

Purchasing Connections



A bi-monthly publication providing the latest information, best practices, and resources for purchasing, eCommerce, PALCard, contract services, and equipment management. Select headers to view respective portal page for more information.

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Purchasing News

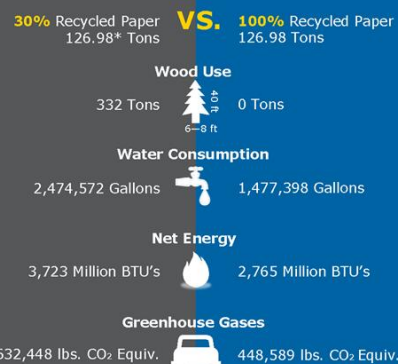
100% Recycled Copy Paper

In an ongoing quest to improve sustainable operations campuswide, UCI has committed to the use of 100% post-consumer waste (PCW) paper for all campus copiers, printers, and fax machines. Departments can purchase 100% recycled paper at reduced, negotiated prices from Office Depot|Max using UCIBuy. The impact of using 100% PCW paper greatly impacts our environment as illustrated by the infographic above. Select the following link to view Frequently Asked Questions (FAQs) and information about the infographic: [Recycled Paper FAQs](#).

UCI RAISE YOUR GAME

WHY 100% RECYCLED PAPER?

Environmental Impact Of...



*Based on 2013/2014 UCI 30% PCW white copy paper purchases. Wood Use, Water Consumption, Net Energy, and Greenhouse Gases facts from BPI Paper Calculator.

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Reduced Sales Tax for Research Equipment

The California State Board of Equalization (SBOE) is offering a reduced sales/use tax rate on equipment purchased for use in biotechnology, engineering and life sciences research. Select the following link for more information: [Reduced Sales Tax for Research Equipment](#)

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Uniform Guidance

Uniform guidance has been updated; however, the implementation of the new OMB Procurement Standards is deferred until July 1, 2016. Select the following link to learn more:

<http://www.research.uci.edu/uniform-guidance/>

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Purchase Order Amend (POA)

Contact your purchasing team for assistance! Purchase Order Amends (POAs) can be tricky, and we are working on streamlining the process. In the meantime, please email purchasing@uci.edu for assistance, regardless of the dollar amount.

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Are Commodity Codes Giving You Trouble?

Of the 52,000 available commodity codes, UCI imported close to 6,000 commonly used codes. A best practice in using commodity codes for a multi-line

Requisition, is to use the same commodity code for all items that best describes the main purchase. For example, if you are purchasing a digital camera, lens, memory card, and camera stand, you can use **45121504** for all items.



Visit our [Buying](#) portal to view additional resources:

- Buyers Commodity Directory (sorted by Buyer)
- Buyers Commodity Directory (sorted by Commodity)
- Purchasing Methods Guide (by Commodity)—formally Commodity Permitted and Not Permitted Lists
- Commodity UNSPSC Family Codes

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New Life Technologies 'Fridge Program'

As you may be aware, Life Technologies retrofitted new state-of-the-art Express Kiosks at all 'Supply Centers' (formerly Fridge Program) located throughout the campus. Use [UCIBuy](#) to access Life Technologies Supply Center Punchout catalog to place your order, then conveniently pick-up your order at a Supply Center near you! For more information on getting started, view the [Quick Reference Guide.pdf](#).



UCI's Life Technologies Sales Representative, Stephen Lockwood, demonstrates new Supply Center Express Kiosk at McGaugh Hall.

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Airgas

Airgas now has a hosted catalog in [UCIBuy](#). Include your Supplier Account Number, Lab Name and Room Number when completing your Rapid Requisition. Select the following link for more information: [Airgas Instructions](#).



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Qiagen Products Through VWR



Using the hosted catalog in [UCIBuy](#), you can now purchase Qiagen brand products through VWR. Orders are processed through VWR; however, additional shipping fees will be invoiced separately.

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PALCard

New Email for Audit

A new email address went into effect in January regarding PALCard audits. As you may have noticed, the email is from palcard-audit@uci.edu. This address is intended for reconcilers to submit back-up documentation during an audit. Continue to use PALCard@uci.edu for all other purposes.

Reconcilers:

The Purchasing Department conducts ongoing audits to ensure policy compliance. The PALCard transaction listed below is being audited.

As a Reconciler for this cardholder account, one of the Reconcilers who has received this email must respond to this audit request. Please supply scanned copies of the purchase documentation when you reply to this email. If your department does not have scanning abilities, please forward copies of the purchase documentation to: "PALCard Audit Team, Purchasing Department, ZotCode 4530"

Mandatory Purchasing Documentation includes:

1. Internal Requisition
2. Invoice, email/fax confirmation, charge slip or actual sales receipt from merchant
3. Packing and/or delivery slips - if item was shipped

Note: In order for the cardholder's PALCard account to remain open, documentation for this audit must be received in Purchasing no later than 2/4/2015. Please respond by the date indicated to avoid a temporary hold on the cardholder's account.

Details follow

Card Transaction at [WESTCLIFF COMPOUNDING PHA](#) may violate company's purchase card policy.

Employee	Tran Date	Tran Amount	USD Amount	Charge Description	Other Info
Peter Anteater	Dec 3, 2014	USD 450.00	\$450.00		

Thank you,

PALCard Audit Team

Audit Email Request Example

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Contract Services

Need Photography Services?

Contract Services has created a new master service agreement for this occasion. The commodity code for photography services is **82130000**, and includes photographic services, photographers, cinematographers, videographers, video, film, and filming. An agreement is always needed for this type of service, regardless of the dollar amount, due to the nature of the work involved with photographers. Please email contracts@uci.edu for assistance.

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Equipment Management

Equipment Inventory Lists

Thank you to those who have already completed and turned in your department's Equipment Inventory lists. As a reminder, completed lists for the 13/14 Fiscal Year were due to Equipment Management on 10.01.14. If you have any questions about this process, or have misplaced your Equipment Inventory list, please contact Helen Chang (hmchang@uci.edu or 949.824.6111) for assistance. Select the following link for information on [How To Update/Verify Equipment Inventory](#).



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Equipment for Sale

Looking for gently used items or spare parts? Peter's Exchange is the place to go to help save money for your department. Peter's Exchange resells lab equipment, furniture, computers, and more! You can view listings [online](#) (includes photos) or in person. **Where:** Peter's Exchange Warehouse: 19182 Jamboree Road, Irvine [Maps and Directions](#) **When:** Every Tuesday & Thursday 8am – 1pm **Who:** General Public, UCI Departments, Employees Call 949.824-6100 with any questions.



Select the following link for more information about [selling, transferring, or disposing of surplus departmental property](#).

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250 Public Services
Irvine, CA 92697
purchasing@uci.edu
949.824.4040

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- Purchasing & Capital Asset Training Calendar
- KFS Purchasing Training Guides
- CAM Training Guides