



Penn P2P
PROCURE-TO-PAY MADE EASY

P2P Champions Meeting

March 6, 2008

Meeting Agenda

- Purchasing Update
- Travel Policy & Services Update
- BEN Update
- P2P Metrics Overview
- Future Meeting Schedule
- School Presentations

Purchasing Services Supplier Show

- Wednesday, March 26th from 10:00 to 2:00PM in Houston Hall, Hall of Flags
- Over 50 suppliers and a number of internal service providers
- You are invited to a Supplier Reception to be held on Tuesday, March 25, from 5:00 to 7:00PM in the Ben Franklin Room of Houston Hall

Purchasing Card Update

- Purchasing Card Program will report to Purchasing Services effective April 1, 2008
- Mark West has joined the University as the new Purchasing Card Administrator
- New initiatives planned for FY2009 include:
 - Create new Purchasing Card Customer Advisory Committee
 - Enhance training program and reporting capabilities
 - Implement new transaction audit procedures
 - Implement new Fleet Fuel Card Program

Travel Policy Update

- Travel & Reimbursement policy changes were reviewed at the February 7, 2008 Senior Roundtable and have been approved to move forward
- Communications of policy changes and enhancements will continue through the end of FY08
- New travel policies will be effective July 1, 2008

Travel Services Organization Update

- In order to improve operational efficiency and enhance value-added services, the following changes will be made:
 - Effective May 1, 2008, the functions of T&E reimbursement processing and travel advance processing will become the responsibility of the Payroll Office
 - Effective July 1, 2008, the following functions will become the responsibility of Purchasing Services:
 - Travel card administration
 - Travel service management
 - Travel procurement/supplier management
 - Travel policy and training

BEN Update

- EDI credit memo search
- EDI invoice freight distribution
- P2P Exception Reports – Consultants
- 250 Uncashed Check – Single CNAC Extract
- 900 Uninvoiced Receipts Report
- Access Administration
- Assets conversion and new data collection
- Data error clean up efforts
- Celebrate and Mourn

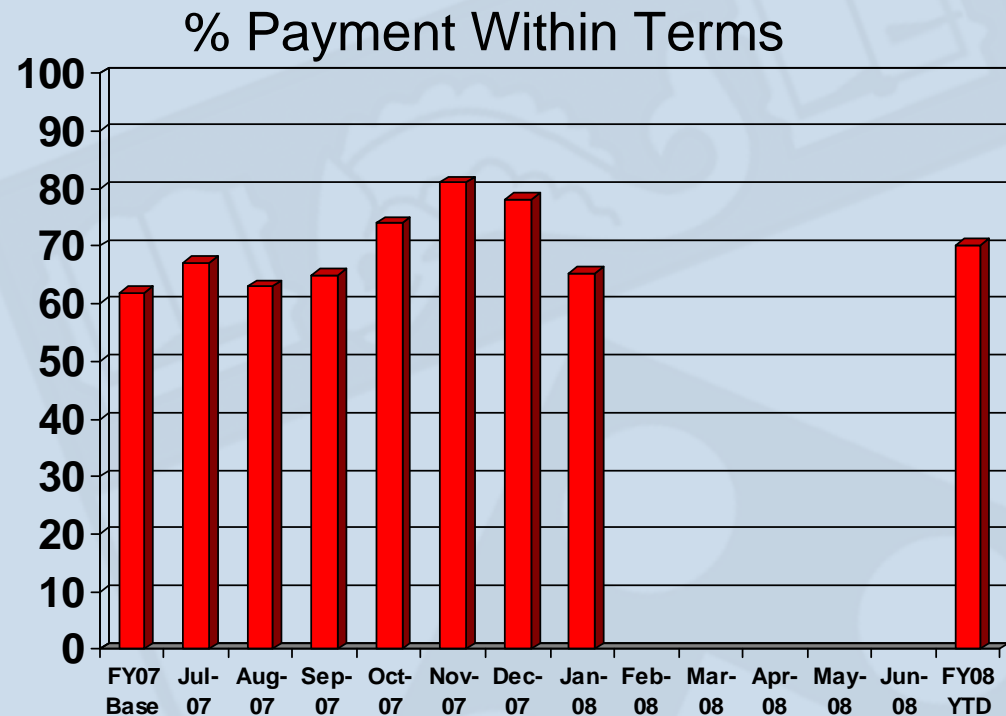
P2P Exception Statistics Summary: February 2008

- Payment within supplier terms increased 3% January 2008 over FY07 baseline, 65% versus 62% (90% paid within 60 days) YTD performance is at 70%
- PO invoices on hold greater than 7 days have decreased by 60% from 851 to 345
- PO invoices not entered in BEN within 15 days have increased by 16% from 7,468 to 8,636
- PO approval after supplier invoice date have decreased by 48% from 1,488 to 773
- C Form processing decreased by 10% from 6,798 to 6,148
- Invoice rejections decreased by 35% from 262 to 169

P2P Process Enhancements: PO Supplier Payment Performance

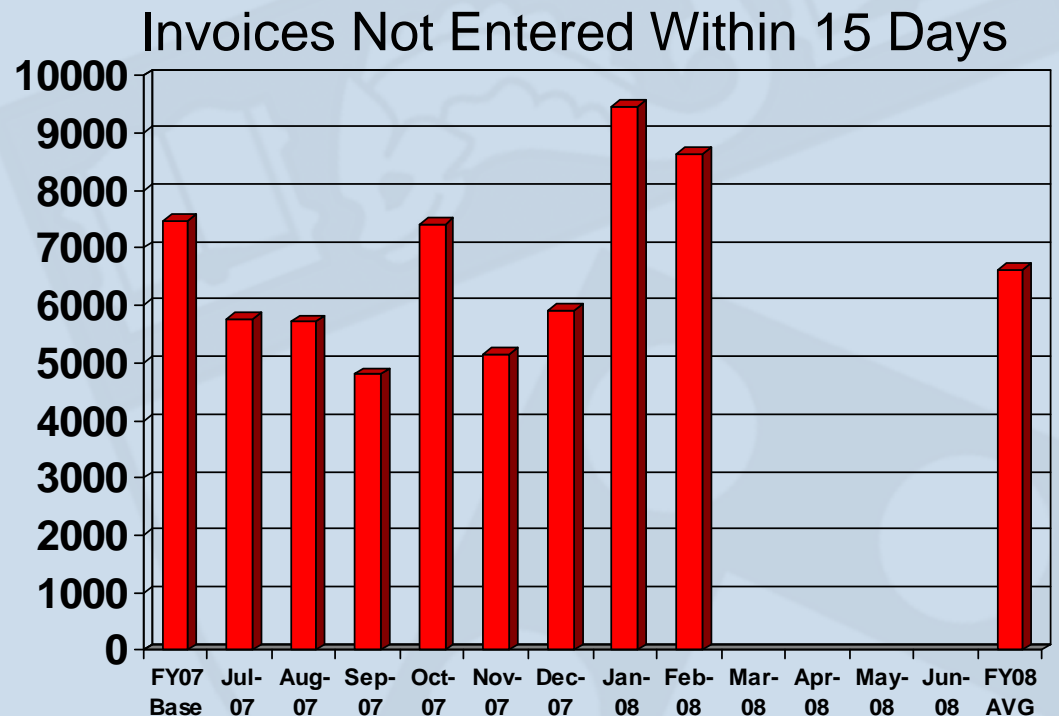
■ PO Supplier Payment Performance:

- FY 2008 Goal - Increase invoices paid within terms to 80% or higher
- FY 2007 Baseline 62%
- For January 2008 PO invoices paid within supplier terms was 65%
- YTD payment performance through January 2008 was 70% an 8% increase over the FY2007 baseline (90% were paid within 60 days)



P2P Process Enhancements: PO Invoices Not Entered to BEN Within 15 Days

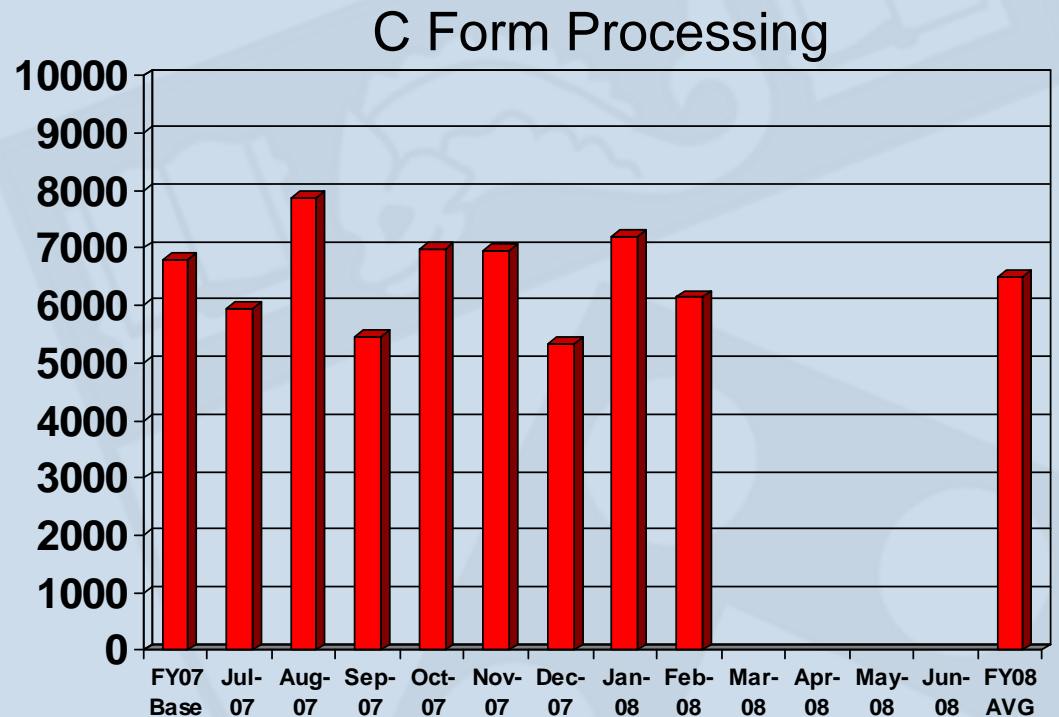
- **PO Invoices not entered into BEN within 15 days:**
 - FY 2008 Goal – 50% reduction in this exception. Long-term goal is zero exceptions
 - FY 2007 Baseline is 7,468 avg. monthly exceptions for FY 2007
 - February 2008 invoices not entered in 15 days increased to 8,636, a 16% increase over the baseline. The FY08 average is 6,611



P2P Process Enhancements: C-Form Processing

■ C Form Processing:

- FY 2008 Goal – 20% reduction in C Forms processed. Long-term goal is zero exceptions
- FY 2007 Baseline is 6,798 average monthly exceptions for FY 2007
- February 2008 C Form processing was 6,148, a 10% decrease over the baseline. The FY08 average is 6,490



Future Meeting Schedule

- April 17, 2008
- June 5, 2008
- Volunteers for future School/Center P2P presentations?

School/Center Presentations

- School of Engineering and Applied Science
 - Chris Bristow
- School of Veterinary Medicine
 - Rob Sadoff
- School of Dental Medicine
 - Brent Parker