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In This Issue

- Benefits of using PeopleSoft DIRECT CONNECT, and harnessing its benefits

Helpful Links

[Purchasing](#)

Contact Us

Purchasing

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TO: HSC Requisitioners, Department Heads,
Department Administrators

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: DIRECT CONNECT Requisitioning

The HSC continues to expand its efficiency of requisitioning through DIRECT CONNECT in an effort to streamline the procurement process with *DIRECT* communication to our vendors of your orders.

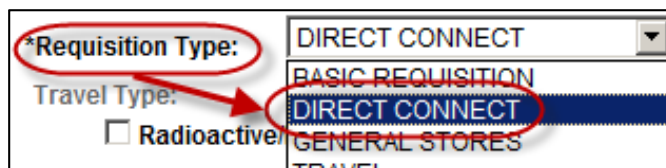
Currently, there are six DIRECT CONNECT vendors to choose from:

1. Today's Business Solutions (Office Supplies, Office Furniture)
2. Fisher Scientific (Lab Supplies, Biomedical, Chemical)
3. Sigma Aldrich (Chemicals, Bio-chemicals, Primers)
4. McKesson General Medical (Medical Equipment and Supplies, Pharmaceuticals)
5. Grainger (industrial and Operations Supplies)
6. SHI Government Solutions (Software, Peripherals and Supplies)

If you use any of the vendors listed above and are not currently using DIRECT CONNECT, you should be!!! Effective April 10, 2013, we will make it easier for you to ensure that you are using DIRECT CONNECT to order from these vendors and place your orders easier and faster. See below for details.

THE BENEFITS OF DIRECT CONNECT

DIRECT CONNECT appears to be just another requisition type in PeopleSoft Financials.



But, DIRECT CONNECT is much more. DIRECT CONNECT allows HSC requestors to access the online catalogs of many of our top vendors, and to do so from the PeopleSoft requisition. The vendors' online catalogs offer tools and tips that can help requestors make better informed buying decisions.

DIRECT CONNECT also provides requestors with an online shopping experience that is intuitive and familiar to anyone who has purchased items on the internet, but with an added bonus. After items are placed into a shopping cart, and the requestor checks out, the contents of the shopping cart are automatically loaded into the PeopleSoft requisition. This eliminates the hassle of keying in the information, and the risk of data entry errors.

Some of the chief reasons to use DIRECT CONNECT include the following:

- **Savings Opportunities.** All of the online catalogs for our DIRECT CONNECT vendors contain our UT System Preferred Supplier contracted pricing, and are monitored to ensure that pricing is accurate and current.
- **More informed buying decisions.** Requestors can search the vendors' online catalogs in a variety of ways, view images of products, read about a product's features and specifications, and make product and pricing comparisons. Vendors' online catalogs can even offer helpful tools and tips, like making sure a requester doesn't overlook purchasing the correct cable for the printer they just selected.
- **Reduced processing and turnaround on orders.** The purchase order does not require processing by a buyer in the Purchasing Office. Purchase orders are electronically transmitted to vendors several times each day. Most of the vendors' e-commerce systems release orders to their warehouse for shipment within hours of receiving our purchase order, and next day delivery for many items is common.
- **Increased accuracy of data, and therefore, items received.** Catalog numbers, item descriptions, and units of measure are automatically loaded into the requisition and carry forward to the purchase order.
- **Eliminates pricing discrepancies.** The catalogs contain our Preferred Supplier contracted pricing, which is automatically loaded into the requisition and carries forward to the purchase order; so, invoices match the purchase order and pricing disputes are virtually non-existent.

Although most DIRECT CONNECT vendors' online catalogs are extremely user-friendly and easy to navigate, we do provide some "Helpful Tips" documents for several of the university's DIRECT CONNECT vendors:

Grainger: http://www.uthscsa.edu/business/purchasing/forms/dc_Grainger.pdf

McKesson: http://www.uthscsa.edu/business/purchasing/forms/dc_McKesson.pdf

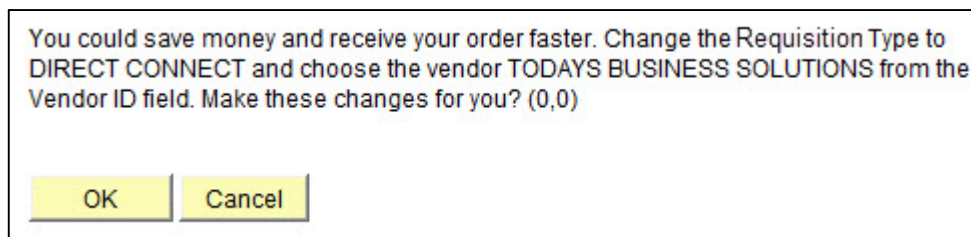
Sigma-Aldrich: http://www.uthscsa.edu/business/purchasing/forms/dc_Sigma.pdf

SHI Government Solutions: http://www.uthscsa.edu/business/purchasing/forms/dc_SHI.pdf

HARNESSING THE BENEFITS OF DIRECT CONNECT

DIRECT CONNECT has become extremely popular with many of our university's requestors. In the last 7 months, nearly 25% of all purchase orders were placed via DIRECT CONNECT. By the end of the fiscal year, we anticipate that close to 30% of all requisitions will be processed as DIRECT CONNECT orders. There is already a wide range of products available through the DIRECT CONNECT vendors, and the Purchasing Office is continually researching and evaluating vendors to enable for DIRECT CONNECT.

Despite its many benefits, many university requestors still aren't using DIRECT CONNECT. So, effective Wednesday, April 10, 2013, the university will find it much easier to harness the benefits of DIRECT CONNECT. When requestors choose to create a Basic Requisition, if the requestor's chosen vendor has been enabled for DIRECT CONNECT, or a DIRECT CONNECT vendor could be a viable alternative for their chosen vendor, the requestor will see a pop-up message, similar to the sample message below. This example relates to a requisition for office supplies.



By selecting OK, the suggested changes will be made for the requestor. Selecting CANCEL will allow the requestor to proceed with the BASIC REQUISITION, and no changes will be made.

Remember: using DIRECT CONNECT is easy, and it can save time and money! Please direct any questions regarding DIRECT CONNECT to the Purchasing Office at purch-admin@uthscsa.edu, or via phone at 210-562-6200.