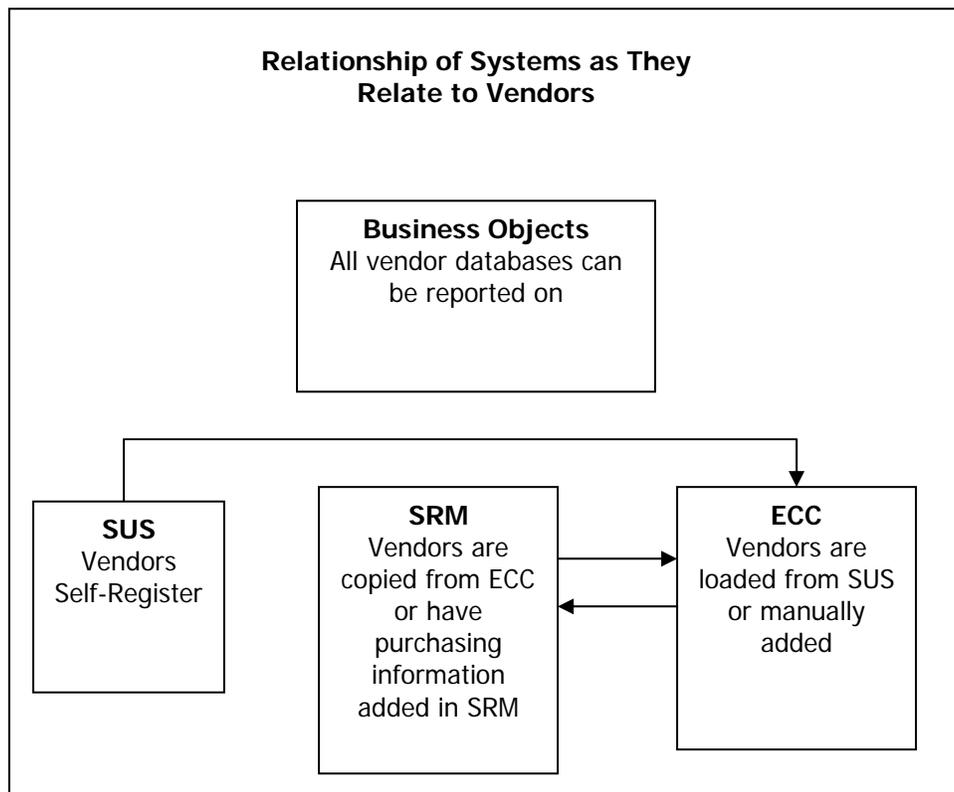
IBM will need to validate if downloading and printing of a BID/RFP in SAP is within the scope of services.

A vendor registers in SUS but has to be approved before being added to SRM (Roles in SUS are Vendor Administrator: fill out initial form & to create secondary users. Contact/Bidders: will respond to Bids/RFOs/Problems with PO's). The first contact person in SUS is usually the Vendor Administrator. A Vendor Administrator may or may not be a Bidder as well.

There is a registration process for existing vendors and a separate registration process for new vendors in SUS.

In SAP there are different types of bids (public and private). One is a public bid which does not require the user to manually attach vendors to the bid. SAP/SRM will automatically go out to SUS and grab those vendors registered for that commodity and send an email notification of the bid.

SAP has basically two vendor databases: one in SUS (Supplier Self Registration – similar to LaPAC) and one in ECC's Vendor Master (similar to AGPS). ECC will copy the vendor database to SRM (Procurement/Services) for use in SRM. Online suppliers will only log in to SRM. Non-online suppliers will exist only in ECC as they are manually added by the State, but NO vendor will have access to the ECC system. SUS, SRM and ECC are available for ad hoc report via Business Objects.



Key Decisions

- We will use on-line vendor registration - SUS

Organizational Impact

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Parking Lot

- P-Org and Referenced Political-Subdivisions, Quasi-Agencies eCAT Purchases (Jefferson Parish, New Orleans Levee Board)
- Portal development
- P-Org and Reference P-Org **RESOLVED**
- Find out why W-9s are kept on file
- Log-in required to SUS to be able to view and print bids

FRICE-W

- R-Report for DOTD prospective bidders and interested parties
- E-Enhancement change AVL to SVL (Suggested Vendor List)

Integration Points

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