



Executive Director of Finance
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Professor Greg Hussey
Dean Faculty of Health Sciences
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Barnard Fuller Building

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Dear Prof Hussey

Implementation of UCT eProcurement Travel module

The University is implementing a phased roll-out of UCT eProcurement. 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 your faculty. This consists of a Travel self-booking tool, with payment by P-Card, for:
 - a. All domestic travel including:
 - i. choice of all flights including low cost carriers as well as those with corporate pricing and flexible fare agreements
 - ii. car rental, accommodation, shuttle services and airport parking.
 - b. Direct (including via JHB) international and regional flights.
2. The Procurement module will be used for online procurement of most consumables from supplier online catalogues with payment by P-Card or auto-generated SAP purchase order. There will be further communication with HOD's, fund holders and staff as this is implemented in your area.
3. The Trading Post may be used by any staff member to view the catalogue and place a requisition for the following second hand items primarily for use in their department:
 - 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 direct all enquiries to the contact person in your faculty, Desiree Esterhuizen, at Desiree.Esterhuizen@uct.ac.za, telephone 021 406 6053, or Linda Harrower, e-Procurement Project Manager at Linda.Harrower@uct.ac.za, telephone 021 650 3389 | 083 602 0270.

Sincerely

Prof Enrico Uliana

Cc Trevor Adams –UCT Purchasing Manager
Eliza Hui – Finance Manager – Faculty of Health Science
Desiree Esterhuizen – Management Accountant -Faculty of Health Science