

APRIL FORUM Q&A DOCUMENT



Note: We have encountered some technical issues with the implementation of Walmart into Marketplace. We are working with our technical teams to resolve the issues so that we can Go Live with this functionality. Announcements of the Go Live and training resources will be coming soon.

Question 1: (in regard to approvals set up for Walmart) Currently on Amazon we can set up purchases to go through approvals. Is that even an option here? I approve everything that our buyers do in Amazon.

Answer 1: To address this issue and internal control concerns, we have configured ARBuy to require an approval on a Requisition and PO. In the case of Walmart orders, ONLY the Requisition will require approval. This is called a Direct Release. The user who creates/submits the Release Requisition will be prompted to add a manual approver to the Requisition when it is submitted (at the bottom of the Summary tab of the REQ). Once the document is approved, the PO will be created by ARBuy and sent to Walmart. For Departments that require requisitioners with a P-Card to receive review from a Buyer and then approval from management, those requisitioners will create the purchase and then email a Buyer for the Buyer to go into the system and review before selecting the approver and submitting.

Question 2: (in regard to Walmart receipts): We have not used Walmart before in this functionality or in this manner. Do they include a receipt?

Answer 2: Yes, Walmart will include an email confirmation. However, I do not know the form of that yet.

Question 3: (in regard to Walmart) If you are shopping with a P-Card, do you have to do a requisition and a PO for a non-contract item?

Answer 3: You must fill up your shopping cart, create the Requisition, and add an approver to it. Once the REQ is approved, ARBuy will create the PO and send it to Walmart. So, no further action is required by a Buyer or other user once the REQ is approved, unless your entity requires an extra step if the original requisitioner is not a buyer.

Question 4: What advantage do we get by shopping with a P-card on Wal-Mart through AR Buy?

Answer 4: There are several advantages. First, it will give you the opportunity to compare on and off-contract items in the same place. Second, it will help OSP gather more data on what you are buying, which OSP can use to more effectively negotiate future contracts and better target needed State contracts and Cooperatives.

Question 5: Can you explain the difference between the two different requisition types?

Answer 5: In ARBuy there are 2 types of requisitions. One is for on-contract buying. On-Contract Buying always begins by creating a Release Requisition. The second type is Open Market Requisition. Open Market is for purchasing off-contract items as well as requests for off-contracted items/services. We will create detailed flow charts and training materials that will deal with the two types and how they are used in ARBuy.

Question 6: (in regard to approval paths) How does the system know where the purchase is going to go? Is that something the Requisitioner has to input every time or is it pre-established?

Answer 6: The approvals on the document depend on the characteristics of the document and what type of document it is. Release Requisitions may go down a certain approval path vs Open Market Requisitions. We will build all approval paths before Go-Live. For example, larger cabinet-level organizations that require statewide approval paths. (these approval paths have already been defined and are being built or have already been built). Departments and Entities that do not require statewide approval paths have been defined or are in the process of being defined in preparation for Go Live. It is built in the system; users will not be able to select approval paths. When you submit a document for approval it will show you exactly who the approvers are and the approval paths that document will have based on its characteristics.

Question 7: Do you have an example for Office Depot?

Answer 7: Office Depot is going to be what we call in the system a punch out. What that does is when you go and shop the marketplace and you search for Office Depot, there will be a representation that Office Depot is on State contract. However, it will be a link that will send you straight to the Office Depot shopping site. You fill up your cart, it will pull your cart back to ARBuy and create a Requisition, and then it goes to approvals and creates a PO. I don't think we will see that functionality until later in the year. So, we will have some time where we will not have catalogs present in the marketplace, and we will have to continue to use the sites that we are currently using for statewide vendors such as Office Depot that will eventually be punchouts.

Question 8: Do we need to clarify which user types have access to marketplace?

Answer 8: Exclusively purchasing users such as Department Access and Basic purchasing users will have access based on the work that we did previously in defining users and roles in ARBuy. That work included identifying your requisitioners, shoppers, and buyers.

Question 9: Do all P-Card purchases have to go through marketplace?

Answer 9: No, people will continue to use their P-cards as they do today. Marketplace is another way for you to use your P-card. P-card purchases will not integrate to AASIS, they will continue to go through the same process they do today for reconciliation on the AASIS side.

Question 10: Will there be how-to guides in the training materials?

Answer 10: Yes. The ARBuy learning curricula include video recordings of how to create a particular document (e.g., an Open Market Requisition), what fields mean, etc. These videos are general in nature. Associated with these videos are job aids within the curriculum that will for example say, “for a Walmart purchase, on the general tab, you need to do this, this, and this.” These videos and aids are not exactly step-by-step instructions, but they will guide the user through how to deal with document uses and fields that are unique to Arkansas.

Question 11: When will the file be sent out that provides the new UNSPSC codes for Outline Agreements that are being migrated into ARBuy?

Answer 11: OSP is making the changes and filling in the new UNSPSC codes in the field for us to migrate. Periscope will manually build those codes before we migrate to ARBuy so that the agreements don’t fail because of a missing commodity code within ARBuy. The new codes have been specified and will also be added to OSP’s UNSPSC search tool.

Question 12: We have not received an updated list of material codes (UNSPSC) for contracts.

Answer 12: Answered in the previous question. Reminder: in the upcoming OSP training, the process for requesting new commodity codes will be introduced.

Question 13: If we create a PO in ARBuy, will the vendor receive the PO automatically?

Answer 13: Yes, when you hit send on a PO, it arrives on the vendor side for them to download and fulfill. There will be vendors that do not deal with technology so for those vendors, a PO will have to be printed and sent manually.

Question 14: When a PO is automatically sent, is it automatically integrated to AASIS?

Answer 14: Yes, except for P-Card purchases, which do not integrate with AASIS. Requisitions, Purchase Orders, and Master Blanket Purchase Orders all create the related documents via integration with AASIS. Vendor Data is also integrated with AASIS.

Question 15: If the PO is automatically sent to the vendor and we need to make a change, will the vendor get another PO and think it is a new order?

Answer 15: No, in this scenario, the Buyer would create a change order and apply it to the original PO (after approvals). When that change order is applied, ARBuy sends a notification message to the vendor that says a change order has been applied to your PO. It then revises the PO for them to view on their side. It will create a revised document as opposed to a new document for the vendor.

Question 16: Will we still have access to “display” in AASIS?

Answer 16: Yes

Question 17: Will we still have MIGO Roles in AASIS?

Answer 17: Yes, you will still have MIGO and MIRO roles. Goods Receipts and Invoices will still happen in AASIS on the financial side of the system, but these will not integrate to ARBuy. However, once a PO is marked final payment, we will receive a nightly file from AASIS to close those POs in ARBuy. Once the PO is closed in ARBuy, it cannot be changed, revised, or re-opened in any way.

Question 18: Can we save credit card information in ARBuy, or does it have to be entered in for each transaction?

Answer 18: Credit card information is saved to your personal profile and can only be used by you, no one else. If you don't have a P-card, a Basic Purchaser can take control of your Requisition or PO and add their P-card to the order.

Question 19: Are we able to see our Outline Agreements that have been migrated into ARBuy?

Answer 19: Temporarily, no. We are currently migrating all that data at once. When it is migrated you will be provided a file that shows everything that was migrated into ARBuy and the new ARBuy document numbers.

Follow-up Answer 19: As of the end of March, we have downloaded Outline Agreements that are going to be valid for the next fiscal year. We have also identified several Outline Agreements that needed data or items updated for them to be converted. Following that process, ASC sent out guidance on what to do if you were not able to get the contract corrected in a way that would include it for conversion. That guidance is going to result in a second contract conversion that will follow the June ALC meeting. If a

contract that did not meet the criteria for the first round of conversion is now corrected and passes validations, then we will begin converting those starting on the 20th of June.

Follow up Answer 19: If you, as an agency, create a new contract between now and June ALC and it gets fully released either internally or by the ALC process, those will get loaded into ARBuy if they have an end date of July 1 or then-after. If you have existing contracts that are currently set to end on June 30, 2022, and you are going to extend that to June 30, 2023, go ahead and extend the contract that you have. Do not create a new one. We will pick those Outline Agreements up for conversion based on them now having an end date in 2023. It still must meet the criteria, which means it has to be in fully released status. Also, you cannot have any lines overspent, and the contract cannot be greater than seven years in duration.

Question 20: If I have a contract that I did not get updated as of March 31st, that had over-spent lines; that did not migrate but was extracted to see if it was possible, will you pull that in the Delta again if I change those lines or will we have to end those on June 30, 2022, and create a new contract?

Answer 20: The short answer is we will include those contracts in the second round. The longer answer is we will re-evaluate them to make sure they pass the criteria.

Follow Answer 20: If you still have contracts that have overspent line items that you can fix between now and June 20th (no later than June 20th), then fix those contracts so they can be extracted, and you don't have to create a new one in ARBuy.

Question 21: (in regard to the previous two questions) At our department, we have several Outline Agreements with multiple-year renewals after June 30th. Should we go in and end out of those multiple-year agreements and start them as new agreements for July 1?

Answer 21: No, we would not recommend that because that is a lot of additional work that is not needed. Also, your contract should remain consistent because we are taking that contract number out of AASIS and applying it in a text field in AR Buy as a reference. If the contract is good (no overspent lines, meets all other criteria), then we do not recommend closing it out and creating a new one. We will caution everybody: If you make any changes to those contracts that were migrated as of March 31st (adding lines, changing lines, extending dates), then it will require you to go into ARBuy and make those changes after they are migrated in. There is a business process in place where OSP is going to monitor that and assist or at least communicate that when that happens.

Question 22: (Follow up on the above question from DHS): So, are you saying that any contract that is amended, between the last pull and the next one, we're going to have to go in and manually make those changes in AR Buy?

Answer 22: Yes, if the contract migrates.

Question 23: (Follow up on the above question from DHS): If we are talking about hundreds of contracts like we have at DHS, is there a way to flag those so the updated versions are the ones extracted in the next pull?

Answer 23: Not if the original went across. If the contract qualified for conversion, we are planning to convert it as it was on 3/31/2022.

Question 24: (follow up on above from DHS) If we have a contract that is one fiscal year and we extend it, that is going to be picked up in the second round of extraction?

Answer 24: Yes

Question 25: (follow up on above from DHS) So we then must identify the contracts that either for some reason weren't on fiscal year or weren't an extension and that will be our list of contracts that will be manually updated?

Answer 25: Yes, there is a business process that we have already discussed identifying those, and OSP working with the agencies to assist them in getting those where they need to be. It will be a process, it's not a clean thing.

Question 26: If we have to manually create contracts in ARBuy, how long do we need to expect to have Releases done? What if it already went to ALC?

Answer 26: As soon as the Master Blanket PO is created, Release REQs, and the resulting PO may be cut from it. So, your constraint is really when you need to start receiving and paying invoices from the Release PO. If the Outline Agreement already went to ALC, there will be a way to avoid that approval cycle again in ARBuy.

Question 27: For intergovernmental contracts, how will the Buyer/Seller relationship work in ARBuy?

Answer 27: Governmental entities are being migrated as vendors into ARBuy. That includes State Departs/Entities, local governments, and out-of-state governments as well. In most cases, the Buyer will create the MBPO in ARBuy and select the other governmental entity as the vendor on it. At Go Live, these contracts will have to be "delivered" to the other entity outside of the system since governmental entities won't have immediate access to their vendor accounts.