

# The SourcePoint Summit

The PASSHE Ariba Implementation Monthly Newsletter

Vol. 1, No. 5 Published February 5, 2021

## Training Update

We are very excited to share a sneak peek of what's to come with **SourcePoint Training** in two short months. The team is still hard at work building the curriculum and refining materials, but we wanted to give you a preview of what to expect.

Training will be held during the month leading up to **Go-Live on April 12<sup>th</sup>, 2021**.

Multiple sessions of each course will be scheduled **March 15<sup>th</sup>-April 9<sup>th</sup>**, allowing you to "choose your own adventure" and schedule around your needs.

Specific information and registration links for training based on your SourcePoint role (Buyer, AP, Receiver, Requisitioner, Approver) will be sent beginning **February 15<sup>th</sup>** via email.



Please read below for some high-level information regarding training for your role:



Buyers (Procurement) will receive specialized training for Purchasing functionality in SourcePoint. They will also have access to help guides and resources.

### Required Courses for Buyers:

- Introduction to SourcePoint (90 minutes)
- Guided Buying 101 (90 minutes)
- Buying 101 (90 minutes)
- Sourcing & Contracts 101 (90 minutes)
- Sourcing & Contracts 102 (90 minutes)
- Supplier Management 101 (30 minutes)
- Reporting 101 (30 minutes)



AP (Accounts Payable) personnel will receive specialized training for Accounts Payable functionality in SourcePoint. They will also have access to help guides and resources.

### Required Courses for AP:

- Introduction to SourcePoint (90 minutes)
- Invoicing 101 (90 minutes)
- Supplier Management 101 (30 minutes)
- Reporting 101 (30 minutes)



Receivers, those who work in the warehouse or roles where they receive goods but do not create requisitions, will receive specialized training for Receiving functionality in SourcePoint. They will also have access to help guides and resources.

### Required Courses for Receivers:

- Receiving 101 (90 minutes)



Requestors will receive access to help guides, demo videos, and resources. Optional Guided Buying 101 training will be available for users who would like a live learning experience.

### Recommended Courses for Requestors:

- Guided Buying 101 (90 minutes)
- Approval Demo Sessions (30 minutes)



Approvers will receive access to help guides, demo videos, and resources. Optional Approval Demo sessions will be available for users who would like a live learning experience.

If you supervise Requestors or submit requisitions on your own behalf, you may also want to attend the Guided Buying 101 training.

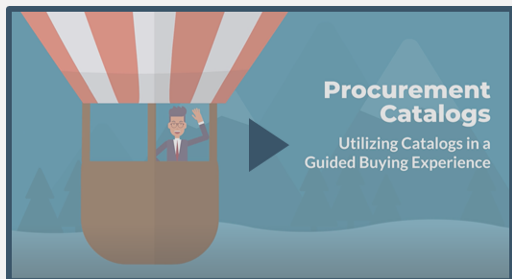
### Recommended Courses for Approvers:

- Approval Demo Sessions (30 minutes)
- Guided Buying 101 (90 minutes)

## Catalogs, Catalogs, Catalogs

Catalogs are at the heart of a simplified buying experience and provide a direct connection to our preferred suppliers. This connection provides a standardized procurement process for everyone with many benefits.

Click the image below to watch a short video!



## Open House SourcePoint Demos

Another month, another round of demos! It has been exciting showing off the months of hard work that have gone into building SourcePoint for PASSHE. Throughout February, leading up to training, 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 upcoming sessions, please use the following links:

**\*ENCORE\*** 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 \(Session A\), February 11<sup>th</sup>, 2021, 2pm Eastern](#)  
[Guided Buying \(Session B\), February 12<sup>th</sup>, 2021, 10am Eastern](#)

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

[Approvals \(Session A\), February 16<sup>th</sup>, 2021, 1pm Eastern](#)  
[Approvals \(Session B\), February 17<sup>th</sup>, 2021, 1pm Eastern](#)

**\*NEW\*** The **Sourcing & Contracts** demo will show you how to create a sourcing request and a contract request in SourcePoint.

[Sourcing & Contracts \(Session A\), February 23<sup>rd</sup>, 2021, 1pm Eastern](#)  
[Sourcing & Contracts \(Session B\), February 24<sup>th</sup>, 2021, 1pm Eastern](#)

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

## RPO Spotlight

As you may know, the Regional Procurement Office (RPO) is up and running with 12 of the 14 universities now operating under a shared services model. The assigned liaisons will not only be your go-to resource for all things Procurement, but also for SourcePoint (in addition to your local Business Advocates)!

University	RPO Liaison	Email
Bloomsburg	Jamie Cotner	<a href="mailto:jcotner@passhe.edu">jcotner@passhe.edu</a>
California	Cathy Tonkavitch	<a href="mailto:ctonkavitc@passhe.edu">ctonkavitc@passhe.edu</a>
Cheyney	Alvin Cooley	<a href="mailto:acooley@passhe.edu">acooley@passhe.edu</a>
Clarion	Michele Fatora	<a href="mailto:mfatora@passhe.edu">mfatora@passhe.edu</a>
East Stroudsburg	Jesus Serrano	<a href="mailto:jserrano@passhe.edu">jserrano@passhe.edu</a>
Edinboro	Pat McElhinny	<a href="mailto:pmcElhinny@passhe.edu">pmcElhinny@passhe.edu</a>
Indiana	Tracey Emanuel	<a href="mailto:temanuel@passhe.edu">temanuel@passhe.edu</a>
Kutztown	Angela Jackson	<a href="mailto:Ajackson@passhe.edu">Ajackson@passhe.edu</a>
Lock Haven	Lorie Smith	<a href="mailto:losmith@passhe.edu">losmith@passhe.edu</a>
Mansfield	Jason Welch	<a href="mailto:JWelch1@passhe.edu">JWelch1@passhe.edu</a>
Millersville	Kathy Fulmer	<a href="mailto:kfulmer@passhe.edu">kfulmer@passhe.edu</a>
Shippensburg	Marnie LaBonte	<a href="mailto:mlabonte@passhe.edu">mlabonte@passhe.edu</a>

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

## SourcePoint Survey

Early last month in our last newsletter, we sent a link to a survey requesting your feedback on SourcePoint. We are still collecting responses for one more week and we want to hear from you!

Please complete the [SourcePoint Survey](#) by **Friday February 12<sup>th</sup>, 2021**.

Your feedback will help us better customize the technology to fit our needs, plan for training, and provide an enhanced SourcePoint user experience

If you have questions, comments, concerns or want to get involved, please contact the **SourcePoint Change Management Lead, Carley Kramer** at [cakramer@passhe.edu](mailto:cakramer@passhe.edu).



## Your SourcePoint Leadership Team



**Jenny Doherty**, Executive Sponsor  
[JDoherty@passhe.edu](mailto:JDoherty@passhe.edu)



**Jeff Mandel**, Business Owner  
[jmandel@bloomu.edu](mailto:jmandel@bloomu.edu)



**Mic Sadler**, IT Manager  
[MSadler@passhe.edu](mailto:MSadler@passhe.edu)

## For More Information About SourcePoint



[SourcePoint Portal](#)



**\*UPDATED\*** [SourcePoint FAQs](#)



[Feedback Form](#)