EXPLORING THE EPIC INTERFACE

EPIC (Electronic Procurement Information Centre) is a web based application used to purchase goods or services from suppliers. EPIC provides quick & simple access to negotiated pricing using on-line catalogs to help you create electronic requisitions that eliminates paper and reduces the need to copy and file requisitions while fast tracking the procurement process.

GETTING STARTED WITH EPIC

To access the EPIC tool, you must have claimed your UMNetID. If you already have this, please go to step #2

   Choose Create UMNetID
2. JUMP is located at the top right hand corner of the U of M webpage or by going directly to www.umanitoba.ca/jump. Scroll to the Quick Links section and click on EPIC. This will open a new window and auto log you into EPIC.

NAVIGATION TABS

Contains commands from all tabs. At a glance you can see Common Actions, Recently Viewed Documents, News, Search Bar, To Do list, along with the My Documents section.

Search Sourcing Projects and view the status of events you are involved in. Review sourcing events pending your review/approval.

Create a new contract, view existing contracts you are involved in. Review contracts pending your review/approval.

Create a new requisition, search the catalog, create a catalog or non-catalog entry, search, and manage other requisitions.

Search invoices connected to your orders. Review invoices pending your review/approval.

Search for Suppliers that are available in the system.

SETTING UP YOUR DASHBOARD

You can easily customize your dashboards to display only the content items you are interested in, minimize or maximize their display, or move them to different parts on the page. You can also use the Configure tabs link in the upper right corner. After clicking that button, you can manage tab content such as “Revert to Default Settings” to revert back to the original view.

You can use the drag and drop feature to plot content information into various dashboard locations to suit your needs. The “To Do” and “My Documents” content boxes are better utilized as full panel views to view all required action options (see screenshot below).

DELEGATING AUTHORITY

You can delegate user rights to another individual while you are away for a defined period. This allows the delegated individual to perform EPIC duties on your behalf. If you do not have default profile information entered, you won’t be able to delegate— but the Aurora Finance Help Desk is happy to do this for you.

1. Click on the Preferences tab then select Delegate Authority option.
2. Click arrow beside Delegate field, click on Search for more... type the name you need. Click Search. If you search using both the first and last name, please insert an extra space between the first and last name. Select the desired name.
3. Enter the Start date & time, End date & time and the reason for delegating, then click Next.
4. Click Next again to review changes (ignore approval flow)
5. Click Submit to confirm your request.
6. Click Home.
7. The next time you access EPIC, the option to login as “yourself” or the delegatee is shown.

EPIC Support: 204-480-1001 • epic@umanitoba.ca • umanitoba.ca/eprocurement
Creating a Requisition...

1. Click on Search and select Catalog.
2. You have two options:
   a. Select the Category and locate the desired item.
   b. Or, Search for the product by entering the item, such as “tools”, and click Search.

Note: on the left hand side you can narrow your results by selecting categories or suppliers. (More options are displayed on the search results page)
3. Based on your search criteria, all available items and catalogs will be displayed. If the desired item is displayed:
   a. In the Qty section, enter the quantity required.
   b. Click Add to Cart.

Note: If you are done shopping, select Proceed to Checkout in the pop up box and proceed to step 6
4. If the item you need is not on the list, you have three options:
   a. Refine your results using the options on the left hand side and try again.
   b. Select a Punch-out Catalog from the search results & select Buy from Supplier. This will bring you to the supplier’s own website while remaining linked to EPIC, giving you the ability to add these items into your EPIC cart.
   c. If you continue having difficulty finding the desired item, follow the steps to create a Non-Catalog Requisition.

Non-Catalog Requisition
5. Once you are redirected to the supplier’s website you will need to follow these steps:
   a. Locate the search bar on the suppliers’ Punch-out website and search for the desired item.
   b. You can view the search results and locate the item.
   c. Click Add to Cart beside the desired item.
   d. You will be redirected to the Cart or may be required to click a View Cart option.
   e. Click Checkout.
   f. Click Submit to Procurement System. This may also appear as another Proceed to checkout button. You will be redirected back into the EPIC requisition.

Creating a Non-Catalog Requisition
6. You will be redirected to the Catalog Home page. If you are done, click on the shopping cart icon & choose Proceed to Checkout to access your requisition. Make sure the following information is entered and confirm accuracy:
   a. Title for the request
   b. Delay Purchase Until: Leave blank
   c. On behalf of: Leave as default, otherwise enter the person who is managing the receiving & invoicing
   d. Buyer and FOB Shipping Instructions Fields: Leave blank
   e. Ship to: Where you are shipping the item to
   f. Deliver to: Person who will receive the item
   g. Need by date: Put this date about two weeks in the future, so it cannot expire and cause PO push errors. This will not delay your order.
   h. Add Comments or Attachments. You can make these visible to the supplier by clicking the check box next to Visible to supplier on the purchase order and click Ok.

7. Scroll to the Line Item section.
   a. Click the check box beside a line item and click Edit to view details for that item

8. You can now review details of the line item and make changes if needed:
   a. Fund, Organization, and Program information will be defaulted from your user profile – you can override this if needed
   b. Account code has defaulted based on the selected commodity in the Catalog. – you can override this if needed
   c. On behalf of: Leave as default, otherwise enter the person who is managing the receiving & invoicing
   d. Buyer and FOB Shipping Instructions Fields: Leave blank
   e. Ship to: Where you are shipping the item to
   f. Deliver to: Person who will receive the item
   g. Need by date: Put this date about two weeks in the future, so it cannot expire and cause PO push errors. This will not delay your order.
   h. Add Comments or Attachments. You can make these visible to the supplier by clicking the check box next to Visible to supplier on the purchase order.

9. Click the check box beside a line item and click Edit to view details for that item

... Non-Catalog Requisition (cont’d)
10. You will be redirected back to the Catalog Home page.
11. If you have additional items to include on your request, find the items in the catalog or add more non-catalog items as above.
12. If you are done, click on the shopping cart icon & choose Proceed to Checkout to access your requisition.
13. Make sure the following information is entered and confirm accuracy:
   a. Title for the request
   b. Delay Purchase Until: Leave blank
   c. On behalf of: Leave as default, otherwise enter the person who is managing the receiving & invoicing
   d. Buyer and FOB Shipping Instructions Fields: Leave blank
   e. Ship to: Where you are shipping the item to
   f. Deliver to: Person who will receive the item
   g. Need by date: Put this date about two weeks in the future, so it cannot expire and cause PO push errors. This will not delay your order.
   h. Add Comments or Attachments. You can make these visible to the supplier by clicking the check box next to Visible to supplier on the purchase order.

14. Click the check box beside a line item and click Edit to view details for that item

EPIC Support: 204-480-1001 • epic@umanitoba.ca • uwaterloo.ca/eprocurement
CREATING A NON-PO INVOICE

Invoices that do not have an associated Purchase Order or Contract within EPIC and are on the allowable list available in the EPIC User Manual can be done with a Non-PO Invoice.

To Create a Non-PO invoice, select Non-PO Invoice from the Create menu or Common Actions field.

1. Enter Invoice Header Information
   a. Supplier Invoice #: Enter the invoice # if not presented on the invoice, enter date “mmddyy”.
   b. Purchasing Unit: Leave as default, umanitoba
   c. Supplier: “Search” and select the desired supplier.
   d. Supplier Sales Order #: Enter if available.
   e. All Required Documents Attached: Select the arrow next to “Header Actions” and choose “Attachment”. Browse and attach the scanned invoice. Click OK. Once Attached, select “Yes”.
   f. Invoice Date: Enter the invoice date.
   g. On Behalf of: Defaults to person entering invoice.
   h. Supplier Contact, Remit to Address, Payment Terms, and Ship From fields: Do not change.
   i. Ship To: Defaults based on the information in your profile. Revise the appropriate code if required.

2. Enter Line Item Details
   Enter line item details as displayed on the invoice.
   a. Click Line Item Actions then select Non-Catalog Item from the drop-down menu for each item

   b. Quantity: Enter the quantity as per invoice.
   c. Unit: Select the appropriate unit of measure.
   d. Price: Enter the price per unit as on the invoice.
   e. Currency: If the currency of the invoice is not CAD funds, select the down arrow next to CAD and click on “other” (review price as it may have changed).
   g. Supplier Part Number: Enter the Supplier Part Number.
   h. Supplier Invoice #: Enter the Supplier Invoice # if being invoiced
   i. Bill To: Enter the “on behalf of” entry as on the invoice.
   j. FOAP: Defaulted from profile settings. Enter the FOAP information for the expenses to be charged.
   k. Account field: defaulted from commodity code. Can change if desired (eg. Professional memberships).
   l. Ship To: Defaulted from supplier information in the header section. Do not change.
   m. Other charges

3. Review and Edit Details
   a. Review all information matches the invoice exactly as on the invoice.
   b. Bill To: This will default to Supplier Payment Services and should not be changed.
   c. FOAP: Defaulted from profile settings. Enter the FOAP information for the expenses to be charged.
   d. Account field: defaulted from commodity code. Can change if desired (eg. Professional memberships).
   e. Ship From/Ship To: defaults from the supplier information in the header section. Do not change.
   f. You are not required to enter Taxes, Shipping or Handling Charges...

4. Send Original Invoice to Supplier Payment Services
   a. Complete EPIC Non PO Invoice Cover Sheet available on the EPIC News box or forms webpage.
   b. Mail original invoice and cover sheet to SPS.

MANAGING REQUISITIONS

You can edit a requisition that has a status of Composing or Submitted. You can withdraw a requisition that is in a Submitted or an Approved state, then edit it.

To Locate a Request
Scroll down your home page screen and find the My Documents section. Select the appropriate request. For Example: “Textbooks for Prof Hewitt”.

To Edit a Request
1. Locate and select the Request.
2. Select Edit in the light purple task bar.
3. Confirm Edit - click OK.
4. You will be redirected to the requisition line item page. Select the check box of the line item you would like to change then select Edit.
5. Once you are finished editing, click OK.
6. Once you are satisfied with the changes, click Submit.
7. Your requisition is now submitted to the approval flow.

To Copy a Request
1. Locate and select the Request.
2. Select Copy in the light purple task bar.
3. You will be redirected to a new page where you can edit your copied requisition. A new PR will be assigned.
4. Change the Title of the requisition, select the check box of the line item you would like to change, then select Edit.
5. Once you are finished editing, click OK.
6. Once you are satisfied with the changes, click Submit.
7. Your requisition is now submitted to the approval flow.

To Withdraw a Request
Requisitions can be withdrawn at any time during the approval process. After a requisition has been fully approved, it cannot be withdrawn. A withdrawal returns the status of Composing when it is withdrawn. When a request is withdrawn, there is no further action required, unless the preparer chooses to edit and resubmit the requisition.
1. Locate and select the Request.
2. Select Withdraw at the top of the request screen.
3. The request has been reset to Composing status.

To Delete a Request
1. Locate and select the Request.
2. Select Delete at the top of the request screen.
3. Confirm the Edit and click OK.

APPROVE/DENY A REQUEST

1. Log in to EPIC, then navigate to your To Do list.
2. Click on the Required Action in the last column of your full-panel To Do item., which will be Approve.
3. Approve, Deny or Edit.

When approving or denying the request, you can Add Comments and make it visible to the supplier. Click OK to approve.

Clicking on Edit allows you to view the request in EPIC. However, you will NOT be able to Edit the request.

APPROVE/DENY A REQUEST via EMAIL

Similar to approving through EPIC, you can approve or deny a request directly via email. If you have chosen to receive emails for each purchase request, here is how to approve requests:
1. Locate the email where the subject of the email begins with ACTION REQUIRED.
2. Click on Approve or Deny. This will compose a new email with all the pertinent information to approve or deny the request. Clicking Open will open a link to JUMP where you can then log in to EPIC directly.

Note: You can add a comment with your response by typing it within the comments section.

Please DO NOT delete or change the pre-existing text within the email. Your approval will fail.

CANCELLING AN ORDER

If a requisition is undesirable and the status has been changed to Ordered or has been issued a PO, you will be required to cancel the request manually. You are required to contact the supplier before the order is cancelled in EPIC to ensure the goods have not yet been shipped.

Once the cancellation is arranged, remove the receiving purchase requisition (PR) in EPIC and select the Cancel option. If items have been shipped, the supplier will need to provide you with a return authorization number so that you can return the undesired items.

Note: if invoices have been applied, you cannot cancel.

ENTERING RECEIVING

To Add Receiving details
1. Locate the Request for Receiving in your “To Do” box then select “Receive”.
2. Enter receiving # in the Accepted field.
3. Review the page and click Submit once satisfied.
4. Click Home to return to home page.

To Reject Receiving details
1. Locate the Request for Receiving from your “To Do” or “My Documents” box then select “Receive” (or Edit)
2. Enter receiving # in the Rejected field.
3. Click Next and enter the reason in Rejection Reason field (eg. Damaged Bed Frames)
4. Click “Replacement” button, then click Next to view Summary.

EPIC Support: 204-480-1001 • epic@umanitoba.ca • umanitoba.ca/eprocurement
ENTERING RECEIVING... (cont’d)

Note: A check box to send a message to Purchasing Services department for rejected items is available. If you require assistance in coordinating the return, it is suggested that you involve Purchasing.

5. If known, enter return authorization number from supplier in Goods Return Tracking Number field.
6. Review the page and click Submit once satisfied. Receiving Done screen is displayed.
7. Click Home to return to home page.

To Remove Receiving details:
1. From the Manage option on your Home tab, choose Receive.
2. Search the PO, select it. Select Reopen Order.
3. Remove receiving by entering (-) #8 of the ‘previously accepted’ column in the Accepted field.

VIEWING INVOICES

1. Locate and select the Invoice Reconciliation document for review in the “To Do” box on Home page.
2. Click Open at the top of the screen.
3. Variance exceptions should be displayed. Click the check box beside Line Item and review the variance description.
4. Select Accept if you accept the invoiced amount or Dispute if you disagree with the invoiced amount. This will pay the PO amount. You can also select Cannot Resolve to select another user to review the variance.
5. Variance is displayed. Click Comment button. Enter reason for the variance:
   - If accepting: “eg. Received amount includes full invoiced amounts – OK to Pay”
   - If disputing: “eg. Quantity invoiced does not match quantity shipped and received”
6. Click OK. Comments are added.
7. Click Submit.
8. Click Close.
9. Click Save.


click to view pending payments which are fully approved.

The Transaction field indicates whether or not the payment has been made. The PMT# will provide more details such as payment date and method of payment.

7. Click Documents # under IF field to display the payment summary. Payments will be generated from Banner when they are due and will appear in the History tab as PAID.

RECONCILING AN INVOICE VARIANCE

1. Locate and select the Invoice Reconciliation document for review in the “To Do” box on Home page.
2. Click Open at the top of the screen.
3. Variance exceptions should be displayed. Click the check box beside Line Item and review the variance description.
4. Select Accept if you accept the invoiced amount or Dispute if you disagree with the invoiced amount. This will pay the PO amount. You can also select Cannot Resolve to select another user to review the variance.
5. Variance is displayed. Click Comment button. Enter reason for the variance:
   - If accepting: “eg. Received amount includes full invoiced amounts – OK to Pay”
   - If disputing: “eg. Quantity invoiced does not match quantity shipped and received”
6. Click OK. Comments are added.
7. Click Submit.
8. Click Close.
9. Click Save.

EPIC TIPS & TRICKS (cont’d)

Keyword Searches

All search terms must match an item for that item to be displayed in the search results. For example, if you search for VGA cable the search will only display the results including the words VGA and cable. You can also include the OR keyword; VGA or cable will return results with “VGA” or “cable.”

Required Fields

All required fields are marked with a green asterisk. All other fields are optional.

Key Terms & Definitions

Approver – Individual or group responsible to review requests in EPIC and choose to approve or deny a request.

Ariba - Ariba, Inc. is the software used for the EPIC tool and is the global leader in E-Procurement solutions providing streamlined procurement procedures and business practice expertise.

Buyer – This is the name of the person responsible for the requisition in purchasing services. This field will be populated by Purchasing Services when they are involved in the request – leave blank.

Composing – Requisition which is in progress. The requisition is yet to be submitted.

Dashboard – A personalized portal which displays tools to help navigate within the EPIC system. Your Homepage.

EPIC – Electronic Procurement and Information Center. A web-based application used to purchase goods or services from suppliers.

FOAP - The University’s Chart of Accounts consists of four elements commonly referred to as a FOAP: Fund, Organization, Account, and Program.

FOB Shipping Information – This shipping field in a purchase requisition means “Freight On Board”. This field will be populated by Purchasing Services when they are involved in the request – leave blank.

Invoicing – The Invoicing tab is used for searching invoices of various purchase order #'s. This tab is primarily used by Supplier Payment Services.

Local Catalog – Local Catalogs are designed with selected goods & services from specific suppliers and are loaded directly into EPIC, allowing you to search and compare items with UofM pricing.

Non-Catalog Order – Non-Catalog orders are used to order goods/services from suppliers when a catalog is not available in the EPIC system via Local or Punchout catalogs. This process can be used for general purchases, services and more.

OK to Pay – This means the requisition has no invoice variances and has been approved. The requisition is therefore being sent to Banner and is being processed for payment.

Punchout Catalog – Punchout Catalogs appear as supplier websites in EPIC. These catalogs allow you to browse the suppliers goods/services with UofM pricing and your selections are returned to your EPIC request.

Purchase Order (PO) – Once a Purchase Requisition (PR) is fully approved the requisition is converted into a PO.

Receiving – The receiving process starts when a supplier ships ordered items and the items arrive at their shipping destination. When the shipment arrives, the person who receives the items submits receipt to acknowledge that goods have arrived.

Requester – An individual who manages the Purchase Order that has resulted from the purchase requisition. This individual is responsible to enter receiving on orders (when required), and to take any action required on the PO. Someone who either creates a request or is entered in the “on behalf of” box is a requester.

Requisition – An allowable document that is created when you submit a request to purchase items. Each Requisition has a PR Number.

Signing Authority – An employee who has been given the authority to sign off on expenditures for the FOP combination.

Sourcing – The Sourcing tab is used for searching sourcing projects and viewing the status of events. This tab is primarily used by Purchasing Services.

Watcher – A watcher is a user or group who is notified of the processing Contract and Sourcing Requests.

EPIC Support: 204-480-1001 • epic@umanitoba.ca • umanitoba.ca/eprocurement

EPIC TIPS & TRICKS... (cont’d)

Confirm Exit

Anytime you are processing any type of EPIC request and you navigate to a new page, the following popup appears confirming that you wish to exit the request.

Resources

Purchasing Services: 204-474-8348
Supplier Payment Services: 204-474-8033

Manuals, Quick Guides, Webinars, FAQ’s, Lab Schedules and other Resources can be found on the EPIC webpage: www.umanitoba.ca/eprocurement