

RazorBuy FAQ's

Question	Answer
What is RazorBuy?	RazorBuy is the name that the University of Arkansas has chosen for its eProcurement software tool. The software system was developed by SciQuest and the RazorBuy installation is hosted and maintained by SciQuest. SciQuest is a leading vendor of ordering solutions for higher education and other institutions.
What is eProcurement?	Electronic procurement, commonly known as eProcurement, is the automation and management of the procurement-to-payment process. It involves creating and approving purchase requisitions, placing purchase orders, receiving goods and services, and processing invoices through an automated internet-based system.
Why did we implement this system?	<p><i>From an institution perspective:</i> Transforming our procurement process to eProcurement is an important part of an overall strategy for reducing costs and leveraging efficiencies. University's like ours find that implementing eProcurement makes the purchase and payment processes faster, more efficient, and more policy compliant. Electronic procurement is considered the benchmark.</p> <p><i>From a department perspective:</i> You should find it faster and easier to create your requisitions and place purchase orders. You'll have access to a number of online catalogs for the University's most frequently purchased items which will reduce ordering errors and increase efficiency.</p>
How will RazorBuy help me do my job?	If your job involves researching requisitions, ordering, or approving requisitions for your department then RazorBuy should help you by making your procurement and approval tasks easier, faster, more compliant, and more trackable. In particular, you'll be able to locate the best pricing with our catalog suppliers, find items on contracts, save frequently purchased items as favorites, and more.
How will RazorBuy work?	With RazorBuy, you won't need to create requisitions in the BASIS UPS module anymore. Instead, you'll have an online procurement environment that will look more familiar and intuitive to those of you who order items using websites like amazon.com, target.com, and so forth.
When will RazorBuy affect me?	After RazorBuy has been rolled out to the Campus Pilot Departments, we will begin contacting each department to schedule RazorBuy training. After training, the department should use RazorBuy to create their requisitions.
Who do I contact if I need RazorBuy training?	Contact the RazorBuy Training Coordinator at rbtrain@uark.edu or 479.575.6925.
Are there any training documents available online?	Yes, RazorBuy training documents are available on the Business Services Procurement home page: http://procurement.uark.edu/index.php . You can also contact the RazorBuy Training Coordinator, at 479.575.6925 or rbtrain@uark.edu, for specific questions or training needs.
How do I get to RazorBuy?	You can access RazorBuy from the link on the Business Services Procurement home page, http://procurement.uark.edu/index.php , or by clicking the link provided here: https://solutions.sciquest.com/apps/Router/Login?OrgName=UArkansas&URL