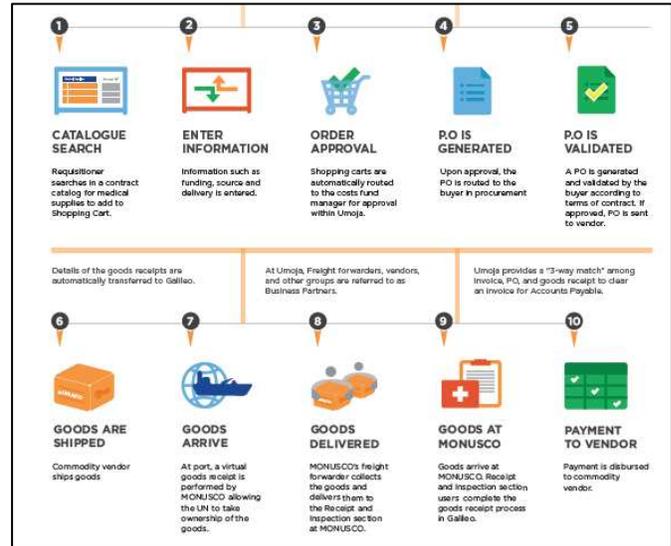


**WHAT IS UMOJA**

The Umoja solution is a **streamlining of administrative processes throughout the Secretariat**, facilitated by the implementation of **Enterprise Resource Planning (ERP) software**. It will ultimately replace UN legacy systems such as Mercury, Sun, IMIS and several others. The solution will bring the Organization in line with best business practices, as adopted by leading organizations in the public and private sectors.

The **“Journey of Goods at a UN Mission with Umoja”** graphic provides an overview of the typical process by which Peacekeeping Missions will obtain goods and services (over \$4000) once Umoja’s Cluster 1 deployment takes place on 1 October 2013. The below points provide additional information about each step of this process and how Umoja will bring key changes therein:



Step	Description	Additional Information
1	Requisitioner from the Medical Section <b>searches in a contract catalog</b> for medical supplies to add to Shopping Cart.	In most Peacekeeping Missions today, Requisitioners request goods and services in Mercury. Tomorrow they will use Umoja’s Supplier Relationship Management (SRM) module. Note: This “Journey of Goods at a UN Mission with Umoja” graphic provides an overview of the process for requisitioning goods over \$4000. Low Value Acquisition (LVA) Purchase Orders are not included in this scenario.  <b>Key Changes:</b> <ul style="list-style-type: none"> <li>• In Umoja, Requisitioners will search for goods and services via the “UN Contract Catalog.” This catalog will be maintained by Procurement and will include all goods and services currently available on systems or local contracts.</li> <li>• Once they find the good or service needed, the Requisitioner will add it to a “Shopping Cart.”</li> </ul>
2	<b>Requisitioner enters information</b> such as funding source, delivery info, Incoterm, etc.	Since Umoja will use Requisition information to populate the Purchase Order, Requisitioners will be required to enter more information than they do today. <b>Examples include:</b> <ul style="list-style-type: none"> <li>• The funding source (i.e., account assignment or cost centre used to pay for the good)</li> <li>• Delivery information</li> <li>• Preference for Incoterm (when UN takes ownership, etc.)</li> </ul> <p>Today most of this information is added by the Buyers within Procurement who pull the information from multiple sources including IMIS, email/fax, physical forms, etc. With Umoja, Buyers will still be responsible for validating this information before submitting the PO.</p>

3	<p><b>Shopping Carts are automatically routed</b> to the Cost/Fund Centre Manager (in this case, the Chief of the Medical Section) for approval, which occurs in Umoja.</p>	<ul style="list-style-type: none"> <li>• With Umoja, once a Requisitioner submits a Shopping Cart, it will be routed to the Cost Centre Approver for approval.</li> <li>• The Approver will be sent an email alerting them that they have a Shopping Cart awaiting their approval.</li> <li>• The Approver will then log into Umoja and approve or reject each line item of the Shopping Cart. All corresponding documents will be attached to the Shopping Cart and can easily be referenced.</li> <li>• <b>Note:</b> Umoja will send email alerts to those involved in this process (e.g., Requisitioner, Buyer, Approver, Receiver) when an update has been made or action is required (e.g., shopping carts are approved/rejected, approval is needed, goods receipt occurs.)</li> </ul>
4	<p>Upon approval, <b>Purchase Order (PO) is automatically generated</b> using information input by the Requisitioner, and routed to the Buyer in Procurement.</p>	<ul style="list-style-type: none"> <li>• Umoja will significantly decrease the amount of time the Buyer within Procurement spends creating and processing a Purchase Order by pulling information from the Requisition and automatically generating the PO (for goods and services from contracts).</li> </ul>
5	<p>The <b>Buyer validates that PO has been created according to terms of contract.</b> If approved, PO is sent to commodity vendor.</p>	<ul style="list-style-type: none"> <li>• The Buyer from Procurement will closely review the Purchase Order to ensure it was created according to the terms of the contract.</li> <li>• Buyers will validate POs before they are sent to the vendor.</li> <li>• PO is then sent to vendor outside of Umoja.</li> </ul>
6	<p>Commodity vendor ships goods.</p>	
7	<p>Goods arrive at the transit port. A <b>virtual goods receipt</b> is performed by MONUSCO allowing the UN to take ownership of the goods, in accordance with IPSAS (the International Public Sector Accounting Standards which are enabled by Umoja)</p>	<ul style="list-style-type: none"> <li>• Staff members in Peacekeeping will have to operate in both Umoja and Galileo for the time being.</li> <li>• A Receipt of Good is conducted in Umoja when the UN takes ownership (i.e., when the good is delivered to the Mission or when it is transferred to the Mission's freight forwarder.)</li> <li>• If a good is delivered directly to the Mission, it will first be received in Umoja followed by Galileo. If transferred to an authorized third party, it will require a "virtual receipt" by Mission staff.</li> <li>• A virtual receipt will be made when there is a delivery confirmation from the vendor or the freight forwarder notifies the Mission that it has received the good. Goods that are virtually received in Umoja will be received in Galileo once they physically arrive at the Mission.</li> </ul>
8	<p>MONUSCO's freight forwarder collects the goods and delivers them to the Receipt and Inspection section at MONUSCO.</p>	<ul style="list-style-type: none"> <li>• This process will continue as it does today.</li> </ul>
9	<p>Goods arrive at MONUSCO. Receipt and Inspection section users complete the goods receipt process in Galileo.</p>	<ul style="list-style-type: none"> <li>• Receipt no longer performed at all in Mercury</li> <li>• When the receipt of a good is performed in Umoja, the data from the PO is automatically populated into Galileo. A receipt in Galileo will still be required.</li> </ul>
10	<p><b>Payment is disbursed</b> to commodity vendor.</p>	<ul style="list-style-type: none"> <li>• Payments to a vendor can only occur after a 3-way match to ensure that the amounts on the invoice, PO, and goods receipt all match.</li> <li>• Umoja's automated 3-way match function will save staff members a significant amount of time that would otherwise be spent manually matching the PO, goods receipt, and invoice.</li> </ul>