



HACC SupplierConnect Training Guide

HACC's SupplierConnect is the e-procurement solution that will take the place of Banner Requisitions. The new system is much more efficient in that many items may be ordered directly from electronic catalogs that have our contract pricing shown for all items. When items are ordered from the catalogs, the descriptions will no longer have to be manually keyed on a requisition, as they will automatically populate to the order that will be electronically sent to the vendor.

By using the catalogs, users will be assured of receiving the best contract pricing based on negotiated contracts. Thus whether you are buying one or one hundred of an item, you will receive the most favorable pricing. As a result of using HACC's SupplierConnect, it will not only provide HACC with the best pricing, but allows HACC the capability of providing much better contract usage reporting than in the past allowing HACC to:

- To secure better pricing on commonly used products
- To provide one stop shopping
- To select goods from on-line suppliers
- To produce purchasing reports providing real-time purchase requisition and purchase order summaries, including category, supplier, and savings information.
- Help stretch HACC's dollars by directing spend to the highest value contracts and preferred suppliers, including "green" vendors.

There are three basic types of suppliers in HACC's SupplierConnect e-procurement system. To initiate purchase requisitions, you will be using one of the following:

Punch Out Catalogs

Punch-out catalogs are integrated external links to a supplier's web-based catalog. The user accesses the supplier's catalog through HACC's SupplierConnect to search and select products then returns the items to the SupplierConnect "shopping cart". HACC has negotiated contracts with discounts with specific suppliers.

Hosted Catalogs

Suppliers provide a "catalog" of items contracted with pricing negotiated and approved with HACC on all or part of the supplier's product line. While a "Hosted Catalog" may be the equivalent to an online version of a supplier's printed catalog, a "Hosted Catalog" may also be a list of items specifically selected by HACC to meet our needs.

Non-Catalogs

SupplierConnect can also process orders for products not available through Hosted or Punch Out suppliers. SupplierConnect has been populated with Banner Vendors, therefore vendors not listed on SupplierConnect main page will be available using the “non-catalog” form.

HACC’s SupplierConnect maintains the integrity of HACC’s financial system throughout the process by integrating with Banner in a seamless way throughout the entire process of building a cart, creating a requisition and placing the order.

- Upon submission of the requisition, SupplierConnect checks the FOAPAL for available funds
- All requisitions continue to require Banner approvals for each organizational code to authorize the purchase
- In accordance to policy, items greater than \$750 are sent to specific buyers electronically to review the item(s)
- The order encumbers the funds in Banner when a Banner PO is created
- Creates a Banner Purchase Order and posts all information in Banner
- Distributes the PO electronically to the Supplier along with supporting notes, files or internet links eliminating all paper

At this time all orders once placed through SupplierConnect will then continue to payment through the current Banner procedures including entering receiving documentation using FPARCVD. All Invoices are sent to Accounts Payment.

HACC’s SupplierConnect Training Guides are available for:

- Navigation
- User Profile Setup
- Creating Requisitions: Hosted, Punch Out and Non-Catalog Suppliers
- Completing and Placing the Order
- Viewing Approvers and Buyers
- Approvals and Rejections
- E-mail Notifications
- Purchase Requisition and Purchase Order History
- Managing Favorites

In addition to the “Training Guides”, additional help is provided through:

- How To “Videos”
- Tracking Your Orders
- Supplier Quick Help Notes Matrix
- Catalog Supplier Favorites Matrix
- Complete SciQuest’s SelectSite Requisitioner Handbook
- Complete SciQuest’s Approval and Workflow Handbook

While training guides and additional aids are very useful and are used to familiarize the requisitioners and approvers to HACC's SupplierConnect, we do maintain a help email address for your questions:

SupplierConnect@hacc.edu

Use of HACC's SupplierConnect requires all users and approvers to have training. Logins and temporary passwords will be necessary to access the login site. These will be provided at the time of training. Once authorized to access HACC's SupplierConnect, the website is:

<https://solutions.sciquest.com/org/HACC>