



# STRATEGIC PROCUREMENT

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**Shared Services Higher Education Conference**

April 2015

University of Maine System

[ThinkMissionExcellence.maine.edu](http://ThinkMissionExcellence.maine.edu)



# University of Maine System

- Established in 1968, Maine's largest educational enterprise
- The University of Maine System features seven universities - some with multiple campuses - located across the state, as well as eight University College outreach centers, a law school, an additional 31 course sites, and Cooperative Extension
- Annual enrollment of nearly 30,000 students and serves over 500,000 individuals annually through educational and cultural offerings

# University of Maine System: March 2013

## Administrative Review Findings:

- Procurement activity/staff fragmented across seven universities
- Procurement policies applied inconsistently
- Manual / paper based systems (Travel, Pcard)
- eCatalog underutilized
- “Buyer” versus “Sourcing” procurement process
- \$140mm potentially addressable spend
- 100,000 invoices annually, manual processes, late payments common

# University of Maine System: April 2017

## Strategic Procurement Shared Services

- Unified campus-based Strategic Procurement Department with new job descriptions
- Strategic Sourcing Unit in place
- FY 14-16:
  - \$4mm validated savings from Sourcing activity
  - \$1mm salary savings
- \$1mm infrastructure investment
  - Travel Expense management System
  - Automated invoice processing
  - Training, communication, support structure
- FY15, FY 16: NPI Procurement Excellence Award

# University of Maine System: Accounts Payable

## Accounts Payable Initiatives

- Invoice processing workflow reporting
- Digital Mail Room: invoice scanning /dual data entry
- Payment Mechanisms:

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| <ul style="list-style-type: none"><li>• Paper check</li><li>• ACH</li><li>• Ghost Card</li><li>• Wire (manual)</li></ul> | <ul style="list-style-type: none"><li>• Procurement Card</li><li>• Travel Card</li><li>• Wire (manual)</li></ul> |
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## Future Initiatives

- Stored Value Card
- Automated wire payments
- Campaign to reduce paper checks