UMBC PAW PROCUREMENT SYSTEM (PPS)

The steps below capture the workflow process for transactions that are entered into the system.

Shopping	Requisition and Approval	Ordering	Receiving	Invoicing	Matching and Payment

Shopping in the system is essentially accomplished in two different ways.

Catalog Shopping Catalog shopping is accomplished when using a "hosted" or "punch-out" catalog where UMBC specific items and prices are offered by UMBC contracted suppliers.	**Punch-Out Catalogs** are created and maintained by each supplier so the exact steps of how to search, shop and add items to your shopping cart will vary. These suppliers are "enabled" in the system.
	Hosted Catalogs are maintained directly within the UMBC PAW Procurement System. The hosted catalog shopping experience has a consistent look and feel regardless of the supplier.
Non-Catalog Shopping	**"Non-catalog"** refers to purchases where a supplier's catalog has not been loaded or enabled in the system. The quote received from the supplier provides the information necessary to fill out the form, and should be attached as backup information. The non-catalog form may only be submitted if the supplier is already registered in the system.

The following roles for end users exist in the system:

Shopper *(all active employees of UMBC)*	• Shop and create carts • Unable to submit order – sends to department Requester • Optional – can add comments, ship to addresses, and funding information • Can review associated requisitions, purchase orders, and invoices • Enters receipts for goods received or services rendered
Requester *(department personnel currently in the role of requisitioner in PeopleSoft)*	• Shop and create carts • Submit carts • Receive carts assigned to them • Must include funding information and Ship to addresses on submitted carts (if not done by Shopper) • <u>Is the only role that has the authority to place an order, or enter a payment request or invoice</u>
Approver *(department personnel currently in the role of approver in Peoplesoft)*	• Reviews all transactions for compliance and budget availability • Approves use of chartstring or modifies to the correct one • Approves or returns transactions • Can also shop

If you are interested in exploring the system before the training session, use the following SSO LINK for automatic authentication to PPS TEST system:

https://usertest.sciquest.com/apps/Router/SAMLAuth/UMDBC

Please note that unless you are currently an approver in PeopleSoft, you will automatically enter the system in the shopper role.