August 2016

# Purchasing Connections

A bi-monthly publication providing the latest information, best practices, and resources for purchasing, strategic sourcing, PALCard, UCIBuy, contract services, equipment management and training. Select headers to view respective portal page for more information.
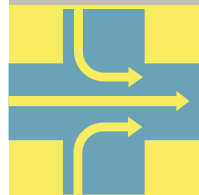
## Simplify Work

Use one of the following purchasing methods to expedite workflow!

- UCIBuy
- PALCard

# Purchasing News

## P200 Evolves to SC500

UC Procurement implemented a systemwide program, P200 in FY12/13 as part of the Working Smarter initiative. P200 set out to capture benefits through cost reduction, cost avoidance, incentives and revenue generation, and we are pleased to report that the program delivered $268.7 million in annual benefits in FY15/16, one year ahead of the program goal!

Having surpassed the P200 goals, UC's Chief Financial Officer and Chief Operating Officer have set forth Supply Chain 500 (SC500) as one of their key strategic initiatives to increase the annual benefit to $500 million. SC500 expands upon P200 by leveraging the successful cross-campus governance model, expanding Centers of Excellence (COE), fully integrating procurement and payable processes, consolidating program benefits, continuously improving procurement processes, and optimizing the supply chain. SC500 not only includes purchasing, but accounts payable, shipping/receiving, warehouse/stockrooms, inventory and equipment management (disposal/surplus/recycling), and travel.

Stay tuned for more information.

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## Apple Discount

For **high volume** purchases or **customizations** of Apple products, remember to utilize the contracted discount of 10% when placing your orders.

For assistance please feel free to contact Apple UC account representative Skip Cicchetti at skipc@apple.com or 310.871.2155

## UCI Bookstore Discount

As a reminder, The Hill, UCI Bookstore offers a 20% discount for all departmental purchases (excluding textbooks or computers) and a 15% discount for Faculty and Staff personal purchases in store or online.

Come check it out today!

## Strategic Sourcing

### Thermo-Fisher Biosafety Cabinet Limited Time Offer

Does your lab need to replace an existing Biosafety Cabinet? If so, now is the time!

Thermo-Fisher Scientific is offering special pricing for 8 models, example of models are:

- Thermo-Fisher model 1335, 1375 (4ft/8" or 10" work aperture) at $5,954 with $767 price reduction and $345 annual energy cost savings

- Thermo-Fisher model 1337, 1377 (6ft/8" or 10" work aperture) at $7,173 with $1,555 price reduction and $271 annual energy cost savings

**Act fast as this offer is good through December 31, 2016**. Click here for more information.

Please work with Thermo-Fisher Scientific Sales Representative Lori Armstrong, Lori.Armstrong@thermoFisher.com or 949.872.7466 to create an eQuote that can be accessed through Fisher's Punchout catalog in UCIBuy; click here for instructions to access eQuote.

### Competitive Sourcing Tools

Does your department want to save money and maximize its budget? Central Purchasing and Strategic Sourcing are great campus resources to utilize when purchasing. As we get ready for the next Fiscal Year, let us know of your future purchases so we can work

together and create a strategy that fits your department's purchasing goals. Click on the play button below to learn more about this process.

**Watch Video**

## PALCard

### Securing Your PALCard

Securing your PALCard is a key cardholder responsibility. Click on the play button below for a refresher on security procedures and policies.

**Watch Video**

## UCIBUY

### New in UCIBuy

**Eppendorf** offers a variety of Liquid, Cell and Sample Handling products in its new UCIBuy Hosted Catalog. Contact your dedicated **Eppendorf Team** for assistance on the full line of Eppendorf/New Brunswick products.

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A new **'Minimum for Free Shipping'** Supplier designation in UCIBuy helps you to avoid unnecessary shipping costs, by taking advantage of the Free Shipping available based on Supplier contracted minimums; terms are subject to change.

The **'Price Includes Shipping'** icon will still be used when Suppliers' contracted pricing includes Standard Shipping.

## Contract Services

### Reminder:

Please remember to forward any contract related questions, backup or forms requiring review to contracts@uci.edu. This will help ensure that all inquiries will be addressed in a timely manner by one of the team members.

Click the following link to access the Contract Services portal page: Business Contracts/Agreements.

## Equipment Management

### Equipment Audit

University and Federal regulations require periodic verification of the accuracy of the University's equipment inventory by the Equipment Management biennially. This verification is accomplished by physically verifying a sample of equipment property item(s) randomly selected from your departmental inventory list.

A KFS Decision Support Statistical Sampling report was generated to randomly select the item(s) to be audited after FY15/16 closing. Helen Chang, Equipment Manager, has sent the report and instructions via email to the Asset Representative and Department Head. The Asset Representative will locate the item(s), verify property, property ID tag, building, room number and contact Equipment Management to arrange a suitable date, time and location for audit verification. Please contact Helen Chang (hmchang@uci.edu; 949.824.6111) with questions.

## Training

### New Online Training Coming Soon!

Stay tuned for more information about the new online PALCard and Policy training that will available through UCLC. These courses will provide a comprehensive overview as well as provide valuable tools to help increase the level of expertise and compliance on campus.

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949.824.4040

Provide Feedback

**Resources**
- Buying Portal
- Purchasing Portal
- Past Newsletters

**Training Information**
- KFS Purchasing Training Guides
- CAM Training Guides