











UNIVERSITY OF  
ARKANSAS.

*RazorBuy 101*




**Transforming the Procurement Process at the U of A**

# Topics









-  What is RazorBuy?
-  Why did we get it?
-  RazorBuy Benefits
-  What will happen to BASIS?
-  What will change?
-  RazorBuy Roles
-  RazorBuy Implementation Timeline
-  Welcome to RazorBuy

# What is RazorBuy?

RazorBuy was developed by the U of A in partnership with SciQuest (an e-Procurement system provider), to implement an e-Commerce based marketplace and improve the procurement process for the University.

-  Used to create Requisitions & PO's
-  View current contracts
-  Used to facilitate RFPs & IFBs

# Why did we get it?

-  Reduced ordering time
-  Reduce the amount of data entry required on catalog requisitions.
-  Increased Requisition and PO visibility
-  Reduce or eliminate paper documents
-  To direct spend to preferred Suppliers
  -  Better Contracts and lower prices
-  Increased compliance with Procurement laws and U of A policies via automation of rules
-  Shift Procurement focus from a transaction-based model to a more strategic approach

# RazorBuy Benefits

## Improved efficiency and access

- Internet accessible, available 24/7
- “One-stop shopping”
- Similar to online shopping venues
- Easy access to reporting and history







## Cost Savings

- Leverage spend across the University and create value/savings
- Reduced transactional costs
- Increased contract compliance




## Increased flexibility and customization of your profile

## No searching for commodity codes on catalog orders

# What will change?

-  RazorBuy is a web-based application
  -  Accessible from work, home and wireless devices
-  Designated roles, electronic workflow & approvals
-  Ability to order from multiple suppliers on one site
-  Ability to create 1 requisition that can split into multiple PO's
-  Ability to electronically attach documents to a Requisition/PO

# What will happen to BASIS?

-  BASIS will remain the financial system of record
-  RazorBuy is integrated with BASIS
  -  RazorBuy will update BASIS with Requisition, PO, and Approval Data

# BASIS will still be used for:

 Travel Expenses

 P Card Purchases

 Invoicing

➤ will be addressed in Phase II of RazorBuy

 Receiving

➤ will be addressed in Phase II of RazorBuy

 The financial system of record

 RazorBuy is integrated with BASIS



Performance

# The Change Process

*RazorBuy!*

Old Status Quo



Change

Resistance



Chaos



I think I've got it!  
*Transforming Idea*



Integration



Time



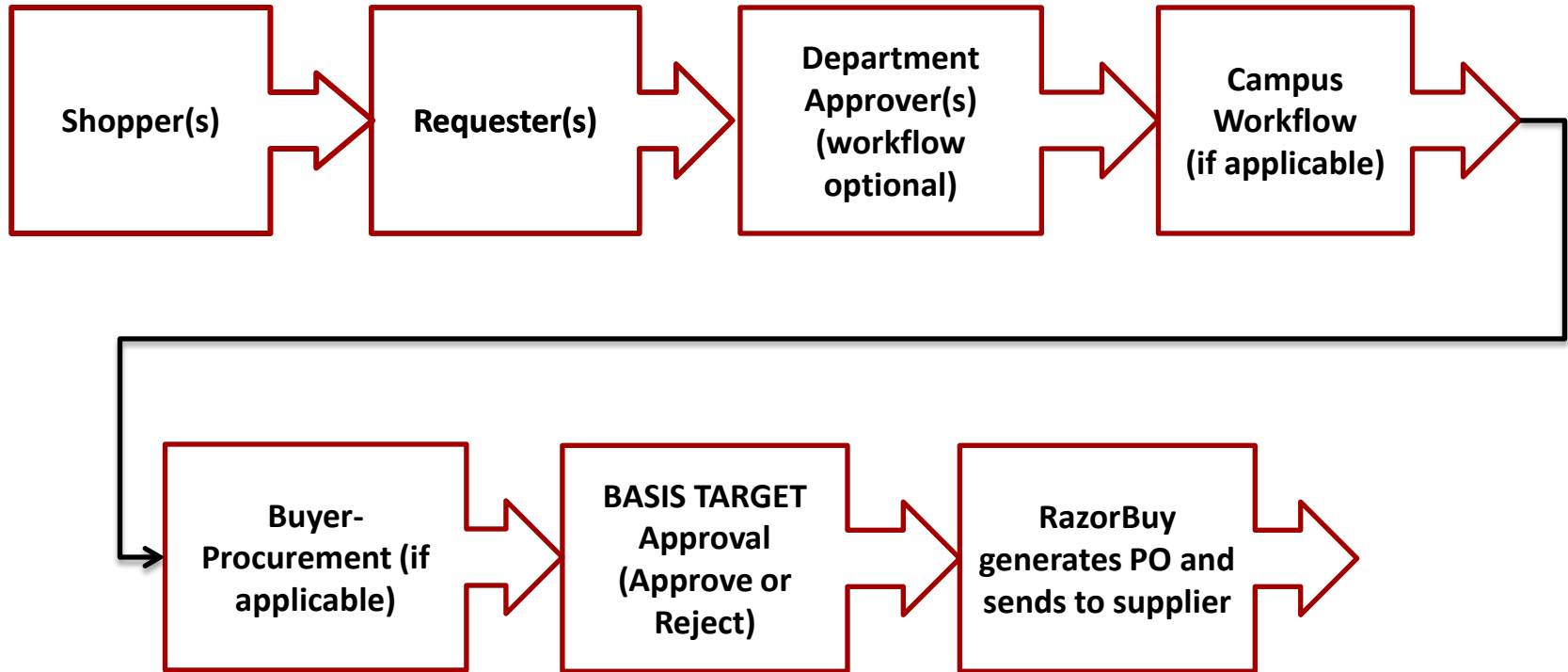
The Satir Model

# RazorBuy Roles


- Each department must have at least 2 Requesters. If the department chooses to have Department Approvers, there must be at least 2.
- A RazorBuy Requester CANNOT be the only person in the TARGET approval chain in BASIS.

Role	Function
Shopper	<ul style="list-style-type: none"><li>• Searches for and selects the goods or services in RazorBuy</li><li>• Creates a Shopping Cart in RazorBuy</li><li>• Adds accounting information, if known</li></ul>
Requester	<ul style="list-style-type: none"><li>• Searches for and selects the goods or services in RazorBuy</li><li>• Can create a Shopping Cart in RazorBuy</li><li>• Adds accounting information, if Shopper has not added it</li><li>• Reviews and corrects the order</li><li>• Submits the cart “Place Order”</li><li>• Requires a BASIS ID</li></ul>
Department Approver (Optional)	<ul style="list-style-type: none"><li>• Determines if requested items or services are appropriate</li><li>• Reviews order and approves use of cost center</li><li>• Approves or returns the requisition</li><li>• Requires a BASIS ID</li></ul>
Buyer (Procurement Dept)	<ul style="list-style-type: none"><li>• Reviews requisitions that meet specific criteria to ensure Procurement laws are being followed</li><li>• Approves or returns the requisition</li><li>• Assists with the bidding process</li></ul>

# RazorBuy Workflow



# Role Based Training

 RazorBuy training is based on your role and is required for access (similar to a Pcard)

➤ Roles are assigned at a Department level

Role	Classroom Training	Web-based Training
Shopper	Optional	Required
Requester	Required	
Department Approver (Optional)	Required	

To sign up for RazorBuy training please click here:

[rbtrain@uark.edu](mailto:rbtrain@uark.edu)

# RazorBuy Contacts

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# Welcome to RazorBuy

Home RazorBuy **TEST** Heather Requester Action Items Notifications 1 0.00 USD


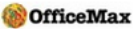
Home / Shopping Home / Home/Shop

Shop Everything  Go





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Welcome to  
**RazorBuy**  
University of Arkansas'  
online ordering system  
**TEST Environment**  
Procurement Forms Web Page







### Showcased Suppliers

### Scientific Supplies

  Bid Limits Apply   Bid Limits Apply

### Computers & Supplies

### MRO/Facilities

