




## THE UNIVERSITY OF MANITOBA



The University of Manitoba wanted to expand their Purchasing Card payment program. Their complex network, however, created a challenge for this expansion. FirstViewNet was implemented to solve this problem, allowing cardholders to easily access transactions online.

- FirstViewNet is capable of handling additional volume, allowing the university to expand its card program to all departments.
- FirstViewNet introduced a common environment in which cardholders could reconcile their transaction data.
- The need to log transactions manually was eliminated completely.





### Customer Need

The University of Manitoba has used the U.S. Bank Purchasing Card program since 1996 to address low-dollar purchases, issuing 200 cards with approximately \$3.5 million in annual spending. The university recognized the value and benefit of expanding this program to all departments across campus. Campus-wide expansion was prohibitive, however, because of the complex network and various operating systems currently in place.

### Best Practice Solution

Through the introduction of FirstViewNet, The University of Manitoba is in a position to fully roll out the U.S. Bank Purchasing Card program to its entire campus. FirstViewNet allows cardholders from all platforms to access their transactions through a single Internet application. The simplified Internet screens facilitate speedy transitions from the distributed environment and quickly orient new users to the program.

### Objective Measures

Full implementation of the card program could potentially see the university's program increase to approximately 700 to 1,000 cards with annual spending of \$10 million. Immediate goals are to grow program spending to approximately \$6 million with 400 cards.

### Challenges and Obstacles

The university's primary challenge was to identify and clearly communicate the benefits of the U.S. Bank Purchasing Card program in order to secure senior management's support in recommending it campus-wide. It was a multi-step process in which the purchasing manager presented the benefits to the comptroller who enlisted the support of the vice president. The vice president distributed a memo to the entire university community, recommending the use of the program where appropriate.

### Results

Campus-wide implementation of the U.S. Bank Purchasing Card program is now in process. FirstViewNet and the daily feed of data have eliminated the need for logging transactions, saving the cardholders time and allowing better use of resources.

### Next Steps

As a result of this initiative, the University of Manitoba's Supplier Services group is exploring ways to use the U.S. Bank Purchasing Card program with existing vendor contracts.

- Requests are currently processed by the central buying group. The university would like to reduce the group's purchase orders and cheques issued for payment by using ghost accounts.
- The ghost account concept has been introduced to those suppliers unable or unwilling to provide Electronic Data Interchange (EDI) invoices. The university plans to use data captured through the U.S. Bank Purchasing Card to create additional ghost account standing orders or systems contracts.
- Buyers continue to monitor the purchasing activities of all departments who use the U.S. Bank Purchasing Card.

