

TSM
CONFERENCE CALL MINUTES
August 25, 2016, 2016
10:00 AM CST

Institution	In Attendance	Absent
APSU	√	
CHSCC		X
CLSCC	√	
CoSCC	√	
DSCC	√	
ETSU		X
JSCC	√	
MSCC	√	
NSCC	√	
NESCC	√	
PSTCC		X
RSCC	√	
SWTCC	√	
TSU	√	
TTU	√	
VSCC	√	
WSSC	√	
TBR	√	

Questions/Topics:

1. Amy Watts (TBR) updated the group on the success of the TBR System Office transition Production and announced that Nashville State is also operating in Production. Instructions on searching for Active Vendors only in TSM will be distributed to the group. Flow charts outlining the different ways vendor information can be entered in TSM will be distributed to the group.

Problems encountered in TSM Test and Production should be directed to Amy Watts to submit a ticket with SciQuest Support.

ETSU, TSU, VSCC, SWTNCC, and MSCC were asked to submit the top 50 vendors by spend and top 50 vendors by POs issued for FY16. The data from all Institutions will be combined to determine produce a list of vendors to first invite to update their profile in TSM.

2. All schools were asked to give an update on the status of the patches installed in both Test and Production environments.
3. Dart Hemrick (JSCC) asked a procedural question about syncing an existing vendor to Banner. Donna Wallis (TTU) asked if an Export default could be set to 'Export Selected Data'. TSM Support said this field cannot be set to default. Marsha Mathews (RSCC) noted that when a vendor updates an address record in TSM that it will update the corresponding address in Banner. The vendor will be asked to not update existing addresses but to mark them Inactive and add a new address when they have any address changes. Instructions have been added to the supplier production site in the address section.