



# MEETING MINUTES

## State of Louisiana ERP Project

### *LOG-PUR Validation: Procurement Processing*

01/14/2009 @ 08:30 to 04:30

Location: Poydras Building

#### Attendees:

No.	Last Name	First Name	Invited	Attended	Email	Comments
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128	Magazine	Anna	YES	YES	<a href="mailto:Anna.Magazine@la.gov">Anna.Magazine@la.gov</a>	
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<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items &amp; Assignments</i>	<i>Comments / Follow-up</i>
<p>1.</p> <p><b>AGENDA ITEM #1</b></p> <ul style="list-style-type: none"> <li>Material Master</li> </ul>		<ul style="list-style-type: none"> <li>Action Item - DOTD needs copy of the form to ensure it meets their requirements</li> <li>Send DOTD (Carla Parent) a copy of the Material Master Request Form to review and obtain input to ensure the document meets their needs. (Should we also send a copy to all attendees for their</li> </ul>	○

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- input/signoff?)
  - The proposed form for new material master records will need to be validated before it is finalized
  - FRICE-W: Adam mentioned that the development of the form and its functionality has not been defined as of yet. Agency attendees will be contacted for their input during the creation of this form and it's routing.
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## **Discussion**

*The full presentation will be distributed via the LaGOV website. Handouts that were distributed during the session only covered the Flow charts and key decisions that were listed in the slide deck.*

### **Material Master**

Question - Will agencies complete short and long descriptions on materials?

- Response - Text fields will be entered centrally only. Plant specific fields i.e. Min, Max levels, other UOM will be entered at the plant by designated personnel defined by the departments

Clarification of the validation slide deck (slide 14) – the short and long text of materials will ONLY be maintained by the central workgroup. Plant specific data such as min/max levels and other units of measure will be maintained by the individual plants.

Question - DOTD wants the form routed to a centralized purchasing for approval of specification and who will be able to enter the data into these forms?

- Response - SAP does not have a form to add materials. This form is external and is a way to facilitate the creation of new materials. Most likely each department will have a process where they can designate people to search across materials to see if a new material needs to be added or if it already exists and needs to be extended. *Note all business processes and procedures need to be developed around the completion of the form; Ensure DOTD request around purchasing approval gets addressed in the to be business processes*

Further discussion with DOTD regarding the routing of Material Master Request Form needs to take place.

Question from DOTD: Carla Parent

Could the electronic form for routing requests to the central group be verified by the local purchasing organization before the form is sent to the central work group.

- The local purchasing organization will need to add specific information to any new material requests. Belinda recommended that the agencies' local IT group would need to develop this functionality to route the form to specific organizations before it is submitted to the central organization.
- FRICE-W: Adam mentioned that the development of the form and its functionality has not been defined as of yet. Agency attendees will be contacted for their input during the creation of this form and it's routing.

### **Vendor Master**

Question - Will State Agencies i.e. Plants have different vendor numbers ranges?

- Plants will be in Vendor Number and hence will be part of the same number range.
- A plant vendor (state agency) will not have the same number range as an external vendor
  - State Agencies or Plants that are going to be vendors in SAP will have their own number VN range as I understand it and so the answer to the question is the second statement. The first is not applicable.

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**Question** – Will search capability exist around tax id?

- Search capability will be available to be performed based on tax-id numbers

**Quota Arrangements / Pricing condition Records/ Purchasing Info records/ Source List – No questions**

**Catalogs**

**Question** - DOTD wants confirmation on who will be loading contracts / catalogs that DOTD perform the bids for other agencies.

- Not all contracts will be catalogs; the catalogs and contracts can be restricted to agencies and will be available to DOTD. The catalogs will be loaded by a central work group, outline agreements can be agency specific.

**Question** – Will contracts that DOTD bids for other agencies be maintained/loaded by OSP?

- Yes. Not all contracts will be catalogs available for use by all agencies.

**Question** - Who will be loading that information?

- Central Work Group will be loading the catalog information.

**Purchasing Org (Procurement Organizational Structure)**

**Question** - Will the Delivery and correspondence address be a separate storage location?

- In the future, storage location will not be separated as it currently exists
  - Storage locations will have physical and PO Box address fields. There will not be separate storage location codes as currently exists in AGPS

**Question** – What are the Pros /Cons of multiple POrgs?

- The decision for multiple POrgs is being re-evaluated vs. one statewide POrg;
- The vendor maintenance for Multiple POrgs will be similar to singular POrgs. However there are a number of factors that need to be considered, for example:
  - Maintenance of duplicate vendor information at multiple P Org level is one factor being considered and
  - The impact to reporting

**Question** - Are there more plants than agencies?

- Yes multiple plants are assigned to certain agencies.

**Question** - Will this new shift to one P-org affect reporting?

- Reporting is one of those big areas that we will need to take a look at when making a decision regarding the one P-org.
- Reports for a specific agency will have to be generated based on the specific plant codes instead of using the P-org for that Department. Line item detail will still be reported.
- A single purchasing organization will encompass state purchasing, OCR, and all agencies.
- Enhancements will be required for both development processes (one vs multiple).

**Requisitions**

**Question** - Auto PO - can this be done differently by different agency, or does this need to be standardized across the State?.

- Yes this can be different, prefer to normalize as much as possible. The scenarios for auto PO need to be identified may be certain catalog items under dollar threshold.

**Question** - What are the benefit of Real –Time tracking for services requisitions?.

- The main advantages for service is that they will have viability into the procurement cycle.

**Question** - Why can approvers not change requisition i.e. coding for example?. It should not be an audit issue, if they are only changing coding.

- This decision may remain the same and concerns have been noted that attendants prefer the decision remains as is i.e. approvers can change field's elements on a requisition.

**Question** - What level will the budget check take place i.e. is it at the object code level or some roll up of account?

- Will need to validate if budget check takes place at a rollup level or to a particular GL account. The budget will need to be defined at the various combinations where we want this to be checked.
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**Question** - Will an interface be needed for DOTD in the interim?

- Yes, this interim process will be addressed in the PDD documents.

**Question** - How will the state handle DOTD requisitions that are sent to OSP during the time that the state is on SAP and DOTD is not?

- Did not provide a response to this question.

### **High Level Requisition Process**

The system can be setup to allow for POs to be generated automatically from approved requisitions. The system can then be set to either send this auto PO out to the vendor without the buyers interaction or we can build an approval to the buyer before the PO is sent out. Agencies will have the ability to select if they prefer these POs to be generated automatically and where they would prefer the approvals to be built (or excluded). The design of this functionality has not been finalized because input from agencies will be required. The LaGOV team has identified many different scenarios for this process.

Approvers may/may not be able to make changes to a shopping cart – issue. May need to consider that Finance may need to make changes to the shopping cart in order to correct the account selected. The legislative auditors may have an issue with approvers making changes.

### **Request for Quotes**

**Question** – What is the difference between public and private bids?

- Private bid is to designated vendors only, public bids will be published to all vendors i.e. could be by external website.

**Question** – Can vendors get notification of an open bid by commodity code?

- In SAP the gap identified is getting notification to certain vendors by commodity code. This has been identified as a gap and will be addressed during realization.

**Question** – Why is bid date for proxy bidding a gap?

- The gap is the ability for the proxy (buyer) to enter the bid reply after the bid response date without extending the bid date for that vendor.

**Question** – Approval of the bid invitation by OCR would it be manual?

- Yes, OCR approval would be manual.

**Question** – Will agency have the same kind of reports identified for OSP?

- Yes, these reports will be available for agencies as well.

Auto-email notification based on the commodities that the vendor registered for. This functionality has yet to be developed and finalized. Need to determine if this is a GAP.

**Approver's ability to make changes (open issue) consensus from group is to stay with the blueprint decision (requestor's will have to accept/reject approver's changes. (what was on the flip pad?)**

### **Purchase Orders**

**Question** – Will LEAF purchase have their own document type?

- No, they will not have their own document type, however how these purchases will be handled is still an open issue.

**Question** – LVA who's going to enter these in to application?

- It will operate similar today, each department will have to identify people who via receiving report will enter notification records in PM module – This will be external to the procurement process.

**Question** – Will the vendor be able to easily identify change orders?

- FRICE object has been identified one for the initial purchase order and the other for change orders. The custom forms format has not been defined yet.

**Question** – Will documents that are deleted be truly deleted?

- Status may say deleted but it's like DNA its always there

**Question** – Can we have different property managers and at what level are they?

- Action item identified to get the answer to this question

**More than One Property Manager per Plant? (Inquiry from DOTD)**

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**Question** – How can we add a new line that did not exist on the requisition?

- You will follow the same policy has current; the buyer can add a new line to the PO. Its best practice that new lines items flow through from the requisition to the PO.

**Question** – Will people in the field be able to create release from release orders?

- Requestors will create requests (Shopping Carts) that reference contract which will result in release orders.

**Question:** LEAF – MIPA requirements – how will we distinguish those Purchase Orders from standard Purchase Orders?

**Confirming Orders – Options that are to be considered are 1 & 2 only**

***Action item identified is a paper defining the pro and cons of option 1 & 2***

**Option 1:**

***Pro***

Less Training effort

May result in less confirming orders

Commodity information and contract usage information can be captured

***Con***

Suppress the PO print for this doc type may take some custom effort

**Option 2 :**

Depends on who will enter the confirming invoice (confirm with AP) and if contract spend information can still be captured.

**CPO:**

**Option 2: If contract information can be captured and entered by Accounts Payable. Need to discuss the Segregation of Duties impact.**

**Option 1: (DOTD) if contract information can't be captured: no additional training will be required**

**Still an open issue – additional research needed and follow up discussion to take place.**

### **Outline Agreements**

**Question** - Will MMCAP follow the same process as Ammerinet ie internal catalogs

- Yes it should follow the same process

### **P-Card**

**Question** – What does “cannot use P-card for contract payments” mean?

- In Option 2 it means that this will happen offline; P-card cannot be used as a valid payment method, however what is recommended is a combination 1 and 2

**P-Card transactions captured by commodity and contract spend.**

**Option 2 for P-Card Processing: Validate the impact with FI and State Purchasing**

**Fuel Card – WLF, DOTD, DHH & Check with DPS they have been utilizing the new Fuel Card**

**Key Decision Made**

Combination of Option 1 and 2 is recommended by the group, some agencies may decide to configure P-Card, others may not (due to maintenance effort). This decision will be validated with OSP

***Action Item Fuel – Card may have additional interfaces these need to be identified ( i.e. meet with DOTD and Wildlife and Fisheries)***

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