

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.

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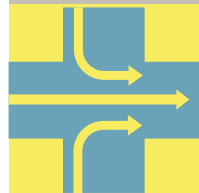
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Simplify Work

Use one of the following purchasing methods to expedite workflow!

- [UCIBuy](#)
- [PALCard](#)

Purchasing News

December Purchase Orders

Now is the time to start planning for year-end orders. For low value purchase orders, work with your Departmental Buyer to determine appropriate deadlines to ensure delivery before campus closure. As a reminder, shipping processes may vary by supplier.

Please submit all high value purchase orders to Central Purchasing on or before Friday, December 16th to ensure sufficient time to process the order. If the order requires additional approvals or is complex, please reach out to Central Purchasing for additional guidance.

Contact purchasing@uci.edu or call 949.824.4040 for further assistance.

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Nestle Water Reminder

Recently, a communication regarding Nestle Waters North America new Strategic Sourcing Agreement was released. Click [here](#) for a copy of the original announcement which includes pricing and other important details.

If you have any questions or concerns, please contact Keith Chamberlain at 949.824.8454 or chamberk@uci.edu.

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Strategic Sourcing

Save the Date!

Purchasing and Risk Services is hosting a Supplier Showcase on **Wednesday, March 29, 2017** from **11:00am – 1:30pm**.



Stay tuned for more information.

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PALCard

Shopping at The Hill

For departments shopping at [The Hill](#), please be sure that staff or faculty retain the receipt of goods purchased and returns it to the Fiscal Officer for back-up documentation.

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End-of-Year Employee Appreciation Event

As the end of calendar year approaches, there will be various departmental spot awards, employee morale building activities, and holiday parties. Please remember that gift cards or supplies related to this type of events are not allowed on a low value purchase order or PALCard. End-of-year employee appreciation events and holiday party supplies are reimbursed via ENT (Entertainment Document). As a reminder, gift cards and gifts purchased with a Corporate Travel card are reimbursed via ENT and with personal cards via DV (Disbursement Voucher).

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UCIBUY

New in UCIBuy

Apple Computers

In addition to PALCard, a new PO based, purchasing method for Apple computers and peripherals is now available in UCIBuy through Apple's



Punchout Catalog. While accessing UC contracted, educational discounts, campus clients can now utilize this convenient method to place low or high volume purchases, as well as customizations of Apple products. The Hill is still available to order non-customizable products.

Sales Contact:

Skip Cicchetti, Account Executive
Apple Education
310.871.2155
Email: skipc@apple.com

Qiagen

[Qiagen products \(.pdf\)](#) are now available **directly** through Qiagen's Hosted Catalog in [UCIBuy](#). Orders are subject to a flat rate shipping charge of \$25.



Sales Contact:

Qiagen Customer Care (800) 426-8157
Email: customercare-us@qiagen.com

Valerie Simonsen, Interim Account Rep
Email: valerie.simonsen@qiagen.com

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Contract Services

Hotel, Conference, Catering, and Agreements

Hotel, conference, catering and similar types of agreements may be signed by your department or school under your travel and entertainment delegation, and processed through the Travel and Entertainment Management section of KFS. See UCI Policy [701-20](#) for more information.

If you have any questions or concerns regarding such agreements, we encourage you to email a copy to contracts@uci.edu for our review to ensure compliance with applicable UC Regents and UCI policies and regulations.

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Equipment Management

Managing Equipment Inventory Reminders

Do you have any Capital Asset Equipment that was moved to another building/room, disposed of, or transferred to another UCI department?

Asset Representatives, please request your equipment end users to notify you with any equipment changes by sending a group email or posting a note in each lab. It is important to keep the asset data up-to-date. Please click the appropriate hyperlink for KFS CAM document instructions.

- [Asset Location Update](#)
- [Asset Retirement](#)
- [Asset Transfer](#)

Do you need to request a surplus property pickup to clear space? Please click [here](#) to access the form.

Is your Researcher planning to leave UCI with equipment? Contact Equipment Manager, Helen Chang at 949.824.6111 or email hmchang@uci.edu for proper approval.

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Training

Training or Workshop Requests

In light of the new year, please reach out if you would like a customized refresher course for your department or small group of people, in any of the following areas:

- KFS Requisitions/UCIBuy
- KFS Purchase Orders
- Capital Asset Management
- PALCard Reconciliation

Email purchasing@uci.edu or call 949.824.4040 to schedule a meeting.

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Irvine, CA 92697
purchasing@uci.edu
949.824.4040

[Provide Feedback](#)

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides