



eProcurement Glossary

Note: Words in bold, within the definitions, can be found within this glossary.

TERM	DEFINITION
Blocking	The process through which content in a Hosted Catalog is blocked from search results. This may be used when an item is deemed inappropriate, or as part of a content management strategy.
Consortium (catalog/contract)	In the consortium setup, a designated hub (uBuy) is the repository for contracts and associated Price Files that can be shared to consortium members (UC campuses on Jaggaer). This eliminates duplication of effort in managing price files.
Content File	A master file, loaded by the supplier, that contains all their content. This is not necessarily specific to the customer, especially in a Consortium setup. However, only content associated with a Price File will show in the customer's catalog.
Dashboard	The normal landing page when a user logs into the system. There can be multiple dashboards for any organization – specific to Roles (e.g., approvers), functions (e.g., Accounts Payable), or just to give users a choice.
Enablement (catalog/supplier)	The process of creating a catalog within an e-procurement system, from which end users will shop. The effort typically involves collaboration between representatives from the supplier, the system/software provider, and the University.
Hosted (catalog)	Electronic content that is submitted by the supplier into the e-procurement system (see Content File and Price File). The pricing for this type of catalog is static, until a new price file is submitted. Hosted catalog content is visible to shoppers via the search bar or the supplier Sticker on the Dashboard .
Implementation (system)	The process of putting a new system/technical solution in place. Phases typically include design, development, configuration, testing, and rollout.



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Item attributes (aka flags)	Attributes can be assigned to items such that preferred items rise to the top in search results (e.g., 100% recycled paper). They can also be assigned in a way that informs a shopper about the item (e.g., UC Green) and can allow them to filter their search results. This functionality is only available for Hosted Catalogs .
Jaggaer	The software service provider that is the platform for uBuy and several other campus eProcurement systems.
Level 1 (Punch-out)	This is the typical version of Punch-out , where the user clicks on a Sticker or link to access the supplier’s website for shopping. The cart created on the supplier’s website is then returned to the e-procurement system, where it follows normal Workflow and PO processing/distribution.
Level 2 (Punch-out)	This type of Punch-out allows the user to see items from a supplier’s punch-out in the search results normally containing only Hosted Catalog items. The search result simply informs the user that a specific supplier sells the item they searched for, and it provides a link to the punch-out site to view the item details. From there, it operates the same as Level 1 punch-out.
Multi-Business Unit (MBU)	The Jaggaer term for their multi-tenant eProcurement platform. The UC managed MBU platform is called uBuy .
One Shop (aka Live Price/Live Price+) (Punch-out)	This type of Punch-out allows the user to see items from a punch-out site in the search results that normally contain only hosted catalog items. Unlike Level 2 punch-out, One Shop will return all details of the item, as if it were in a hosted catalog, and allows the user to add the item directly to their cart, within the e-procurement system.
Permissions	The various designations, within an e-procurement system, that allow users to perform specific functions, such as approving documents. These are generally given to users through the Roles that are assigned to them.



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Price File	The data file, loaded by a supplier, that contains the prices for items in their Content File .
Punch-out (catalog)	<p>Feature which allows a shopper to access a UC-specific version of a supplier's website with UC-specific pricing and products. A shopper can add items to his or her shopping cart on the supplier's site, then return that cart to the e-procurement system for workflow and PO processing.</p> <p>There are different levels of punch-out that can be enabled (see Level 1, Level 2, and One Shop). Which level is enabled is dependent upon the capabilities of each specific supplier.</p>
Roles	The designation(s), given to users of the e-procurement system, that define what Permissions they have within the system. For example, someone with 'requester' role can submit an order, while a 'window shopper' can only shop.
Showcase	A collection of supplier Stickers (aka tiles), often grouped by category or function. Users can click on the sticker to either enter the supplier's Punch-out or search their Hosted Catalog .
Sticker	The identifier for a supplier within the Showcase , typically a white square with the supplier's logo in the center.
Tile	See Sticker
uBuy	The multi-tenant instance of Jaggaer managed by UC Procurement Services. Current tenants are UC Davis and UC Merced. uBuy is also the Consortium host for UC systemwide contracts and Price Files .
Workflow	Workflow is a sequence of steps involved in moving from the beginning to the end of a process. Workflow steps may include approvals, such as for fund source; or, they may system steps, such as validating information entered on a form.