

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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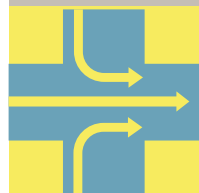
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Simplify Work

Use one of the following purchasing

Procurement News

December Purchase Orders

As we approach the winter break, consider the following:

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.



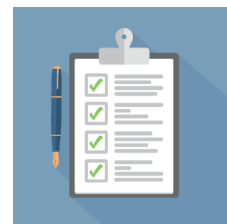
For high value orders, if additional approvals are required or it is a complex order, please reach out to Central Procurement for guidance.

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

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Updated Conflict of Interest Form

A new improved and easy to follow [Conflict of Interest \(COI\)](#) form is now available. The process and guidelines remain the same. For clear definitions and policy, please refer to page two of the form.



For questions, please contact procurement@uci.edu.

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Strategic Sourcing

methods to expedite workflow!

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

Announcing the SMART by GEP Platform

UC and CSU collaboration with GEP (Global eProcure) will deliver a new, fully integrated web-based Spend Analysis-to-Sourcing-to Contract solution that will set the stage for greater collaboration and efficiencies across both systems.

SMART by GEP®

SMART by GEP is a procurement platform that will provide a single environment for procurement activities, streamlined interface, flexible workflows, superior reporting, and improved analytics. This new technology will increase RFx, contract, and spend transparency and provide users with easy access to a rich, updated repository of checklists, supplier scorecards, templates, and enhanced tools to support the new services.

Stay tuned for more information.

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PALCard

PALCard Office Depot Website

The new PALCard Office Depot website is now live!



As a reminder, here are the necessary links/resources:

Website link: <https://business.officedepot.com>

Login Information:

User Name: Your UCI full email address
(example: johndoe@uci.edu)
Password: Welcome1 (case sensitive)

Browse Only Access:

User Name: UCI-BO
Password: Welcome1 (case sensitive)

User Training Guide: [Office Depot WebDirect Guide](#)

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

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New in UCIBuy: Diamond Gloves

Based in Southern California, Diamond Gloves is committed to providing tested safety and protection solutions. Their new Hosted Catalog in [UCIBuy](#) offers disposable gloves and medical grade, FDA approved Nitrile, Latex, and Vinyl examination gloves at competitive prices.



Contact Info:

Kevin Lee, VP National Accounts

Email: klee@diamondglove.com

Cell: 310.430.3122

Customer Service: 714-667-0111

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UCIBuy Office Depot Punchout Catalog

The Office Depot Punchout catalog is now available on [UCIBuy](#).

New Functionality: After the UCIBuy purchase order is successfully sent to Office Depot, **both** the Requisitioner and Contract Manager should receive detailed email Order Confirmation. Order tracking functionality is now accessible to Requisitioner through Punchout in UCIBuy.



Please click [here](#) to access the user guide.

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Contract Services

Contract Process Changes

In an effort to keep you informed with new updates to UC policy and internal processes, please take note that BUS-43 (Purchases of Goods and Services; Supply Chain Management) recently underwent a substantial revision. For your reference, the full text of the revised policy can be found [here](#). Resulting procedural modifications and new process improvements are

forthcoming in the new year! We will keep you up-to-date as the details become available.

Stay tuned for more information.

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Equipment Management

Asset Inventory Certification Document Update



The deadline to submit Asset Inventory Certification Documents (AICD) was October 1, 2017. The inventory review process ensures UCI's compliance with federal and university regulations.

We'd like to thank all Asset Representatives who **approved**, and Departments Heads who **acknowledged**, the AICD (Asset Inventory Certification) document before our deadline.

We are close to 100% completion. We need 26 documents to be acknowledged by Department Heads. Select the following link to view your [Action List](#) and acknowledge the AICD Document.

Asset Representatives still need to approve 102 documents in order for the Department Head to acknowledge the AICD document. Select the following link to view your [Action List](#) to process your AICD Document so it can route to your Department Head's Action List for final acknowledgement.

Select the following link for step-by-step instructions: [AICD Document](#).

Please contact [Helen Chang](#), Equipment Manager if you need additional information.

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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 shauna.n@uci.edu or call 949.824.7212 to schedule a meeting.

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[Provide Feedback](#)

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides



Administrative &
Business Services

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