

Expanded E-Way Rollout

Approximately 85% of OHSU's dollar volume currently runs through E-Way. In an effort to help with both hard and soft dollar savings, Corporate Express is able to offer back a savings of 1% of overall spending if PO purchases are transitioned to E-Way. Based on historical data, the savings would be approximately \$27,542.00.

Here's how it works:

An order that contains an item outside of the Best Buy list will be automatically routed to the Fiscal Authority for approval. The Fiscal Authority is notified via email that there is an order pending their approval. The Fiscal Authority logs into E-Way to modify, approve, or deny the order. E-Way then sends an email to the member that placed the order informing of the Fiscal Authority actions. You receive your order delivered to your desk the next day, it's that simple!!!

Benefits

- Savings of \$27,542.00
- Free up the buyer and expediting time by eliminating 174 PO's a month
- More buying control within the department

Risks

There is concern over departments buying excessively outside the core products. However, with Fiscal Approver review, this process is no different than creating an Oracle PO, other than freeing up buyer's queues and a rebate incentive. Exceptions to E-Way ordering are furniture and any item over \$1000.00. The variance of noncore items being purchased via expanded E-Way versus a PO process is less 1%.

Implementation

Each user will be assigned a username and password pair to gain access to E-Way™ during implementation. User privileges and account hierarchies are programmed into our system and specific information is tied to each end user's login information.

Access and Questions

The access request form is available at the E-Way web site:

<http://www.eway.com/ce/eway/ui>

Questions? Please contact Donna Johnson at 4-4917 or johdonna@ohsu.edu.