Dear Department Business Officers,

The purpose of this memo is to provide advanced insight into upcoming changes to the procurement portion of FinancialLink and the continued transition of campus procure-to-pay activity to Marketplace.

With the release of iRequests last summer, Marketplace has evolved to handle more complex and advanced purchases. Over a five month period, $12,000,000 were spent through this new feature, accompanied by enough positive feedback to consider iRequests a successful proof of concept as the next generation of the High Value Requisition. Based on this enhanced Marketplace functionality, coupled with the convenience and versatility of the Express Card, we feel that we are quickly reaching a point where FinancialLink Department Orders and High Value Requisitions can be discontinued in July, 2012.

Marketplace currently supports 60% of campus-wide buying activity. In order to effectively transition all FinancialLink procurement into Marketplace, more functionality and more suppliers are being added. Thanks to your feedback, iRequest enhancements designed to streamline the entry process and incorporate sole source justification questions in a clear and concise format will be released by the time you have read this email. Moreover, enough control and accountability has been automated within Marketplace to increase the $2,499 Professional Buyer review limit to $4,999 for the majority of purchases, translating to faster turnaround time on your orders in that dollar range. More features – including the ability to revise a purchase order and the ability to process subawards – will be available in the next several weeks.

Regarding Supplier availability in Marketplace, we value and intend to honor Suppliers that have longstanding relationships with the University. Accordingly, process of growing both local and the entire UC System’s contracted Supplier base, as well as adding Suppliers who show a recurring purchase history with UCSD is well underway. By July, the majority of Suppliers needed to support campus’ business and research needs will be in Marketplace. Requesting new Suppliers will get easier too, with an improved process coming in early February.

UCSD Marketplace was launched three years ago with the goal to deliver a single procure-to-pay method that would also reduce costs. The commitment was made that legacy procurement methods would not be phased-out until Marketplace could fully support the dynamic needs of the campus. We believe that by July, 2012, Marketplace will have matured to the point of supporting all University purchase order activity, doing so in a way that does not come at the expense of campus’ time and effort. Express Card continues to serve as the departments’ vehicle to buy and pay for infrequent or emergency purchases or for items not accessible in Marketplace, in line with our vision that these two tools can be used interchangeably depending on the product and circumstances.
If you have any questions or concerns, please feel free to contact us. We will spend the upcoming months focused on ensuring that the campus is comfortable and prepared for the change, and are always happy to speak with you. We welcome joining you and your department for face-to-face meetings whenever possible, and will be in touch shortly with more information.

Please help us communicate the upcoming change by notifying anyone in your department who you think should be aware. A Campus Notice will be issued in the coming weeks.

**Summary of Main Points**

- FinancialLink Department Orders and High Value Requisitions will be discontinued in July, 2012.
- Overall, FinancialLink will still operate as the University’s financial tool set.
- Suppliers the University does recurring business with are being added to Marketplace.
- New and improved functionality including PO Revisions, Subawards, and New Supplier Requests will be implemented shortly.
- The Express Card is Marketplace’s partner tool, to be used for infrequent or emergency purchases or for items unavailable in Marketplace.

Best Regards,

Ted Johnson                                                                                      Faye Mc Cullough
Director Procurement & Contracts                                           Director Disbursements and Travel