

# PROCUREMENT OFFICE HOURS

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January 30, 2024



# AGENDA

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#	TOPIC	OBJECTIVE	LEAD
1	Supplier Onboarding	<ul style="list-style-type: none"><li>• Updates and refresher on best practices</li></ul>	Tina
2	Quick Updates	<ul style="list-style-type: none"><li>• Receipt cancellations</li><li>• Changes to the return process</li></ul>	Teresa
3	Office Hours	<ul style="list-style-type: none"><li>• Cadence Update</li></ul>	Dawn

# Supplier Onboarding

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# Current Supplier Data

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- > 16,385 active suppliers as of 1/29/2024
  - 14,319 U.S.-based
  - 2,066 non-U.S.-based/foreign
- > 1,345 new suppliers onboarded since go-live
- > Appx 10 new suppliers per business day

# Supplier Onboarding Timelines

Business Days	% Onboarded Within Timeframe
0 – 5 Days	58.5%
6 – 10 Days	12.0%
11 – 15 Days	8.7%
> 15 Days	20.8%

*We think this is gradually improving, because last month's data shows:*

- 75% onboarded within 5 business days*
- 15% took 6-10 days*
- Just under 10% took >10 days*

# Optimization Plans

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- > Enhanced Connect Ticket Messaging
- > Changes to Automated Supplier Emails
- > Changes to Supplier Request Form

# Resources

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- > [KB0032359 Supplier Request Form nano-learning video](#)
- > [Supplier Request Form](#)
- > [KB0032261 UWCF Request Form Routing Instructions](#)

# Quick Updates





# Quick Updates

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- > Receipt cancellations
- > Changes to the return process

# **Procurement Office Hours – Change to bi- weekly as of 2/1**

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# APPENDIX

