



eProcurement Strategy Worksheet

The following is meant to be an aid in determining whether a commodity is suitable for eProcurement catalog shopping.

For help determining the type of catalog to use for a given contract/commodity, review our Hosted vs. Punchout Worksheet.

	Considerations	Notes
Customers	<ul style="list-style-type: none"> <input type="checkbox"/> The product/service has a high transaction count on the campuses. <input type="checkbox"/> The relevant campus spend crosses a range of departments/units. <input type="checkbox"/> The customer typically orders/requests the product/service online. 	<ul style="list-style-type: none"> • eProcurement is best suited to a product/service that will be used by multiple people across multiple departments. • Transaction count is typically a better predictor of success than high spend.
Supplier	<ul style="list-style-type: none"> <input type="checkbox"/> The supplier has a relationship with multiple campuses. <input type="checkbox"/> The supplier has a presence in eProcurement, preferably on multiple platforms. <input type="checkbox"/> The supplier can accommodate multiple settlement methods (e.g., virtual or ghost cards and ACH), allowing payment to be check-free. 	<ul style="list-style-type: none"> • It is easier to move an ePro enablement forward if the campus already has a relationship with the supplier and the supplier is already ePro experienced.
Products	<ul style="list-style-type: none"> <input type="checkbox"/> The product/service is sold in units that can easily be expressed and selected by the buyer; i.e., not a service that needs to be scoped and quoted. <input type="checkbox"/> The product is already available in an online marketplace (even if not yet in a B2B¹ environment). <input type="checkbox"/> The product can be delivered in a manner supported by the campus. 	<ul style="list-style-type: none"> • Products already sold in an electronic environment are a safe bet for a B2B catalog. • For some campuses, freight requiring dock delivery needs to be pre-arranged, and may not be suited to a simple catalog purchase
Technology	<ul style="list-style-type: none"> <input type="checkbox"/> Supplier can accommodate cXML for PO receipt, and either cXML or EDI for invoice submission. 	<ul style="list-style-type: none"> • Campuses are increasingly looking for suppliers who can accommodate their needs for paper-free invoices and check-free payments.
Total boxes marked		

¹ Business to Business (B2B) is the specific type of eProcurement utilized by the UC system.