RazorBuy

History

**What**
An electronic procurement system that is a cloud-based business automation solution to improve the procurement process for the University.

**Who**
Developed by the UA in partnership with SciQuest – the leading eProcurement solution for higher education.

**When**
RazorBuy went live in 2013, and has been in production for 3 years.

**Cloud**
- Creates electronic requisitions & POs
- Distributes POs
- Used to view current UAF & state contracts
Institutional benefits

Cost Savings

- By using preferred supplier programs, the UA has better contracts and lower prices
- Transactional costs are reduced

Increased compliance with procurement laws & UA policies via automation of rules
RazorBuy

Departmental benefits

By reducing ordering time & data entry time

Create one requisition that can split into multiple POs

Designating roles for easier shopping & approvals

Available 24/7 from any internet accessible device

By providing online access to detailed reporting & order history

Attach documents electronically

IMPROVED EFFICIENCY & ACCESS
RazorBuy

Results to date

16 “punch out” catalogs
2 hosted catalogs
1000s of suppliers

900 + Shoppers
500 + Requesters
1400 + Active users

Time between order submission & receipt of e-invoices.

- 0 days: 16%
- 1 day: 9%
- 2-5 days: 5%
- 6-10 days: 4%
- 11-29 days: 9%
- 30+ days: 21%
RazorBuy is integrated with BASIS

BASIS remains the financial system of record

What can BASIS do?

- Travel requisitions (TA / TC / TRPO)
- Internal Reqs/POs (IREQ / internal blanket POs)
- PCard approvals
- Receiving
- Payment process

• Req, PO, & approval data – numerous updates daily
• Supplier & accounting info – updated nightly
Roles

Shopper
- Searches for & selects goods or services
- Creates shopping cart
- Adds accounting information, if known and required

Requester
- Searches for & selects goods or services
- Can create a shopping cart
- Adds accounting information, if not added by Shopper
- Reviews, corrects order if needed
- Submits the cart ("Place Order")
- Requires a BASIS ID

Dept. Approver
- Determines if requested items or services are appropriate
- Reviews order, approves use of cost center
- Approves or returns the requisition
- Requires a BASIS ID

Procurement Coordinator
- Reviews requisitions that meet specific criteria to ensure procurement laws are being met
- Approves or returns the requisitions
- Assists with the bidding process

- Mandatory that every department has at least 2 Requesters.
- A Requester CANNOT be the only person in the TARGET approval chain in BASIS.
RazorBuy Workflow

1. Shopper(s)
2. Requester(s)
3. Department Approver(s) (workflow optional)
4. Campus Workflow (if applicable)

- Procurement Coordinator (if applicable)
- BASIS TARGET approval (approve or reject)
- RazorBuy generates PO & sends to supplier
Support Documentation

How do I get access to RazorBuy?
You will talk to your Administrative area for your department or college. Each department or college will designate their RazorBuy contact.

- All requests for access must come from the identified departmental contact on the RazorBuy workflow form.
- All roles determined by identified department contact.
- All roles are identified to a department/BU.
- All users must go through training to gain access to the RazorBuy System.

RazorBuy How To's
Quick Reference Guide
Creating Shopping Carts
Managing Shopping Carts
Using Razorbuy Forms
Checking Requisition or PO Status

Frequently Asked Questions

- Commodity Code Favorites
- Commodity Code Favorites-AGRI
- Commodity Code Favorites-Athletics
- FAQ's
- Help Topics
- E-Quote Feature- Dell
- Quote Feature - SHI
- Quote Feature - VWR
- RazorBuy 101 for Shoppers
- RazorBuy 101 for Requesters
- Recommended Browsers
- Requisition and Form Requirements
- Staples User Guide
- Terminology
Contact Us

I have a question about a Razorbuy problem, who do I talk to?
This depends on the problem listed below:

RazorBuy Contacts:
Information on process of completing forms and navigation.

RazorBuy Training issues:
Brette Hughes  
575-6925  
rbtrain@uark.edu

RazorBuy Access & Technical issues:
Tina Lester  
575-6765  
razorbuy@uark.edu

Purchasing/Policy issues:
Questions which involve the actual purchasing process, or those questions requiring clarification or assistance with State of Arkansas Procurement Law or Fayetteville Procurement Policies and Procedures, are to be forwarded to the specific Procurement Coordinator assigned to the department posing the question(s).

Andy Fletcher  
575-6761  
andyf@uark.edu

Karen Walls  
575-6400  
kwalls@uark.edu

Ellen Ferguson  
575-5314  
ellenf@uark.edu

Whitney Smith  
575-5158  
wesmith@uark.edu

Linda Fast  
575-6513  
lfast@uark.edu

Supplier/Vendor issues: