Learning Spotlight Presentation #5

“Are You Ready?”

Go Live Preparation and MTA Marketplace

November 16, 2016
Overview of Learning Spotlight Topics

The purpose of the Learning Spotlights is to educate end users on changes stemming from the PeopleSoft 9.2 upgrade.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LEARNING SPOTLIGHT TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 3 &amp; 8</td>
<td>Changes Ahead: Overview + Portal Demo</td>
</tr>
<tr>
<td></td>
<td>− FSCM Portal Demo</td>
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<td></td>
<td>− Change Impact Communications</td>
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<tr>
<td>September 7</td>
<td>Changes Ahead: Approvals</td>
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<td></td>
<td>− Requisitions, PO and AP Non-PO Approval Workflow</td>
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<td>September 21</td>
<td>Changes Ahead: Approvals</td>
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<td></td>
<td>− Requisitions, PO and AP Non-PO Approval Workflow</td>
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<tr>
<td>October 5</td>
<td>Changes Ahead: Vendors</td>
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<tr>
<td></td>
<td>− Vendor Communications, Onboarding and Portal Demo</td>
</tr>
<tr>
<td>November 16</td>
<td>Changes Ahead: Are You Ready?</td>
</tr>
<tr>
<td></td>
<td>− Go Live Preparation and MTA Marketplace</td>
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*Dates and topics subject to change*
<table>
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<tr>
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<th>Agenda</th>
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<td>1</td>
<td>Countdown to Go Live</td>
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<td>3</td>
<td>Support Materials</td>
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<td>4</td>
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FSCM Go Live Countdown

- **Staffing**
  - Ramping up staffing to meet Post Go Live needs

- **Engagement**
  - Levels of Business Engagement are stronger than ever

- **Risks**
  - Post Go Live requests confirmed and available for prioritization

- **Prior Design Issues**
  - Work-arounds identified for Oracle issues and enhancement requests under review

- **Readiness**
  - We have a strong Agency Readiness and Communication campaign

The PeopleSoft blackout starts **TONIGHT**
## Agenda

1. Countdown to Go Live
2. Cutover Activities
3. Support Materials
4. MTA Marketplace
## Cutover Activities

### Key Grayout Dates

<table>
<thead>
<tr>
<th>Grayout – Transactions should not be initiated as of these dates</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Bidders (entering new bidders)</td>
<td>October 1</td>
</tr>
<tr>
<td>RFQs: Formal solicitation</td>
<td>October 21</td>
</tr>
<tr>
<td>Inventory – MNR and MTA Bus</td>
<td>November 9</td>
</tr>
<tr>
<td>Accounts Payable Non-PO vouchers</td>
<td>November 10</td>
</tr>
<tr>
<td>RFQs: Informal solicitations</td>
<td>November 10</td>
</tr>
<tr>
<td>Requisitions</td>
<td>November 15</td>
</tr>
<tr>
<td>LIRR Purchase Orders</td>
<td>November 15</td>
</tr>
</tbody>
</table>

**THERE IS NO GRAYOUT PERIOD FOR:**
- Accounts Receivable/Billing
- Asset Management
- Treasury
- Project Costing
- General Ledger
- Commitment Control
- Payroll

- Requisitions need to be fully approved as of the dates above
- Requisitions will be canceled if they are still in the approval workflow
- Requisitions can also be in “Open” status and will transfer to v9.2

Requestors should monitor the Requisitions that they have entered and encourage Approvers to take action on their Requisition(s)
Summary of Blackout (full system shutdown):

**Begins Wednesday, November 16, 2016 at 8:00 PM**

**Ends Monday November 21, 2016 at 8:00 AM**

- Based on the environment build times for System Integration and User Acceptance Testing the team will need four (4) days/ two (2) business days for the Cutover

- The Blackout will apply for PeopleSoft 9.0 Finance and Supply Chain Management (FSCM), Portal, Enterprise Performance Management (EPM) and PeopleSoft 9.2 Human Capital Management (HCM), Enterprise Learning Management (ELM), and HR Portal

- Employees will still be paid on time; There will be email communications detailing when employees need to fill out Kronos time cards

- Regularly scheduled batch jobs will be executed on November 16th and then suspended except for those required for Payroll execution
Cutover Activities

Smooth Transitions

Query Viewer and Query Manager

- Screenshot tables, fields or criteria within each query created from March 2016 until Go Live
- Recreate in PeopleSoft 9.2 (they will not be converted)
- Use “View SQL” tab if you read SQL

Favorites

- Make a list or take a screenshot of your Favorites in your PeopleSoft pages before Go Live
- Recreate them in PeopleSoft 9.2 (they will not be converted)
## Agenda

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To better understand all of the new features and changes, you can access the following resources:

<table>
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<tr>
<th>Learning Resources</th>
<th>Description</th>
<th>Where to Access the Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Project Website</td>
<td>Webpage with project updates and information</td>
<td>The PeopleSoft Project Website can be accessed by navigating to: <a href="http://www.mymta.info/bscproject/">www.mymta.info/bscproject/</a></td>
</tr>
<tr>
<td>Upgrade Update</td>
<td>Project newsletter that summarizes project progress</td>
<td>Look for this in your email from the project team mailbox: <a href="mailto:FSCMCommunications@mtabsc.org">FSCMCommunications@mtabsc.org</a>. The Upgrade Update can also be found in the “Quick Links” section on the main page of the Project Website</td>
</tr>
<tr>
<td>Learning Spotlights</td>
<td>Periodic Webinars to present changes and demonstrations of new functionality</td>
<td>Invitations are sent by email from <a href="mailto:FSCMCommunications@mtabsc.org">FSCMCommunications@mtabsc.org</a> and ART members. See the ART tab on the project website for previous presentations</td>
</tr>
<tr>
<td>Brainsharks</td>
<td>Engaging videos that provide project-specific information</td>
<td>Look for these as links in the Upgrade Update, on MTA Today, and on My MTA Portal</td>
</tr>
<tr>
<td>Web-Based Training</td>
<td>Online training provided to identified individuals</td>
<td>Navigate to the “My Learning” section of My MTA Portal</td>
</tr>
<tr>
<td>UPKs</td>
<td>Step-by-step instruction for performing tasks within PeopleSoft</td>
<td>Navigate to the “My Learning” section of My MTA Portal if you have been notified or await notification of when these tools are available for all users</td>
</tr>
<tr>
<td>Change Guides</td>
<td>Role-based guides to performing daily activities</td>
<td>Available on My MTA Portal and as a link in the upcoming Upgrade Update newsletter</td>
</tr>
<tr>
<td>ART Members</td>
<td>Members of your agency identified to assist in preparing for the upgrade</td>
<td>A list of agency ART members is available in the ART tab on the project website</td>
</tr>
<tr>
<td>Super Users</td>
<td>Individuals that provide testing, training, and other upgrade-related support</td>
<td>Each agency has Super Users who have worked closely with the project team to review materials and make decisions about the project</td>
</tr>
</tbody>
</table>
Your engagement in this upgrade is essential to a successful Go Live, and we believe that these changes will drastically improve how you perform your work at the MTA.

Below are a few key steps to complete as you prepare for Go Live:

- Read emails from the project mailbox: FSCMComm@mtabsc.org, which contain important information that may impact you
- Check My MTA Portal, your agency’s MTA Today, and the Upgrade Project website for detailed information
- Ask your colleagues for information and share your knowledge and expertise
- Participate in training to ensure you’re ready for Go Live
- Embrace the system starting at Go Live, reaching out for help when you need it
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MTA Marketplace

Goals of the Procurement Implementation

- Design and deploy improved and standardized core Procurement processes
- Implement two new PeopleSoft modules: **Strategic Sourcing** and **eSupplier** and make improvements to the **ePro** and **Purchasing** modules
- Introduce a user-friendly self service **MTA Marketplace** for transactional procurements
- Develop additional functionality to help streamline the procurement process and improve spend control (e.g., workflow)
MTA Marketplace

Overview of MTA Marketplace

• MTA Marketplace is the online purchasing portal for the MTA, accessed in PeopleSoft through the ePro module
• Provides the ability for our users to search for items they need and then pull their orders back into a PeopleSoft requisition
• It is being introduced in a phased-in rollout beginning at Go Live with Staples Advantage. Other online suppliers, such as CDW, Grainger, Sprint, and Verizon will be added in the future
• Advantages of MTA Marketplace:
  • Shopping Analytics
  • Price & Product Contract Compliance
  • On-Contract Spend
  • Powerful and Intuitive User Interface
  • Cross Catalog Search
  • Catalog Onboarding Management
MTA Marketplace
Standardized Catalog Ordering

Agencies

MTA HQ   NYCT   MNR   LIRR   B&T   CC

ERP

PeopleSoft

MTA Marketplace

Nov 2016 Release:

STAPLES

Future Releases: CDW, GRAINGER, verizon, Sprint, T-Mobile, at&t

Supplier Catalogs
MTA Marketplace

Overview of Staples Advantage

• Staples Advantage will be the go-to supplier for office supplies, paper, and toner

• Before, people went directly through WB Mason to order their office supplies – now, they will utilize Staples Advantage through the MTA Marketplace, which can be found in PeopleSoft

• The shopping experience will be similar to shopping directly through the Staples website – an easy-to-navigate, user friendly online shopping experience (similar to shopping through Amazon)

• Some other advantages of Staples Advantage are next day shipping and no order minimum
MTA Marketplace

What’s Changing?

• PeopleSoft setup (Agency contracts, requisitions, etc.). A master contract will be setup and agency contracts will be created with their dollar amounts

• Approvals (Budget and Line Manager)
  • New workflows introduced with 9.2 go live
  • Budgets will remain unchanged

• Purchase Orders
  • Will be electronically submitted to Staples. No orders faxed, emailed, called in, etc.
  • Orders approved and transmitted by 3:00 PM will be delivered by the next business day
  • Orders cannot be edited once approved
  • Delivery information is captured at the header level not line level
  • Staples will provide order acknowledgement via email for every order
  • No longer utilizing blanket POs
  • No longer utilizing PCards
MTA Marketplace

What’s Changing? (continued)

• Receipting (if necessary)
  • Possible 2 way match being introduced (Invoice and PO, no PeopleSoft receipt)

• Invoicing
  • Every requisition will generate a purchase order, every delivery will generate an invoice
  • PeopleSoft will automatically match invoices against the corresponding purchase order
    – Invoice exception process will be defined

• Payments
  • Invoices will be transmitted to MTA electronically

• Returns
  • Contact Staples via phone
  • Access MTA Marketplace and process electronic return

• Credit Process
  • Credit process to be defined with A/P
MTA Marketplace

Project Update

- To allow adequate time for training end users, MTA Marketplace will be live as of December 15
- All users will receive training. Hands-on training will be scheduled for executive and high volume office supplies requestors
- This approach is designed to prepare both PeopleSoft users and non-users and leverage existing training materials where possible

<table>
<thead>
<tr>
<th>Content &amp; Format</th>
<th>Staples Office Supplies Ordering</th>
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<tbody>
<tr>
<td>30-minute Web-based Training Module (WBT)</td>
<td>Transitioning from WB Mason to Staples as MTA office supplies supplier</td>
</tr>
<tr>
<td>ILT for Power Users &amp; Learning Spotlight</td>
<td>First supplier introduced in MTA Marketplace</td>
</tr>
<tr>
<td>Town Hall and Hands On Training</td>
<td>Leveraging PeopleSoft 9.2 approval workflows</td>
</tr>
<tr>
<td></td>
<td>Only contracted items available for ordering</td>
</tr>
<tr>
<td></td>
<td>Office supplies category managed centrally by BSC Procurement</td>
</tr>
<tr>
<td></td>
<td>Electronic ordering and invoicing to be utilized</td>
</tr>
</tbody>
</table>
Each shipping location will have a unique address code assigned to it

- Individual buildings within large compounds will have distinct and complete addresses
- Codes will even be specific to the individual desk or room location
- Codes will include all necessary information to ensure timely delivery
- System will save these codes for future use and auto population

Key Takeaway:

Wherever we are delivering today, we are delivering to tomorrow.
MTA Marketplace

Begin Demo of MTA Marketplace

Demo:

https://wwwuat.mymta.info/

Requestor Login Information:
    Empl ID: 1045230
    Password: password0!

Will probably want to hide the login information for the purposes of the LS
Once you have entered the My MTA Portal, navigate through Main Menu > FSCM > eProcurement > Requisition, then click on “Direct Connect to Vinimaya”.
Select the “All Suppliers” tab, then select “Staples Advantage”. This will take you out to the Staples Advantage purchasing site.
Order three boxes of copy paper and add them to your cart.
You will see the total purchase cost reflected in your cart. Click on this cart icon to go to your cart and prepare to submit your order.
Once you have filled the cart with all of the items that you want to order, click on “Submit Order”.
Then you checkout from the MTA Marketplace, which will finalize the order, punching it back to PeopleSoft.
Once the requisition is populated in PeopleSoft, you can review the requisition and then Save & Submit the order, which initiates workflow.
On the confirmation page you can view the requisition ID and approval information.
Additional Questions?