

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 online catalogs to help you create electronic requisitions that eliminate paper and reduce 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**.

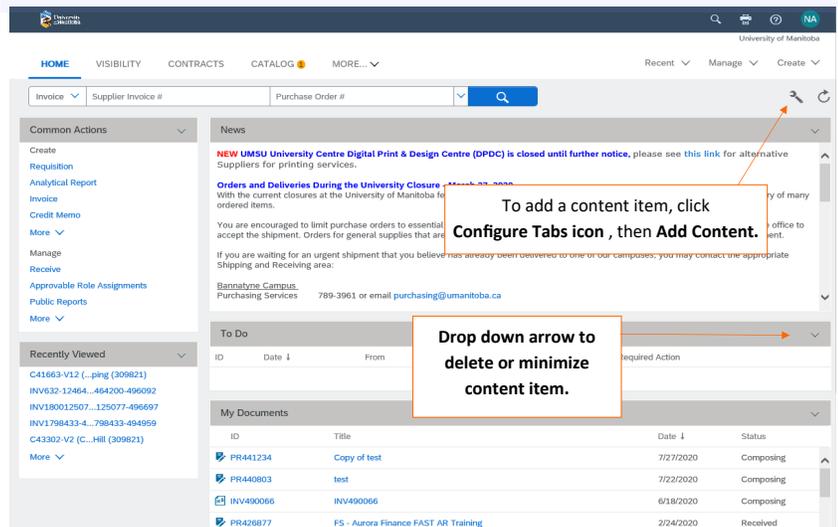
1. Claim UMnetID at: www.umanitoba.ca/signum. Choose **Claim Your ID**.
2. EPIC is located in the **UM Intranet** under **Apps and sites**. Once you click the link, a new tab will open and you will be automatically logged into EPIC.

NAVIGATION TABS

- HOME** *Contains commands from all tabs. At a glance, you can see Common Actions, Recently Viewed Documents, News, Action Tiles, and To Do list, along with the My Documents section.*
- CONTRACTS** *Create a new contract and view existing contracts you are involved in. Review contracts pending your review/approval.*
- PROCUREMENT** *Create a new requisition, search the catalog, create a catalog or non-catalog item, search, and manage other requisitions.*
- INVOICING** *Search invoices connected to your orders. Review invoices pending your review/approval.*
- SUPPLIERS** *Search for Suppliers that are available in the system.*
- MORE...** *Access the full list of navigational tabs.*

SETTING UP YOUR DASHBOARD

You can easily customize your dashboards to display only the content you are interested in, **minimize** or **maximize** the display, or **move** them to different parts on the page. You can also use the **Configure tabs** icon in the upper right corner to add or remove information. After clicking the icon, you can manage tab content, such as **Revert to Default Settings**, to go back to the original view. You can use the **drag and drop** feature to move **hubs** to various locations to suit your needs.

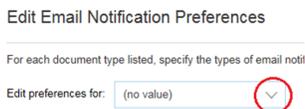


SETUP ACCOUNTING/SHIPPING INFORMATION

1. Click on **Your Initial**, then select **Change your profile** from the drop down menu.
 2. Edit default **FOAP** or the default **Ship To** shipping address for your account.
 3. Do not add an approval flow to this request. This is not approval for orders, but an unnecessary approval for the profile change you are requesting. Only edit tab 2.
- **This is not recommended if you are using multiple FOPs. Do you have default accounting you would like removed? Contact Aurora Finance at epic@umanitoba.ca.**

EMAIL NOTIFICATION PREFERENCES

1. Click on **Your Initial**, then select **Change email notification preferences** from the drop down menu.
2. Click the **arrow** beside **Edit Preferences for**, then select the desired document type. For this example, select **Requisition** from the drop down menu.



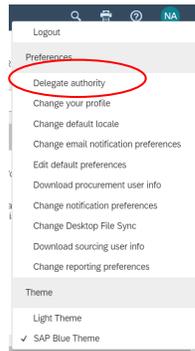
Note: If you generally approve only one document type, you may want to make notifications more frequent for that document type.

3. Click the **arrow** beside the field **When I am an approver** to display the drop down options.
4. Select your choice (**Send individual emails** or **Send consolidated email**).
5. To turn off all email notifications for a document type, click the **arrow** beside the field **When I need to approve a document** to display the drop down options and select **Never send**.

DELEGATING AUTHORITY

You can delegate your account to another individual while you are away for a temporary period. This allows the delegatee individual to perform EPIC duties on your behalf.

1. Click on **Your Initial**, select the **Delegate Authority** option.
2. Click the arrow beside **Delegatee** field, click on **Search more...** Type the name you need. Click **Search**. **Select** the name.
3. Enter the Start date & time, End date & time and the reason for delegating, then click **Next**.
4. Click **Next** to review changes. (No approval needed.)
5. Click **Submit** to confirm your request.
6. Click **Home**.



The next time the user who has been granted access to delegate logs in, the option to login as "yourself" or as the delegatee is shown.

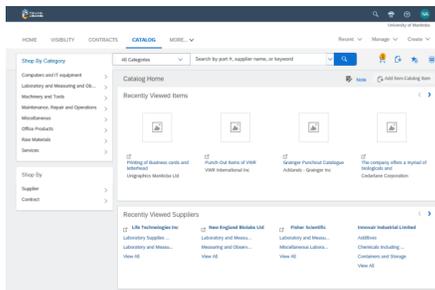
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CREATING A REQUISITION

To **Create** a purchase request, start by **Searching the Catalog**.

1. Click on **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.)

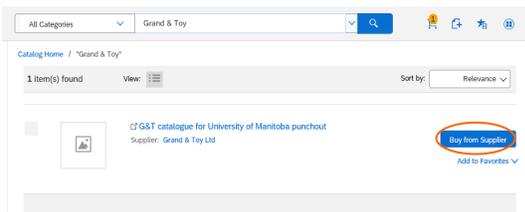
3. Based on your search criteria, all available items and catalogs will be displayed. If the desired item is displayed:

- 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**.



5. Once you are redirected to the supplier's website you will need to follow these steps:

Note: Each Punch-out catalog is unique therefore the following steps may vary between websites.

- 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 REQUISITION... (cont'd)

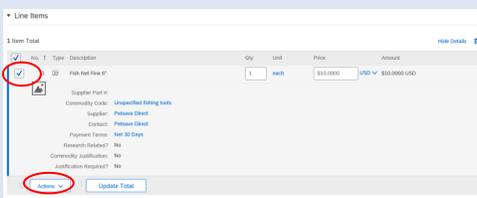
6. You will be redirected to the Catalog Home page. If you are done, click on the **shopping cart icon** & choose **Proceed to Checkout** to access your requisition.

Make sure the following information is entered and confirm accuracy:

- a. **Title** for the request.
- b. **On behalf of:** Leave as default, otherwise enter the person who is managing the receiving & invoicing.
- c. **Buyer and FOB Shipping Instructions Fields:** Leave blank.
- d. **Ship to:** Where you are shipping the item to.
- e. **Deliver to:** Person who will receive the item.
- f. **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.*
- g. 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.

8. Click the **check box** beside a line item and click **Actions** then select **Edit** to view details for that item. *(YOU MUST DO THIS FOR EACH LINE ITEM)*



9. You can now review details.

- 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.

10. Click **Ok** to return to the main purchase request.

11. Click **Submit** to send the request for approval.

12. You are returned to the Catalog Home.

13. Click the **Home Tab** at the top of the page.

CREATING A NON-CATALOG REQUISITION

When you cannot find what you are looking for in a Catalog, you can add a **Non-Catalog item** manually to your purchase request. *All fields are recommended to be as detailed as possible to prevent errors.*

Go to the **Create** menu and select **Requisition** to begin a new request.

1. The **Catalog homepage** will open— always try searching for your item in the catalogs first.
2. Click **"Add Non-Catalog item"**. You will be redirected to the requisition form.



3. Enter a Description for your item in the **Full Description** field.
4. Click the drop down arrow beside the **Commodity Code** field, select **Search more...**

... NON-CATALOG REQUISITION (cont'd)

5. Enter the appropriate search for the item and click **Search**. (eg. Textbook). Be as specific as possible.

6. To select the result which suits your needs, click **Select** next to your choice.

7. Fill in the **quantity, unit of measure, and unit price** per item. Make sure to verify the **currency**.

8. Click **Update Total**.

9. Select the supplier by clicking the drop down arrow beside the **Supplier** field, select **Search more...**

If you have the information, also complete the **supplier part number**, and **supplier part auxiliary ID** fields.

10. Click **Add to Cart**. You will be returned 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. **On behalf of:** Leave as default, or enter the person who is managing the receiving & invoicing.



c. **Buyer and FOB Shipping Instructions Fields:** Leave blank.

d. **Ship to:** Where you are shipping the item to.

e. **Deliver to:** Person who will receive the item.

f. **Need by date:** This date needs to be chosen so that all necessary approvals can be obtained and the supplier can deliver the goods before it expires.

g. 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 **Actions** then select **Edit** to view details for that item. *(YOU MUST DO THIS FOR EACH LINE ITEM)*

15. 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 if you have this set up. 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.

16. Click **Ok** to return to the main purchase request.

17. Once you are satisfied with your request, click **Submit**. Your request will be forwarded to the appropriate approvers.

18. You will be returned to the Catalog Homepage. Select **View Requisition** to view the approval flow, then click **Show Approval Flow** (in the middle of the form).

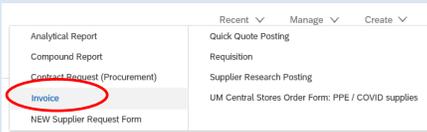


Important– If you are the final approver, the selected supplier is not enabled electronically. You will need to email or fax the Purchase Order (Orders tab) to the supplier once it is fully approved.

The notification you will receive via email will identify the supplier to whom you need to send the order.

CREATING A NON-PO INVOICE

Invoices that do not have a Purchase Order or Contract within EPIC and are on the approved list of Non-PO expenses which can be referred to on the Purchasing Services webpage, How to Make a Purchase can be processed as a Non-PO Invoice. To Create a Non-PO invoice, select **Invoice** from the Create menu or Common Actions box.



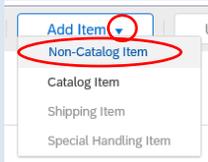
1. Enter Invoice Header Information

- a. **Supplier:** Select "Search more" and type in a search for the desired supplier.
- b. **Supplier Invoice #:** Enter the invoice # exactly as the supplier indicated. No Invoice #? Enter date in the following format "mmddyy".
- c. **Invoice Date:** Enter the date on the invoice.
- d. **Supplier Sales Order #:** Enter # if available.
- e. **On Behalf of:** Defaults to person entering invoice.
- f. **Purchasing Unit:** Leave as default, umanitoba.
- g. **All Required Documents Attached:** Select **Upload Invoice** at the top of the Header Information. Browse and select the scanned invoice. Click **Upload**. Once attached, select **Yes**.
- h. **Supplier Contact, Remit to Address, Payment Terms, and Ship From fields:** Defaults based on the supplier. Do not change.
- i. **Ship To:** Defaults is based on your profile. Revise the appropriate code if required.

2. Enter Line Item Details.

Enter line item details as displayed on the invoice.

- a. Click **Add Item** then select **Non-Catalog item** from the drop-down menu for every invoice item
- b. **Quantity:** Enter the quantity as per invoice.
- c. **Unit:** Select the appropriate unit of measure. e.g. EACH.
- d. **Price:** Enter the **price per unit** as on the invoice.
- e. **Currency:** Currency defaults to CAD. If the invoice is **not** Canadian funds, select the drop-down and click **other** to find the currency.



- WAIT!** Go back & review price as it will convert!
 - f. **Commodity Code:** Search and select a Commodity Code that fits the item/service invoiced.
 - g. **Supplier Part Number:** Enter the part # if provided.
 - h. **Full Description:** Enter the description of what is being invoiced exactly as on the invoice. Once complete, click **Validate and Exit**.
 - i. **FOAP:** Click the check box beside the line item and choose **Manage Accounting** below. Enter the FOAP information for the expenses.
 - Account field:** Defaults from commodity code. You can change if desired. Click **Validate and Exit** to return to main non po page.
 - j. **Ship From/Ship To:** defaults from the supplier information. Do not change.
- *** You are not required to enter Taxes, Shipping or Handling Charges*****

CREATING A NON-PO INVOICE continued...

- 3. **Review and Edit Details.**
 - a. Review all information matches the invoice exactly.
 - b. Confirm the invoice has been attached.
- 4. **Submit the Invoice to the Approval Process—Submit.**
- 5. **Send Original Invoice to Supplier Payment Services.**
 - a. Complete **EPIC Non-PO Invoice Cover Sheet**.
 - 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** state, then edit it.

To Locate a Request

Scroll down on your home page screen and find the **My Documents** section. Select the appropriate request. For Example: "**Textbooks for Prof Hewitt**".

OR

If the document you are looking for is not in the My Documents Section, select **Requisition** in the **Search bar** on the **Home dashboard**. Search by entering in the requisition **Title** or **PR#** in the **ID field**. Click the **magnifying glass** to search.



To Edit a Request

- 1. Locate and select the Request.
- 2. Select **Edit** in the 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 task bar.
- 3. You will be redirected to a new page where you can edit your copied requisition. A new PR# has been 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 requisition returns to 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** in the task bar.
- 3. The request has been reset to **Composing** status.

MANAGING REQUISITIONS continued...

To Delete a Request

- 1. Locate and select the Request.
- 2. Select **Delete** at the top of the request screen. You may be required to *Withdraw Requisition before Deleting*.



- 3. Confirm the Edit and click **OK**. You will be redirected back to the Homepage.

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 **Print**.



When approving or denying the request, you can **Add Comments**. Click **OK** to approve.

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 information to approve or deny the request. Clicking **View** will open a link to 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 **PO#** has been issued 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 been shipped. Once the cancellation is arranged, remove the receiving on the **PO** (see "remove receiving"), then open the **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 items.

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

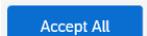
ENTERING RECEIVING

To Add Receiving details

- 1. Locate the Request for Receiving in your **To Do** box then select **Receive**.
- OR** select the request title then click **EDIT**.



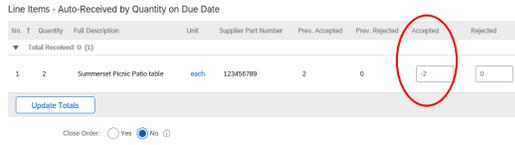
- 2. Enter receiving # in **Accepted** field. **Note: An option to Accept All is displayed at top of page**
- 3. Review the page and click **Submit** once satisfied.
- 4. Click **Home** to Return to home page.



ENTERING RECEIVING... (cont'd)

To Remove Receiving details

1. From the **Manage** option on your **Home** dashboard, choose **Receive**. Select the option **All** then search the PO and select it. Select **Reopen Order**.
2. Remove receiving by entering (-)# of the 'previously accepted' column in the **Accepted** field.
3. Change the **Close Order** option beneath the line items to **No**. Click **Submit** once satisfied.



VIEWING INVOICES

1. Locate and select the Request.
2. Click **PO#** to display the Purchase Order document.
3. Click **Invoices Tab** at top of screen to display invoices.
4. Click **Invoice #** to display document.
5. Click **Reference Tab** to view payment requests which are fully approved.
6. 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 **ID 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**.

ID	Net Due Date	Scheduled	Discount	Amount To Pay	Transaction	Payment Method	Status
PAY110031-477763	03/09/2020	03/09/2020	\$0.00 CAD	\$70.40 CAD	PMT424541	ACH	Paid

RECONCILING AN INVOICE VARIANCE

1. Locate the **Invoice Reconciliation** document in your **To Do** box and select **Reconcile**.
2. Click **Open** at the top of the screen.
3. Exceptions are displayed. Review the description then click **Action** beside the **Line Item**.
4. Select the **Accept Invoice** option if you accept the invoiced amount. You can also **Defer to someone else** to send the variance to someone else or **Manual Match** to move the invoice to the correct PO line.
5. The comments screen is displayed. You can add a comment by clicking the **Comment** button. After adding comments click **OK** to update.
6. Repeat for all exception lines. When all exceptions are resolved move to step 7.
7. Click **Submit**.

PO Price Variance

Accept Invoice Quantity

Manual Match

Defer to someone else

For further information on Invoice Reconciliations, please view the **EPIC Invoice Reconciliation pamphlet**.

EPIC HINTS & TIPS

Keyword Searches

All search terms must match a transaction in the system to be displayed in the search results. For example, a search for VGA cable will only display the results including the words VGA and cable. Update your search using the word **OR** for broader results.

Required Fields

Required fields are marked with a green asterisk.

All other fields are optional.

Name *

Name Searches

Searching for a co-workers name? Leave an extra space between the first and last name to get your results!

EPIC HINTS & TIPS... (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.

Confirm Exit

You are in the process of creating UP45461 - Natasha Martin. Choose what you would like to do next.

- Save this request
- Delete this request
- Continue working on this request
- Print a copy of this request

Saving the request will **Save** the file to your **My Documents** section to be reviewed later on. You can also **Delete** the request, or go back into the request by selecting **Continue**. You may also **Print** the request.

CREATING A CONTRACT REQUEST

Please visit our website for instructions on how to process Contract Requests.

Resources



Aurora Finance Customer Service: 204-480-1001 ext.2

Purchasing Services: 204-474-8348

Supplier Payment Services: Find your contact at https://umanitoba.ca/admin/financial_services/suppay/staff_directory.html

Manuals, Guides, and online videos are on our website

<https://umanitoba.sharepoint.com/sites/um-intranet-aurora/SitePages/aurora-finance-overview.aspx>

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.

PR Number – A unique number which helps identify the Purchase Requisition.

Preparer - An individual who creates and submits the requisition in EPIC. The preparer can withdraw a requisition from the approval flow, edit the requisition content and delete the requisition **before** it is fully approved and becomes a Purchase Order.

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

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

Watcher – A watcher is a user or group who is notified of the submission and status of an approvable, but cannot approve or deny the approvable. For example, facilities personnel might need to know when any office furniture is purchased.