

Roles Education and Business Process Transformation

Business Managers' Meeting

June 11, 2013



Go-Live – July 22, 2013

The screenshot displays the LSU GeauxShop website. At the top, the header includes the site logo, navigation links for 'Lsu Sciqreq', 'Action Items', 'Notifications', and a shopping cart icon showing '0.00 USD'. A search bar is positioned below the header, with a dropdown menu set to 'Everything' and a 'Go' button. A vertical sidebar on the left contains icons for home, shopping, documents, a pencil, and a building. The main content area features a 'Welcome to GeauxShop' message and three category sections: 'Scientific Supplies', 'IT Hardware', and 'MRO/Facilities'. Each section contains a grid of supplier cards with logos and contract information.

LSU GeauxShop

Home / Shopping Home / Home/Shop

Shop Everything Go

Go to: advanced search | favorites | forms | quick order Browse: suppliers | categories | contracts

Welcome to GeauxShop

Scientific Supplies

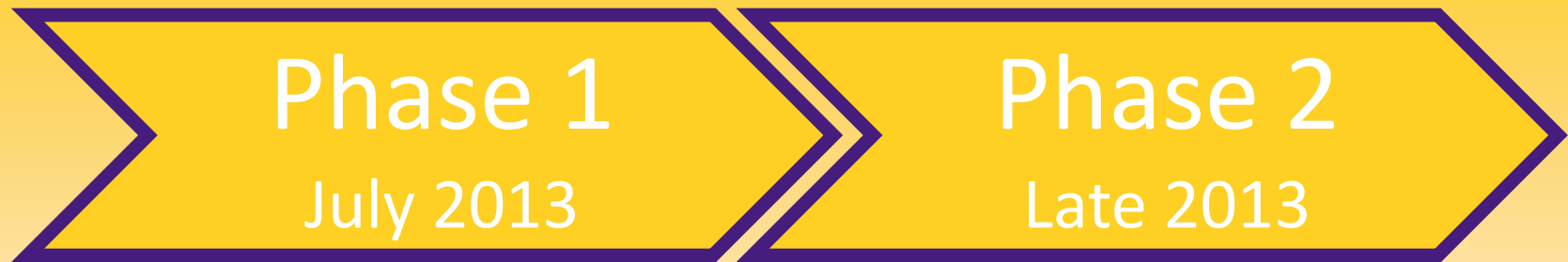
- Agilent Technologies
- BIO-RAD
- Fisher Scientific
State Contract # 408599
- Life Technologies
LSU Agreement #632, 503
- QIAGEN
LSU Agreement, PO # 53550
- SIGMA-ALDRICH
- Thomas Scientific
LSU Agreement # 616
- VWR INTERNATIONAL
State Contract # 408600

IT Hardware

- DELL
State Contract # 403834
- CDWG
- HP invent
State Contract # 407257,404160

MRO/Facilities

Timeline



- Catalog purchasing with the most commonly used suppliers
- Non-catalog purchasing for all LSU suppliers
- PRO locked from new purchase order entry

Suppliers in GeauxShop



OfficeMax[®]



JANITORIAL & PAPER
SUPPLIES, LLC



Agilent Technologies



SIGMA-ALDRICH[®]



LSU GeauxShop

Process Diagram

	Pre-July 2013	Phase 1	Phase 2
Purchase Order	PRO	PRO	GeauxShop
Catalog PO	PRO	GeauxShop	GeauxShop
Was Pcard Now Catalog PO	LaCarte Card	GeauxShop	GeauxShop
Pcard	LaCarte Card	LaCarte Card	LaCarte Card

Roles – End User

Department Role	Main Functions
Shopper	<ul style="list-style-type: none">✓ Searches for and selects the goods or services in GeauxShop✓ Creates a Shopping Cart in GeauxShop
Requester	<ul style="list-style-type: none">✓ Searches for and selects the goods or services in GeauxShop✓ Creates a Shopping Cart in GeauxShop✓ Required to add accounting info and submit requisition✓ Authorized to expend university funds up to \$5,000
Department Financial Approver	<ul style="list-style-type: none">✓ Determines if expense is an allowable and appropriate expense✓ Determines if funds are available for purchase✓ Approves or returns the requisitions
Invoice Approver	<ul style="list-style-type: none">✓ Approves invoices in GeauxShop

Training Schedule

Starting Monday, July 1, 2013

Training Classes	Training Approach	Training Class Duration	Class Size
Shoppers	Lecture	1	150
Requesters*	Computer Classroom	2.5	20
Approvers*	Computer Classroom	1.5	20

* Class required prior to receiving the addition of the role to your user profile.

Next Steps

- Talk with your departments to determine appropriate roles for faculty and staff and business process changes.
- Submit Security Access Requests to request the necessary role.
- Check out the website and encourage your colleagues to visit the website for updated information: www.lsu.edu/geauxshop

Questions



Questions regarding roles in GeauxShop should be sent to geauxshophelp@lsu.edu