



TEXAS TECH UNIVERSITY
Procurement Services



Optimizing the Procurement Organization

*Changing your procurement organization from transactional to strategic;
lessons learned in the procurement transformation*



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Business
Intelligence



Contract
Management



Payment
Strategies



Strategic
Acquisitions



Travel and PCard



Vendor
Management



Technology
Optimization

Talent
Management

Data
Analytics

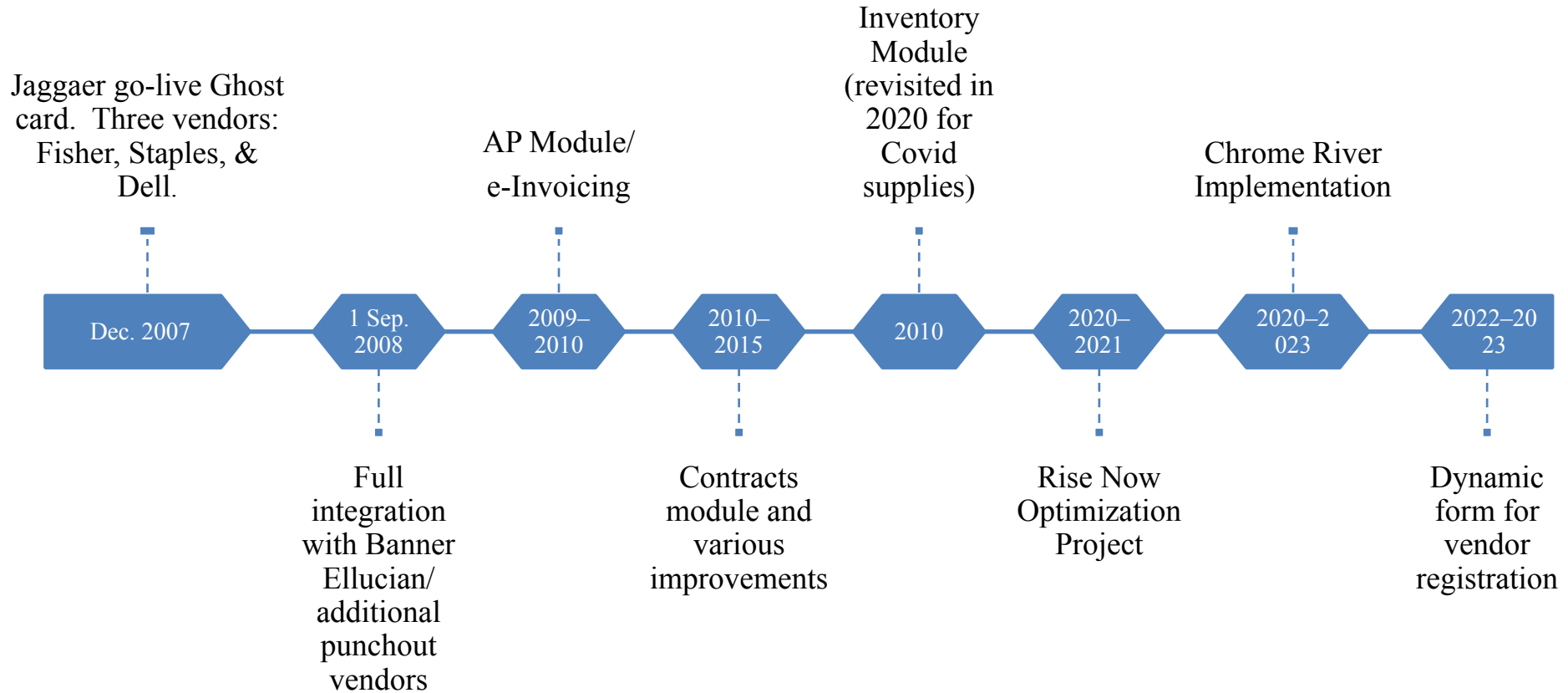
Customer
Engagement

Value
Generation



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Technology Optimization





Rise Now Optimization

- ❖ Configure contract request template and up to contract request workflow.
- ❖ Enable new change request functionality (integrated with Banner) and develop related workflows.
 - ❖ TTU Direct Pay form & ADW rules.
Integrate direct pay with Banner.
- ❖ Enable & automate the recurring invoice process.
- ❖ Optimize requisition & PO workflows for process efficiencies.
- ❖ Establish receipt workflows & notifications for AP.
- ❖ Create internal stockroom configuration & set up PPE store.
 - ❖ Clean up UIT.





Jagger Optimization

- ❖ Update the solicitation process (2021-2023)
 - ❖ Revised RFP/RFQ templates
- ❖ Created proposer expectations and acknowledgment forms
 - ❖ Revise workflow
- ❖ PO Terms and Conditions revisions (2021)
 - ❖ Contract templates (2020-2023)
- ❖ Second-tier vendor catalogs (2022-2023)
 - ❖ Transactional analytics
 - ❖ Analyze vendor capabilities
 - ❖ cXML
 - ❖ E-Invoicing
 - ❖ Automated payments
- ❖ Other value-added benefits (free shipping, warranties, rebates)



Chrome River





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Talent Management



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Develop Employees

- ❖ Further Education/Environment of Continuous Learning
 - ❖ Improve Communication
 - ❖ Public Speaking/Writing Articles
 - ❖ Dynamic Team Meetings (ex. Supervisor)
 - ❖ Coaching
 - ❖ Employee Engagement
 - ❖ Process Improvement Meetings
 - ❖ Committees (Emerging Leaders)
- ❖ Conducting Training (building public speaking skills, building confidence)
 - ❖ TEAMS Channel
 - ❖ Certifications
 - ❖ Retaining and Rewarding Valued Employees
 - ❖ Constant Reorganizing Valued Employees
 - ❖ Creating a Culture of Rewarding Successful Performance
- ❖ Develop a Success Plan/Career Path for Each Employee
 - ❖ Shifting from Transactional to Strategic



Employee Success Plan

Continuing education plan
with minimum requirements
for each staff member

- Conferences
- Online Training
- Inter-departmental Training
- Cross Training
- Custom Service Training

Shadowing and Mentoring

- Shadowing Leaders
- Shadowing Other Employees
- New Employee Mentor Program

Investing in employees' job
satisfaction

- Remote Work Flexibility
- Competitive Salaries
- Fun Culture
- Recognizing Family

Career Coaching

- Career Mapping
- Interview Feedback



Building a Culture

- ❖ Everyone has a voice
- ❖ Showing everyone has a purpose
- ❖ Create a culture of accepting and learning from mistakes
 - ❖ Encourage questions
 - ❖ Have we asked enough questions to offer a solution?
 - ❖ Demonstrating opportunity
- ❖ Fitting the position to the employee (not the employee to the position)



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Data Analytics

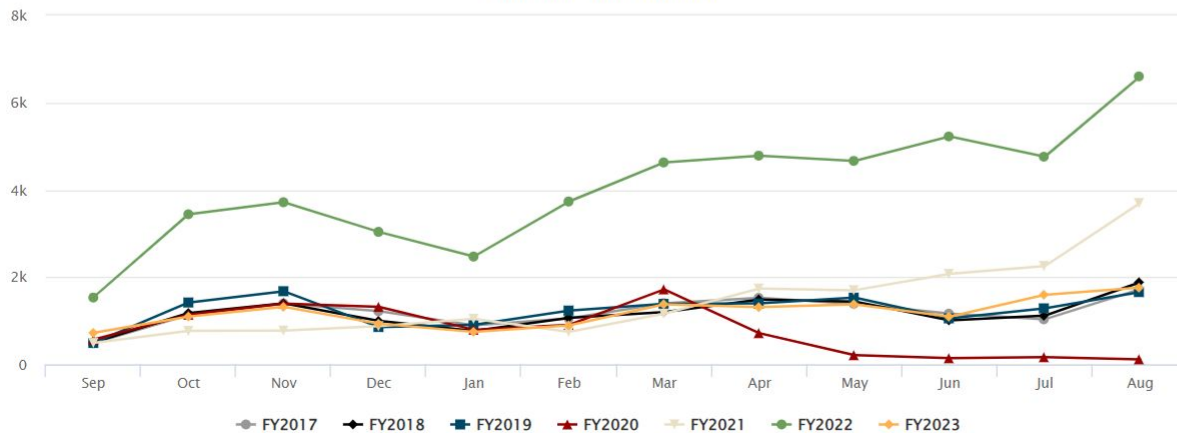


\$12,912,501.67

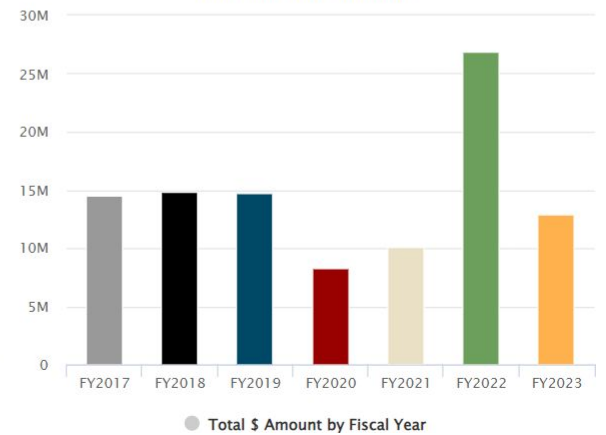
DOLLARS SPENT ON TRAVEL VOUCHERS IN FISCAL YEAR 2023



TOTAL NUMBER OF VOUCHERS

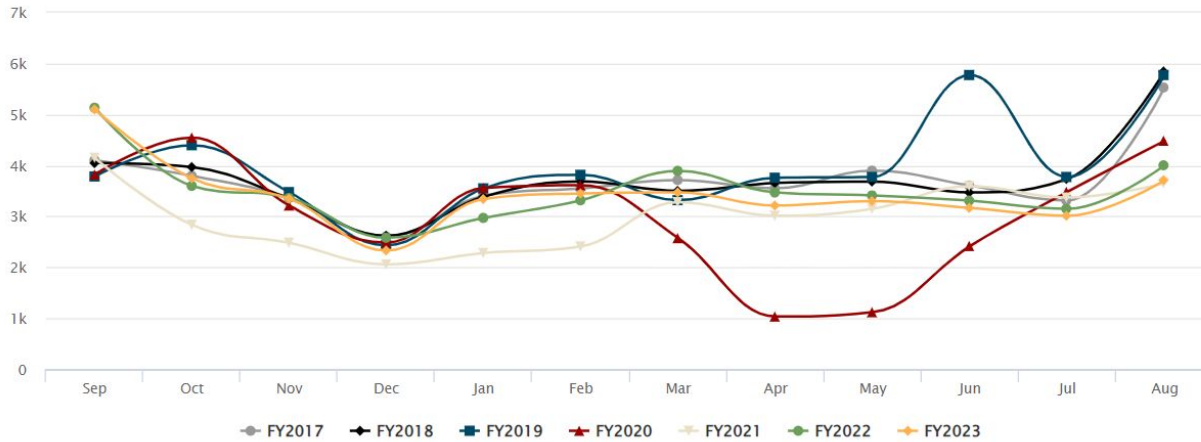


VOUCHERS TOTAL \$ AMOUNT

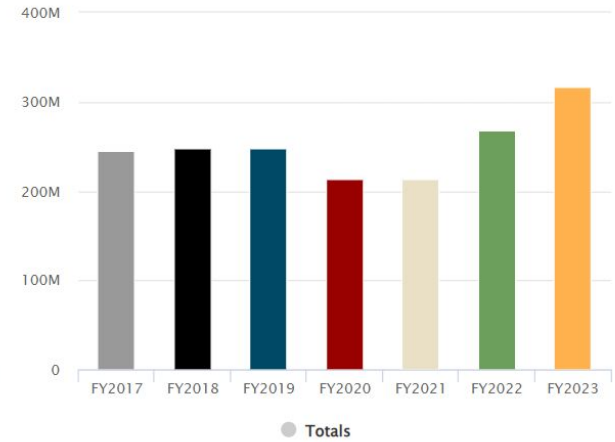




PURCHASE ORDERS: TOTAL NUMBER



PURCHASE ORDERS: TOTAL \$ AMOUNT



TOTAL PURCHASE ORDERS

FY2023	FY2022	% CHANGE
41,209	42,217	-2.39%

TOTAL \$ AMOUNT

FY2023	FY2022	% CHANGE
\$316,186,508.59	\$268,016,448.57	17.97%



IN FISCAL YEAR 2023
THERE WERE 84,514
INVOICES TOTALING
\$332,965,714.47

TOTAL INVOICES

FY2023	FY2022	% CHANGE
84,514	86,757	-2.59%
\$332,965,714.47	\$320,842,837.92	3.78%

E-INVOICES

FY2023	FY2022	% CHANGE
26,805	27,199	-1.45%
\$26,771,777.49	\$22,717,761.51	17.85%



54.42%

Percentage of ACH or Single Use Card payments for the 2023 Fiscal Year



9042

Total Number of checks disbursed during the 2023 Fiscal Year.

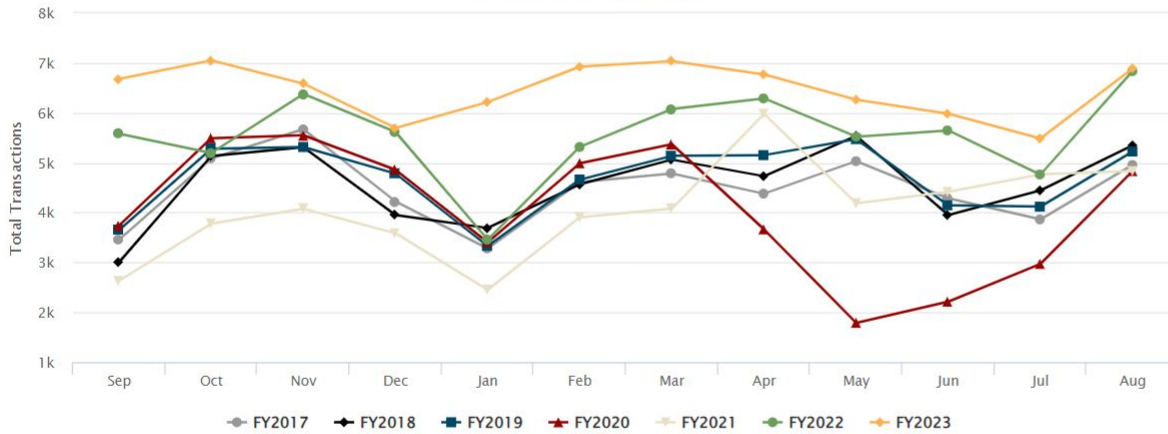


31.72%

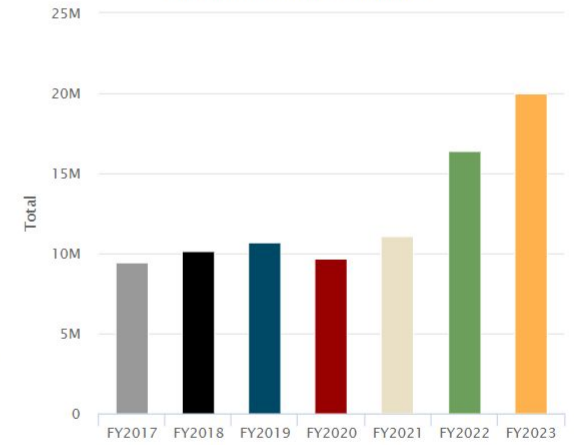
Percentage of E-Invoices for the 2023 Fiscal Year



Procurement Card Transactions



Procurement Card Total \$ Amount

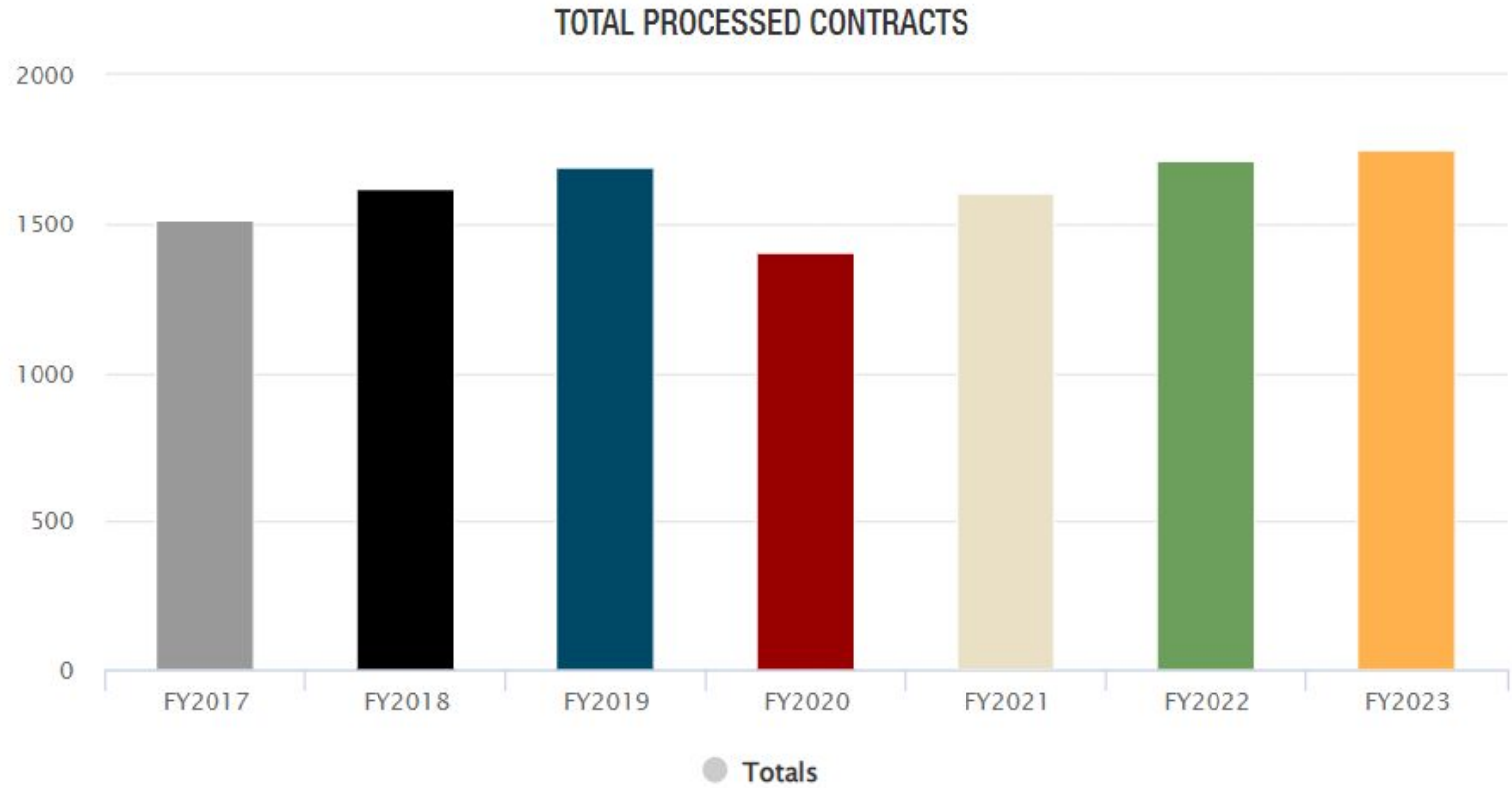


TOTAL TRANSACTIONS

FY2023	FY2022	% CHANGE
77,589	66,990	15.82%

TOTAL \$ AMOUNT

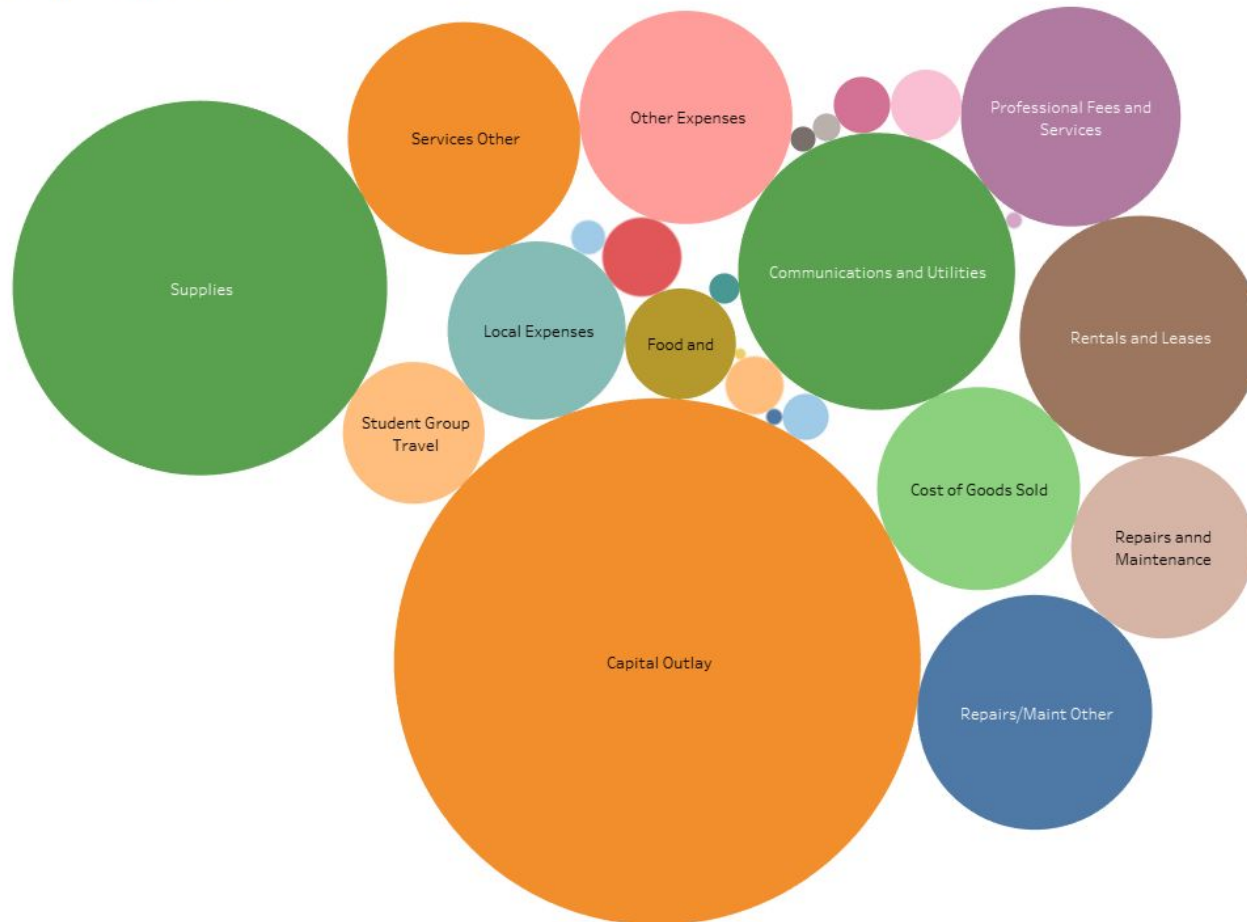
FY2023	FY2022	% CHANGE
\$20,030,175.00	\$16,419,816.00	21.99%





TEXAS TECH UNIVERSITY SYSTEM

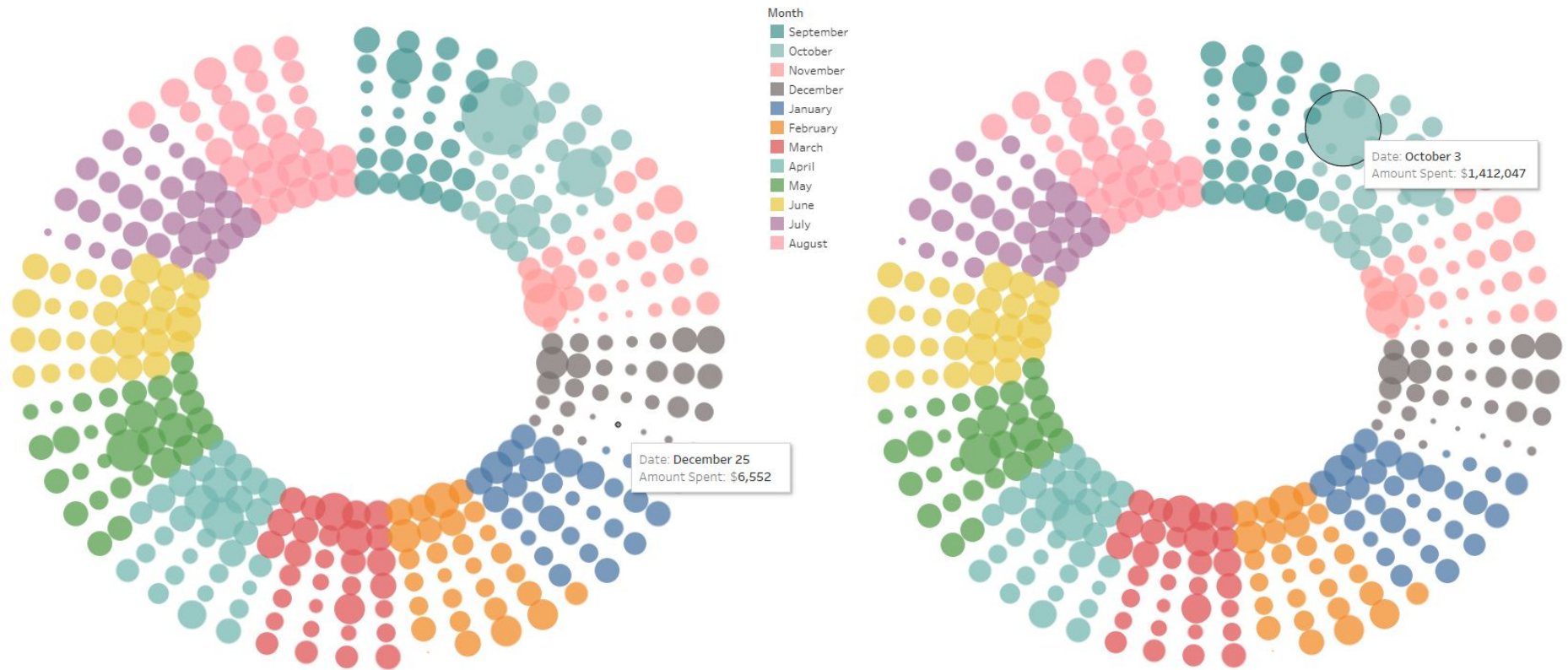
Bubble Chart - Invoice/Account



- Account Types
- Apartment House Re..
- Awards and Prizes
- Capital Outlay
- Claims and Judgeme..
- Communications and..
- Cost of Goods Sold
- Food and Entertainm..
- Foreign Travel
- In State Travel
- Local Expenses
- Membership Dues
- Other Expenses
- Other Scholarships L..
- Out of State Travel
- Participant Travel
- Printing and Reprod..
- Professional Fees an..
- Prospective Employe..
- Rentals and Leases
- Repairs and Mainte..
- Repairs/Maint Other
- Scholarships
- Services Other
- Student Group Travel
- Supplies



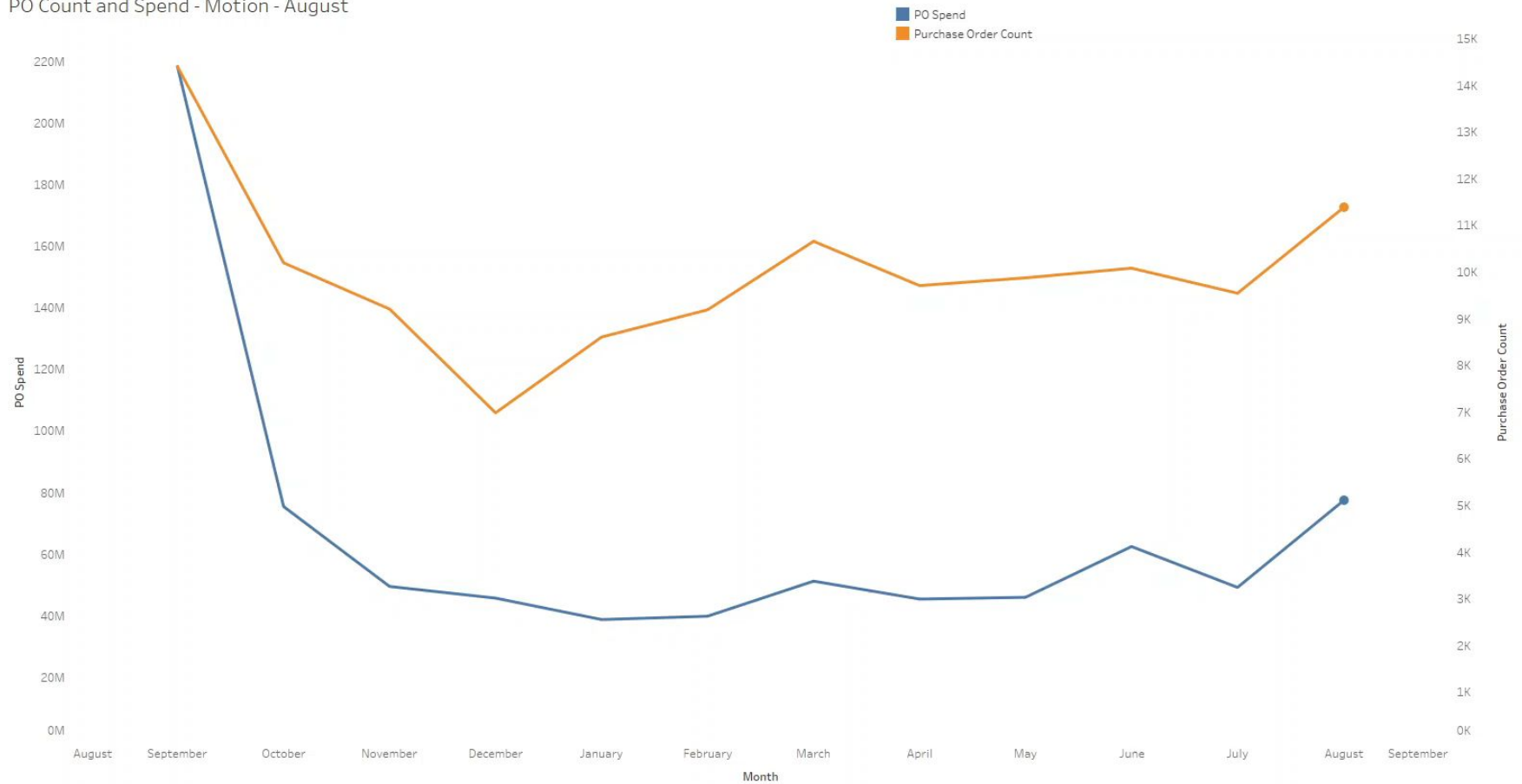
TEXAS TECH UNIVERSITY SYSTEM





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PO Count and Spend - Motion - August



Month: August [Navigation icons] Show history



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Customer Engagement



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Customer Engagement

- ❖ Advisory Councils (Research and Travel)
- ❖ Advisory Groups (Operations, Athletics, Auxiliary Services, IT)
 - ❖ Red Raider Acquisition Academy
- ❖ Higher Education, Jaggaer TEAMS Channels
- ❖ Provide more tools to encourage strategic solutions
 - ❖ Dashboard of Contracted Vendors
 - ❖ Creating How To Guides for Complex Processes/Acquisitions
- ❖ Executing strategic contracts to provide positive outcomes
 - ❖ Cultivating vendor relationships
- ❖ Transforming those into valuable opportunities
 - ❖ Explore revenue-generating sponsorships



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Red Raider Acquisition Academy



Engagement Success

- ❖ Monthly Procurement Forums
- ❖ Monthly Campus Newsletters
 - ❖ Website Refresh
- ❖ TEAMS Channels (TechBuy, Research, Travel, Pcard)
- ❖ Pop-up Training (single subject – sprint training on TEAMS)
 - ❖ Training – Internal and External
- ❖ Financial training Rebranding and reformatting all training
 - ❖ Revise technical training (Jaggaer Experience)
- ❖ A&F Certification – Accounting, Procurement, Budget, Payroll, & Tax, etc.



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Value Engagement



Value Generation

Currently

- Real Estate Developments (P3)
- Maximizing Returns on RFPs
- Maximizing Rebates
- RPA

On the Horizon

- Savings Tracking Platform
- Enhanced Analytics (departmental opportunity costs)
- Robotic Process Automation
- Customer Support Platform



Current Initiatives

- ❖ Robotic Process Automation (Blue Prism/EY)
 - ❖ Dynamic Forms 2.0/Payment Works
 - ❖ Revenue Tracking
- ❖ Digital Invoice Mailroom/Vendor Portal Invoicing
 - ❖ Improved KPIs/Analytics – Automation
 - ❖ Vendor Score Card
 - ❖ Project Management
 - ❖ Research Security



Project Management

The screenshot displays a project management application interface. On the left, a sidebar shows navigation options like Activity, Chat, Teams, and Appointments. The main workspace is a Kanban board titled "TTU Procurement Project Manag...". The board is divided into five columns: "Requested", "In Progress", "Waiting on Customer", "Out for Testing", and "Backlog". Each column contains task cards. For example, in the "Requested" column, there is a task "Direct Pay Form for Non-PO Orders (Balance Sheets) - Dynamic Form Database of transactions" with tags for "Improved Controls", "Data Analytics", and "Automation". The "In Progress" column has a task "Automate TTU Employee/Student Travel Setups for Vendor Services" with tags for "Improved Controls", "VS", and "Travel". The "Waiting on Customer" column includes "Vendor Portal Program/Payment Services Invoice Automation" and "Contract Resource Website". The "Out for Testing" column has "Possible Missions Upgrade" and "IRB Research Participant Payment". The "Backlog" column lists "PR7 - Vendor Options", "Departmental", "Student Support", and "PR2 - Contract". A notification bubble in the top right corner states "While you were away... New! Changes were made to 9 tasks." The interface also features a search bar at the top, a "Meet" button, and various filtering and grouping options.



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Questions?