University Integrations: SourcePoint Access

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A. Integration Timeline

SourcePoint: When to Use Each University

The New Universities are available for use in SourcePoint, PASSHE’s procurement platform. They are Commonwealth U (82) and PennWest (84). Activities for these Universities in SourcePoint are to proceed as follows:

- As of 5/31 Requisitioners can access the New Universities to create Purchase Requisitions (PRs) for FY23 (the incoming fiscal year).
- FY23 PRs must have a Delivery Date of 7/1 or later.
- Starting 7/1 receiving can begin for the New Universities.

The Legacy Universities will gradually be phased out. They are Bloomsburg (10), California (15), Clarion (25), Edinboro (35), Lock Haven (50), and Mansfield (55). Activities for these Universities in SourcePoint are to proceed as follows:

- Until 6/30 Requisitioners can continue to create PRs for FY22 (the outgoing fiscal year).
- FY22 PRs must have a Delivery Date of 6/30 or earlier.
- After 6/30 there are to be no new PRs created for the Legacy Universities.
- Between 7/1 and 8/31 there will continue to be receiving against FY22 PRs.

On 8/31 the Legacy Universities’ books will be audited and closed. At that point, any PRs remaining under the Legacy Universities in SourcePoint must be closed and re-created under the appropriate New University.
B. How to Access SourcePoint

This one set of steps will allow you to access any of the following:

- Bloomsburg (10)
- California (15)
- Clarion (25)
- Edinboro (35)
- Lock Haven (50)
- Mansfield (55)
- Commonwealth U (82)
- PennWest (84)

1. Clear browser cache and saved passwords (keystroke CTRL+Shift+Delete). Because SourcePoint makes extensive use of browser cookies to optimize user sessions, browser cache must be cleared before each session.

   See related documents:
   - CLEAR BROWSER Microsoft Edge.docx
   - CLEAR BROWSER Google Chrome.docx
   - CLEAR BROWSER Firefox.docx
   [Full URLs listed at the bottom of this document.]

2. Open a private browsing window.
3. Copy and paste the SourcePoint Guided Buying URL into the address bar of Microsoft Edge: https://s3.ariba.com/Buyer/Main?realm=PASSHE-child1&guidedbuyredirect=true

4. PASSHE Sign-In page appears. Enter the appropriate University credentials. See the table below for guidance.

<table>
<thead>
<tr>
<th>University</th>
<th>Code</th>
<th>Username format</th>
<th>Password Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth U</td>
<td>82</td>
<td><a href="mailto:jsmith@commonwealthu.edu">jsmith@commonwealthu.edu</a></td>
<td>See campus-specific options below</td>
</tr>
<tr>
<td>Bloomsburg</td>
<td>10</td>
<td><a href="mailto:jsmith@bloom.edu">jsmith@bloom.edu</a></td>
<td><a href="mailto:helpdesk@bloomu.edu">helpdesk@bloomu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(570) 389-4357</td>
</tr>
<tr>
<td>Lock Haven</td>
<td>50</td>
<td><a href="mailto:jsmith@lockhaven.edu">jsmith@lockhaven.edu</a></td>
<td><a href="mailto:helpdesk@lockhaven.edu">helpdesk@lockhaven.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(570) 484-2286, Option 1</td>
</tr>
<tr>
<td>Mansfield</td>
<td>55</td>
<td><a href="mailto:jsmith@mansfield.edu">jsmith@mansfield.edu</a></td>
<td><a href="mailto:helpdesk@mansfield.edu">helpdesk@mansfield.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(570) 662-4357</td>
</tr>
<tr>
<td>PennWest</td>
<td>84</td>
<td><a href="mailto:jsmith@pennwest.edu">jsmith@pennwest.edu</a></td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>15</td>
<td><a href="mailto:jsmith@apps.cup">jsmith@apps.cup</a></td>
<td><a href="mailto:techsupport@pennwest.edu">techsupport@pennwest.edu</a></td>
</tr>
<tr>
<td>Clarion</td>
<td>25</td>
<td><a href="mailto:jsmith@clarion.edu">jsmith@clarion.edu</a></td>
<td></td>
</tr>
<tr>
<td>Edinboro</td>
<td>35</td>
<td><a href="mailto:jsmith@edinboro.edu">jsmith@edinboro.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
5. Guided Buying page appears. You can manage requisitions from here.

Note: For Commonwealth U (82) and PennWest (84), requisitions must have a Delivery Date of 7/1/2022 or later.

Note: For Bloomsburg (10), California (15), Clarion (25), Edinboro (35), Lock Haven (50), and Mansfield (55), requisitions must have a Delivery Date of 6/30/2022 or earlier. These Universities remain available only for receiving and historical reference.
C. Check University
To double-check that you are logged into the appropriate University, use the following steps.

1. Click your initials in the upper right corner. Select “Change your profile” from the menu.

2. On the left select “Account/Ship”
3. The Purchasing Unit field displays your University. Click Exit and select Delete to return to the Guided Buying page.
D. Dual Access

To work in two Universities at once you must use separate browsers, such as Microsoft Edge, Google Chrome, or Mozilla Firefox. Attempting to log in to two Universities in the same browser will create errors.

Dual access will be important approaching 8/31. On that date the Legacy Universities’ books will be audited and closed. At that point, any PRs remaining under the Legacy Universities in SourcePoint must be closed and re-created under the appropriate New University.

<table>
<thead>
<tr>
<th>DO</th>
<th>DO NOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log in to PennWest in <strong>GOOGLE CHROME</strong> and log in to California in <strong>MICROSOFT EDGE</strong></td>
<td>Log in to Commonwealth U in <strong>MICROSOFT EDGE</strong> and log in to Bloomsburg in a new tab or new window of <strong>MICROSOFT EDGE</strong></td>
</tr>
</tbody>
</table>

Here is a screenshot showing an example of what to **DO**:

Because SourcePoint makes extensive use of browser cookies to optimize user sessions, browser cache must be cleared before each session.

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[Full URLs listed at the bottom of this document.]
E. Links

University Integrations - SourcePoint Access.pdf (this document)

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https://passhe.sharepoint.com/:b:/r/sites/Procurement/Documents/SourcePoint/SourcePoint%20Communications/Integration%20Information/CLEAR%20BROWSER%20FireFox.pdf