

**Supplier Portal Initiative Technology Solution Selected – Announcing Future Enhancements to the Penn Marketplace**

We are pleased to announce the official launch of a campus-wide effort to provide the University of Pennsylvania and its supplier community with an enhanced Penn Marketplace. By introducing a web-based supplier management solution, one that will bring direct benefit to our Schools and Centers, this initiative will improve administrative efficiencies related to supplier onboarding, supplier self-service, electronic PO invoice processing, and the Direct Payment Request (current PDA) process.

**A Brief Background:**

The impetus for implementing these enhancements was driven by feedback received from the field and Penn’s Procure-to-Pay (P2P) Champions regarding ways to improve the overall P2P processes. During the last phase of the “Supplier Portal Initiative,” the effort that preceded this implementation, the Steering Committee and **over** **85 workshop participants** in the Schools and Centers provided guidance on process improvements and requirements that the solution should address. With the successful conclusion of that endeavor, we are excited to move forward with **Jaggaer** (formerly known as SciQuest) as the company offering this portal technology and **Navigate Corporation**, which will provide program management and change management support. Penn’s buying community is already familiar with Jaggaer as its technology powers the existing Penn Marketplace.

**Project Objectives:**

This initiative outlines meaningful objectives for Penn and its suppliers including:

* **Providing** **greater visibility** into the status of onboarding, invoicing, and payment transactions for end users and suppliers;
* **Improving efficiencies** through automation and supplier self-service; and,
* **Enhancing Penn’s** **controls** through improved, electronic procure-to-pay workflows.

**The Project Team:**

With the support of the Office of the Executive Vice President, the project’s **Steering Committee** includes:

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| ***Executive Sponsors******Steering Committee Members*** | **John Horn**Comptroller  | **Tom Murphy**VP of IT & University CIO | **Marie Witt**Vice President, Division of Business Services |  |
| **Amy Collins**Senior Director of Finance and Administration, Provost Administrative Affairs | **Dallas Grundy**CFO and Associate Dean,School of Law | **Dave** **Ishmael**Executive Director of Financial Systems & Training,Division of Finance*(Team Leader)* | **Matt Lane**Vice Dean for Administration and Finance,School of Arts and Sciences |
| **Trevor Lewis** Vice President, Office of Budget and Management Analysis | **Tracey Longs**Executive Director, Departmental Strategy & Operations, Perelman School of Medicine | **Jackie Lowry** Vice Dean for Administration and Finance,School of Nursing | **Maureen McGinness** Controller,Wharton School |
| **Mark Mills**Executive Director,Purchasing Services*(Team Leader)* | **Julie Shuttleworth**Director, Functional Team Lead, HCM Program | **Tom Slavinski**Associate Comptroller,Division of Finance*(Team Leader)* |  |

A **Project Management Office** that includes Chris Jacobs (Navigate), Kat Rady (Navigate), Vira Homick (Penn Purchasing Services), and Kitty McBride (Jaggaer) will provide project management oversight. Concurrently, a **Core Team** comprised of representatives from across Penn will guide the initiative and ensure ongoing collaboration with Schools and Centers. In addition, a **Change Agent Network (CAN)** of approximately 60 people from across Penn will provide guidance and support for end users throughout the implementation and after the Go-Live date.

**Going Forward:**

We anticipate the Enhanced Penn Marketplace will launch **in the third quarter of FY2018**. Closer to that time, you will receive important information about what it means for you and the suppliers with whom you work.  In the meantime, you can contact the project team at PennMarketplace@upenn.edu to offer feedback or ask questions.

On behalf of the entire Project Team, thank you for your collaboration and support. We look forward to the ongoing engagement with staff from Penn’s Schools and Centers and the University’s supplier community during the next several months.

John Horn; Comptroller

Tom Murphy; VP of IT and University CIO

Marie Witt; Vice President, Division of Business Services