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Meet Your Functional Leads

Last month we began introducing you to the team behind-the-scenes working hard to make SourcePoint a reality. This month we'd like you to meet the dynamic duo that proves two heads are better than one when it comes to Buying & Invoicing!



"I started with the Office of the Chancellor in 2006 as the Materials Management Business Analyst supporting purchasing staff in various SAP functions. Prior to that I worked at the Office of Administration on the Commonwealth project responsible for implementing SAP, where I held positions on both the Procurement and Security Team. I am pleased to be assigned as a SourcePoint Functional Lead for Buying & Invoicing and excited to support all of you in this journey. I enjoy spending time with my four children and seeking out new experiences and adventures for us to enjoy together, which is why I can't find any pictures of just myself. This picture is from this summer when I took the kids on their first white water rafting trip." - **Tonya Donn, Buying Lead**

"My career with PASSHE began at Shippensburg University in 1997, as A/P Manager and then as Assistant Bursar. In 2005, I joined the Office of the Chancellor as a Business Analyst on the SAP Campus Management project, and later joined the Shared Services FIMM team in 2007, working with the A/P, A/R, and Banking modules in SAP. My husband and I love to travel (Italy is a favorite), go to spring training, hike, and generally just be outdoors. We have a son and a daughter, of whom we are very proud. I am a

Training Information & Updates

Last month we announced a shift in the training plan due to a new Go-Live date of **January 29, 2021**. This change means we have more time to get SourcePoint ready for use and have a longer ramp for training activities. Most importantly, it will also allow you to disconnect for Winter Break and not have to worry about jumping right into the new system as soon as you return.

The team has been hard at work building training materials including virtual classroom sessions, demo videos, quick reference guides, and hands-on simulations. We have built a flexible, customizable plan that we are really excited about and hope that you will be too!

When will I receive training for SourcePoint?

Select training materials will be available beginning the first week of January, with more being added as we get closer to Go-Live. We are using a blended approach (mix of real-time virtual training and resources) with a focus on getting the training you need, just in time, for the role you perform.

Where can I sign up for live training?

Registration links and information on which courses you should take for your role will be included in the December newsletter.

I have a specific learning preference. What about me?

Not to worry! We have something for everyone!! You learn by doing? Great! We will have hands-on simulations included in every session. You like to look at the materials beforehand? Super! We will have everything loaded on the SourcePoint Training Portal for your convenience (you can even print and take notes)! If you have any questions or need any special accommodations, please reach out to the **SourcePoint Change Management Lead, Carley Kramer** at cakramer@passhe.edu.



Functional Lead for Buying & Invoicing, working to help standardize, streamline, and make the Req-to-Check process more efficient with SourcePoint." - **Yvette Piccolo, Invoicing Lead**

Be sure to reach out to say 'hello!' They'd love to hear from you. We look forward to introducing you to more of Team SourcePoint over the next few months!

Is training required?

Training will be required for high-volume SourcePoint users especially those in Procurement, Accounts Payable, and Receiving. We highly recommend that all SourcePoint users review training resources available for your role.

The SourcePoint Training Team is looking forward to seeing you (virtually) in January! For now, check out the Open House Demo section below to register for our upcoming sessions.

Business Advocate Network Spotlight

Your local Business Advocates have been hard at work preparing for testing activities and leading mini demos across campuses! Huge shout out to the following teams for hosting informal Q&A sessions for their universities: **IUP, WCU, Cal U, Clarion, Mansfield, Edinboro, and Kutztown.**

There are more sessions being scheduled, so be on the lookout for future invitations!

For a list of Business Advocates and to get in touch with your representatives, please click [here](#).

We are so thankful for the work the Business Advocates are doing to make SourcePoint a success! Let's find out what they are grateful for this holiday season:



We are always looking to spotlight Business Advocates and the great work they are doing, so please pass along kudos via the [Feedback Form](#) to see your university represented in the SourcePoint Summit!

Open House SourcePoint Demos

Thank you to the 500+ colleagues who joined our SourcePoint demos in October and November! It has been exciting showing off the months of hard work that have gone into building SourcePoint for PASSHE. In December, we will continue hosting periodic 30-minute open demonstrations with the SourcePoint experts, giving you an opportunity to see the system in action and ask questions.

To register for sessions, please use the links below:

****BACK BY POPULAR DEMAND**** The **Guided Buying** demo will provide a look at the basic procurement process featuring a modern home page and simple search field for a user-friendly experience to purchase goods and services.

[Guided Buying \(Session A\), December 4th, 2020, 10am Eastern](#)

****NEW**** The **Supplier Request** demo will walk you through the process of adding a new vendor to SourcePoint.

[Supplier Request \(Session A\), December 9th, 2020, 11am Eastern](#)
[Supplier Request \(Session B\), December 10th, 2020, 1pm Eastern](#)

****NEW**** The **Approvals** demo will show you how easy it is to review and approve requests in SourcePoint.

[Approvals \(Session A\), December 15th, 2020, 1pm Eastern](#)
[Approvals \(Session B\), December 16th, 2020, 11am Eastern](#)

Please only sign up for sessions you will be able to attend as registration is limited. We will record the demos for those unable to attend and post on the [SourcePoint Portal](#).

Did you miss our **Sourcing & Contracts** demo earlier this month? Check out the recording [here](#).

Suppliers & SourcePoint

We have received questions about suppliers and how they will be able to do business with PASSHE in the future. SourcePoint will make it easier than ever for us to transact with both global and local businesses. Benefits include real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities through the Ariba Network.

We have already begun to communicate with select suppliers about the future of Procurement at PASSHE and what SourcePoint will mean to them. The list has been segmented into categories to most efficiently get businesses onboarded and ready to transact.

Ariba Network Suppliers	Statewide Legacy Contracts	General PASSHE Suppliers	Future Suppliers
Approximately 300 suppliers who currently do significant business with PASSHE and transact via Ariba Network with other customers.	Approximately 150 suppliers who currently do business across PASSHE via a current contract extending into the new year.	Nearly 10,000 suppliers who currently do or have done business with PASSHE in the past.	The countless future suppliers who will be excited to learn about our new way of doing business!
These vendors have already received invitations and are being	These vendors will receive communication next month with information detailing how they will	These vendors will receive communication in January with information about how to transact on their legacy contracts (if	We will have public facing information on our website explaining SourcePoint, how to bid for business, and where to contact

prepared to transact via SourcePoint on Day 1.

work with PASSHE in the future.

applicable) and an invitation to register via SourcePoint for all future business.

us for more details.

All POs and invoices will be transmitted using this platform, so suppliers must register with SourcePoint to do business with PASSHE. The registration process is as easy as 1, 2, 3!



Additionally, we are working with several suppliers to enable catalog shopping via SourcePoint and will share the names of those vendors in our December newsletter. Stay tuned!

For questions about suppliers, please contact our **SourcePoint Supplier Help Desk** at supplierhelp@passhe.edu or reach out to the **Supplier Enablement Functional Lead, Sandy Reid** directly at sreid@passhe.edu.

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For More Information About SourcePoint



[SourcePoint Portal](#)



UPDATED [SourcePoint FAQs](#)



[Feedback Form](#)

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