Procurement Systems & Resources

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Overview

- Systems
  - DocuSign
  - Proc Plan System – *New!*
  - WISBuy
- Resources
  - SBOP Website

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DocuSign

eSignature System

DocuSign: New Contract Details!

Previous Contract

- Exp. 11/11/2020
- Unlimited envelopes
- Unlimited seats
- Includes UW System campuses
- Payment included in agency's procurement assessment based on percentage of Ch. 16 spend

New Contract

- Exp. 11/2021
- Unlimited envelopes
- Unlimited seats
- Includes UW System campuses (last year for this)
- Payment included in agency's procurement assessment based on percentage of Ch. 16 spend
- Some cost increase over last year

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DocuSign: Benefits

- Cuts down time for collecting signatures
  - Can respond via computer, tablet, or cell phone
  - Can track envelopes, see where they get held up
  - Automatic reminders
- Recipients don’t need an account, only need an email address
- Very user friendly, training not required, helpful guides available
  - Lots of videos available from DocuSign University

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DocuSign: Most Helpful Tips

- **Single Sign-On** available for campuses (sorry agencies!)
- Use **Templates** to save time sending envelopes, standardize routing
- Use **PowerForms** to post a form online
- Use **Signing Groups** when it doesn't matter which group member completes the actions
- **Share Envelopes** (supervisors) vs **Transfer Envelopes** (employee leaves)
- **Brands** let you have different logos, colors within an account
- Use **Groups** to easily share templates, assign brands

DocuSign: Resources

From SBOP

- Wisconsin eSignature User Guide (DocuSign)
- Wisconsin eSignature Admin Guide (DocuSign)
- Wisconsin eSignature Template Builder Guide (DocuSign)

From DocuSign

- DocuSign's Official User Guide
- DocuSign University
- DocuSign's Support Page
- DocuSign Video: How to Sign a Document

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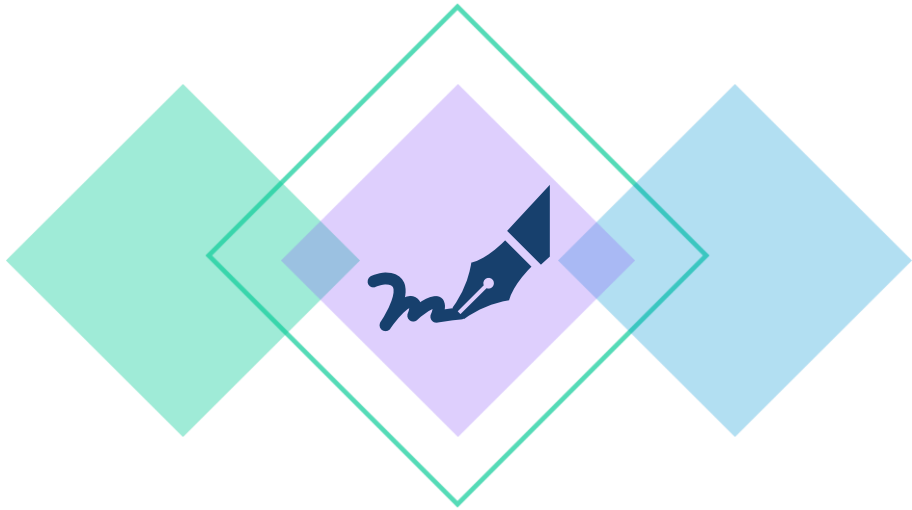
How Do I Get Access to DocuSign?

- Many campuses and agencies already have DocuSign accounts
  - Check with your agency's DocuSign Admin to request an account
- Unsure who that is?
  - Email DOAWisPro@wisconsin.gov and we can help you figure it out



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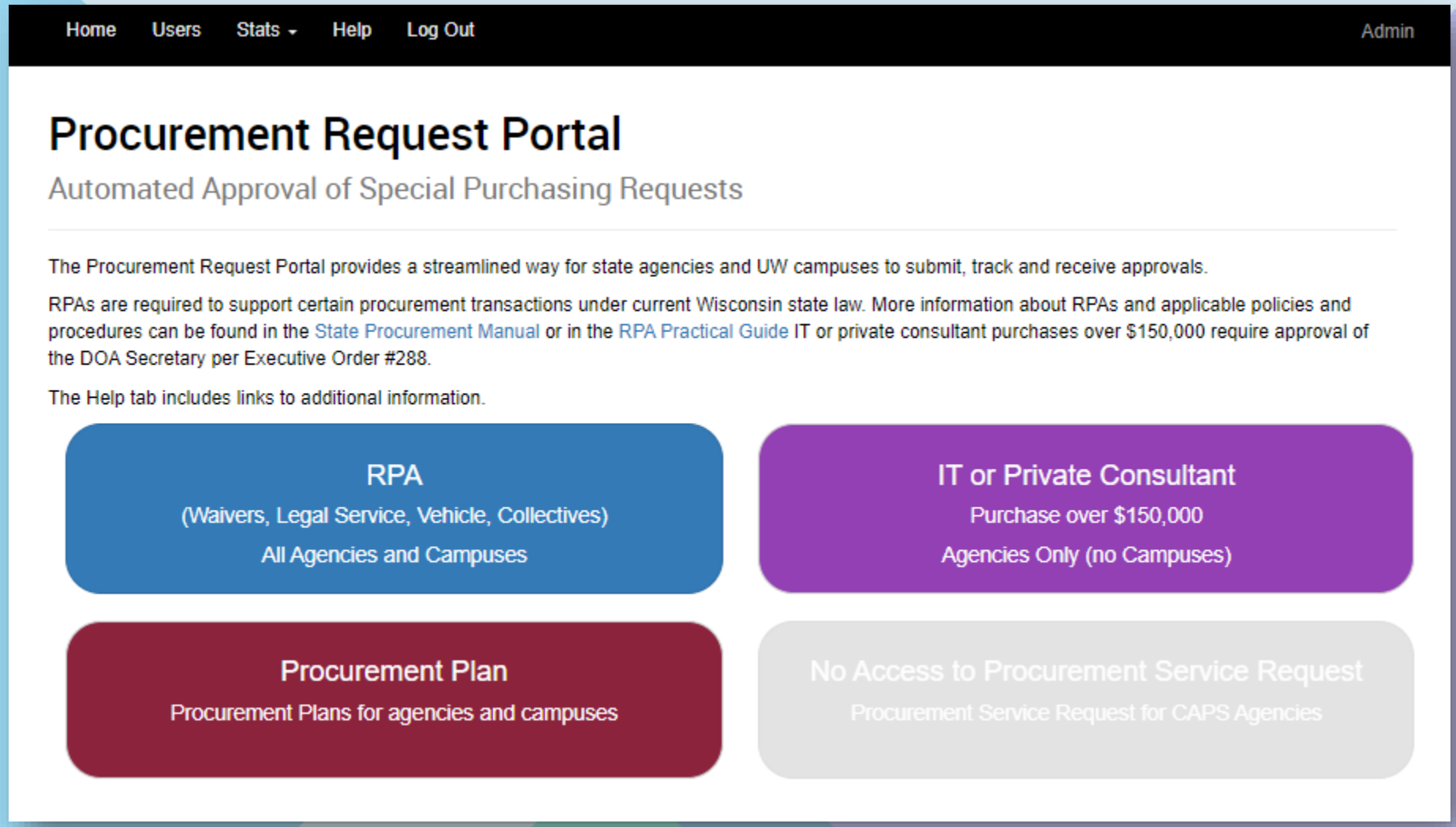
DocuSign Questions?

Proc Plan System

https://rpa.wi.gov

Proc Plan System: https://rpa.wi.gov



Proc Plan System: Resources & Access

- If you have access to the Automated RPA System, then you'll have access to the Proc Plan System once it's launched
  - Check with your procurement director before requesting access
- For detailed registration instructions once it's launched, visit the Help Page on the system website (https://rpa.wi.gov)
- The Proc Plan User Guide will be available soon
  - Will be posted on the Help Page and on the SBOP website
- For additional support, email us at DOAWisPro@wisconsin.gov

Proc Plan System Questions?

WISBuy

Electronic Marketplace

WISBuy

- Electronic marketplace for State of Wisconsin
  - All catalogs available on WISBuy are “on contract”
  - Shop from multiple vendors on many different contracts with a single login
- Recent updates to WISBuy
- Cleaning Supplies enablements
- Future plans: Enabling agency contracts

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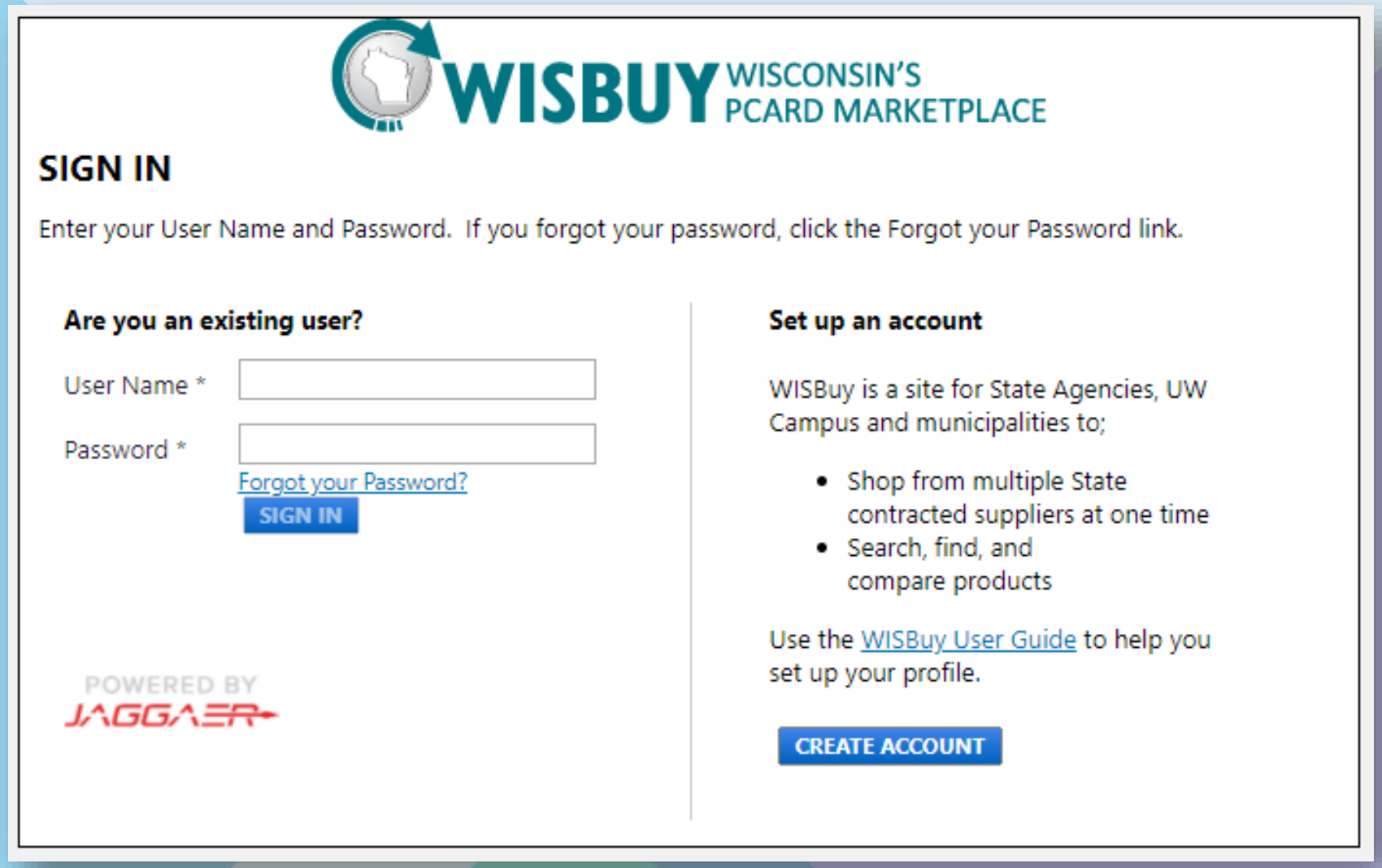
WISBuy PCard Marketplace: http://wisbuy.wi.gov/



WISBuy

- For WISBuy access, please check with your agency's WISBuy Admin
- You can also email our team at email us at DOAWisPro@wisconsin.gov

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WISBuy Questions?

SBOP Website

https://doa.wi.gov/procurement

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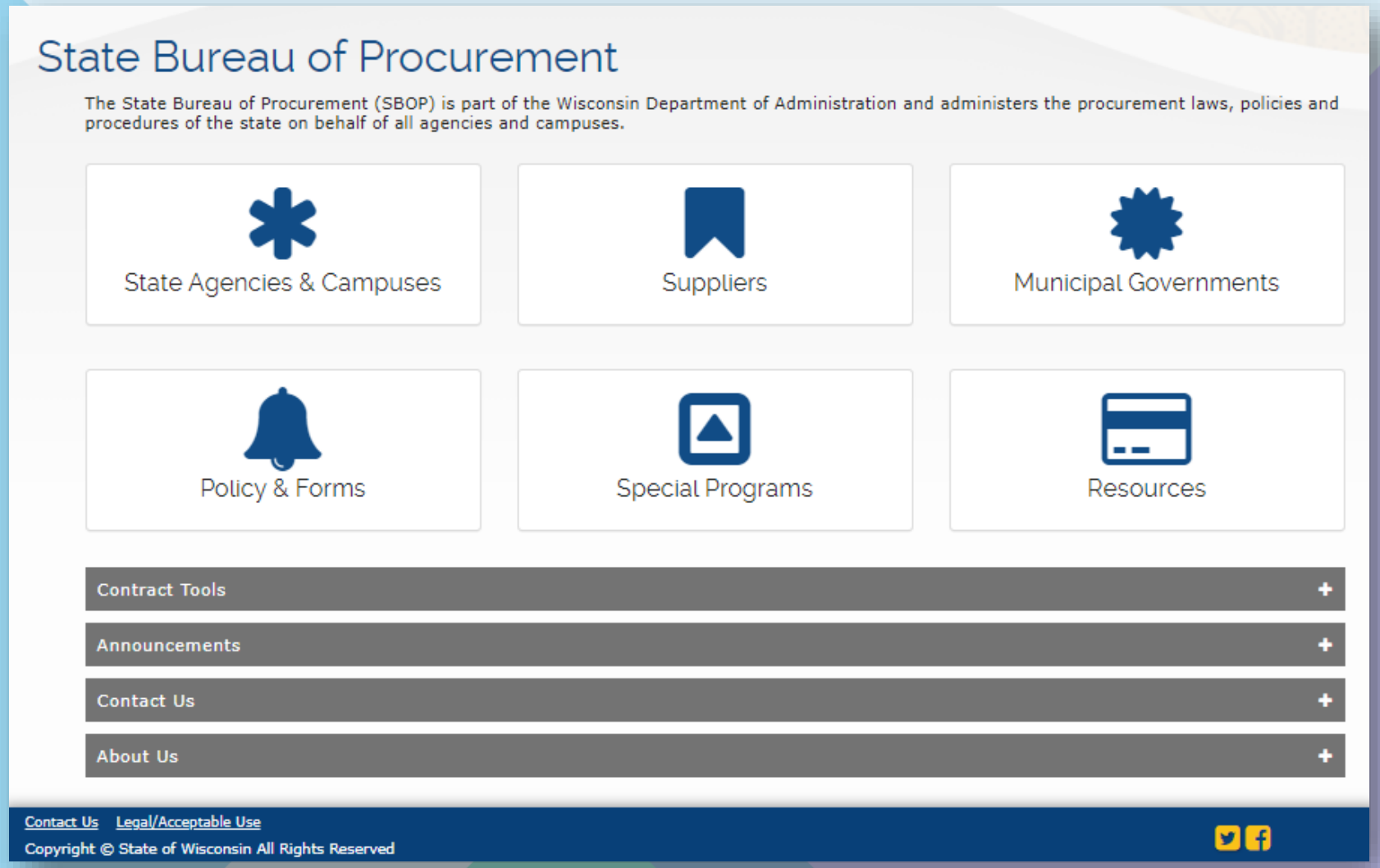

Website & Resources Questions?

Contact us at DOAWisPro@wisconsin.gov