• Review January 2016 Meeting Notes

• Charter Review – (updated draft attached)

• Workflow Updates
  a. AP Workflow Redesign
  b. AP – invoice scanning process – digital invoices (Daniel Stack)

• Gateway - Enhancement Requests
  a. Gateway Landing Page – Custom Dashboard? (sample attached)
  b. Attaching documents to forms and requisitions

• Supplier Database – non-catalog offerings

• Department Buyer Checklist (current form attached)

• Requisition Workflow Guide (sample attached)

• User Training Overview (current schedule attached)
  a. Current modules
  b. Future Certification – Role based

• Object and Commodity Codes (current list attached)

• OPEN

Our meetings are held on the 4th Tuesday of every month.
The next meeting is Tuesday, March 22nd 2pm to 3pm