



Campus Correspondence

Office of Purchasing

From: Rose Mary Wilhelm, CPPB, Executive Director
Procurement Services and Property Management

Date: January 24, 2005

To: Vice Chancellors, Deans, Directors, and Department Heads

Re: **NEW LSU Purchasing System** / Memorandum No. PUR05-05

LSU is developing a new purchasing system, PRO, designed to accommodate electronic procurement processes and transactions. PRO is tentatively scheduled to 'go live' in November, and will replace the University's outdated PUR purchasing system implemented in 1981.

This memo serves as an introduction to PRO and to provide a brief overview of the new system and its key benefits. PRO bulletins will be released periodically to keep departments apprised of progress, training schedules, etc, as we move toward full implementation.

We are excited about the online procurement functionality and efficiencies the new system will offer to LSU Departments and Vendors. Purchasing documents and functions will be electronically processed in a real-time environment, eliminating hardcopy routing, and reducing processing time and administrative costs both internally and externally.

PRO will systematically track and maintain an online history log of a requisition throughout its approval, purchasing, receiving, and invoice processes, providing dates, times and user IDs for key document status changes. Even more exciting, PRO will build a consolidated 'paperless file' of all associated documents tied to a requisition, such as the solicitation, any addenda, vendor bids, the bid tabulation and award recommendation, the purchase order and any change orders, and related correspondence – all accessible online in a single location.

PRO incorporates 'smart cues' to assist departments in submitting total requirements upfront, eliminating processing delays once your requisition is received in the Purchasing Office. Prompts for any required interdepartmental approvals and/or forms will ensure compliance with purchasing policies and are driven by document types, commodity classes and object codes.

Some of the new system's key benefits include:

- online requisition entry and routing
- online electronic approvals
- online document tracking via expanded search criteria; search by department, requestor, account number, department reference number, commodity, document title, and more
- Requisition 'Copy' function – no more retyping repetitive requisitions each fiscal year
- University Contract database with search and select functions to auto-populate a Contract Release Order with the item description, brand and model, unit of measure and item price
- Solicitation and Purchase Order transmission to Vendors via e-mail and fax

If you have any questions, do not hesitate to contact Rick Frye, PRO Manager, at rfrye@lsu.edu.

c: Dr. Jerry Baudin
Mr. Mark Legendre, LSU AgCenter
Ms. Mary Lemoine, LSU at Alexandria
Ms. Pam DeVille, LSU at Eunice