

Electronic procurement measured in minutes

The University of Notre Dame is an independent, nationally renowned Catholic University located in Indiana. As one of the nation's most selective Universities, Notre Dame is intent on supporting its educational mission through prudent and progressive fiscal management. In this spirit, a decision was made to reinvent the procurement function and embark on a strategic procurement initiative. Purchasing was changed to Procurement Services, the department was elevated within the administrative organization, a category spend management initiative began and an eprocurement initiative was launched. All of this was designed to deliver outstanding services to the campus community while lowering the institution's total cost of ownership. The eprocurement initiative was given the name – buyND. Notre Dame turned to SciQuest for solutions and services to deliver on these goals every day.

The SciQuest eprocurement solution has enabled Notre Dame to meet the needs of a diverse departmental structure across the procurement cycle. For the first time, the University has been able to fully automate key purchasing functions such as catalog management, product selection, electronic purchase request creation and approval, as well as linking the receiving and accounts payable functions within the University. The electronic workflow functionality has enabled orders to be reviewed, approved and placed within minutes where it previously took days.

KEY CHALLENGES

As a major University, Notre Dame is required to meet the procurement needs of a complex campus with unique departmental roles. The University's paper-driven procurement process was fragmented, slow and error-prone. Non-value added effort was spent rectifying mistakes and tracking paper trails. Not only did the paper-based process prove to be inconvenient, it also provided motivation for non-compliance in bypassing the Procurement Services department. It was apparent that the University was not able to meet the expectations of a demanding campus using the existing procurement process.

CAPABILITIES DELIVERED TO NOTRE DAME:

- Connect to suppliers
- Increase end-user adoption by deploying over 65 content-rich catalogs
- Make smarter sourcing decisions
- Drive spend to preferred suppliers

NOTRE DAME STREAMLINED PROCESSES:

- Realize process efficiencies by eliminating manual tasks
- Eliminate redundant data entry
- Accelerate the purchasing cycle by implementing automation and workflow processes

NOTRE DAME CONTROLLED SPEND:

- Increase contract compliance
- Gather critical behavioral spend data – knowing who is buying, what they are buying, and from whom they are buying
- Identify sourcing opportunities for effective cost savings

University of Notre Dame



Notre Dame required an updated procurement system that would:

- Leverage savings by providing easy access to contracts which would position the University for further savings
- Increase compliance by streamlining the purchasing process providing a single, easy-to-use interface
- Provide integration through real-time communication into the back-end financial system
- Offer convenience by providing an online ordering tool which would be accessible from anywhere
- Increase turnaround through shortened processing times while improving controls
- Provide service by improving the quality of interaction between Procurement Services and users across campus

In addition, an important requirement for Notre Dame was that the solution be implemented without costly hardware investment and without the need for devoted IT department resources.

BENEFITS TO AUTOMATION

- Since implementing the SciQuest eprocurement solution and a campus-wide rollout, Notre Dame has eliminated their conventional paper process. The automated, paperless process helps increase compliance among the diverse campus user groups and increase the volume of purchase orders.
- Since moving to process automation with SciQuest, Notre Dame continues to:
 - Realize savings through aggregation and analysis
 - Redefine roles for Procurement Services
 - Add users to their more than 1,400 campus customers
 - Implement a comprehensive support structure through integration process and policy training
 - Reduce focus on transaction processing by staff
 - Gain efficiency through automation by eliminating the "paper chase"