**Information session on the implementation of UCT eProcurement Travel module**

The University is implementing a phased roll-out of UCT eProcurement. The finance department would like to invite all finance staff, travellers, and those who do travel bookings, to an information session to discuss the changes, and inform you about the roll-out of eProcurement within the Faculty of Health Sciences.

Details of the information session:

Date: Monday 14 September 2015

Venue: Wolfson Lecture Theatre

Time: 12h00 – 13h00

 It is anticipated that this will streamline the procurement process for all staff, reducing administrative loads and processing times, while ensuring appropriate authorisation of expenditure.

1. The Travel module is now ready for implementation in our faculty. This consists of a Travel self-booking tool, with payment by P-Card, for:

1. All domestic travel including flight choices from low cost carriers and those with corporate pricing, car rental, accommodation, shuttle services and airport parking
2. Direct (including via JHB) international and regional flights.

2. The eProcurement module will also eventually be used for online procurement consumables from suppliers. There will be further communication with HOD's, fund holders and staff as this is implemented in our area.

3. The Trading Post is available to be used by any staff member to view the catalogue and place a requisition for the following second hand items:

a. Second hand furniture (at a small delivery fee for departments)

b. Second hand IT equipment (at a specified price).

All staff are now able to access UCT eProcurement at https://uct.mymarket.com/, or using Quick Links on the UCT website, with login via their network username and password. This currently enables them to access the Trading Post but individual staff will only be linked to the Travel and Procurement modules during implementation if this access is required.

Whilst e-Procurement constitutes a change to current procurement practices and will require adjustments, this online technology will enable greater efficiency with reduced administrative processing times and significant cost saving both to departments and the university. As such we would value your support and co-operation during the roll-out process.

Please email Dominique Adams at dominique.adams@uct.ac.za if you have any questions about the information session.