

Purchasing Connections




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

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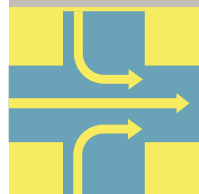
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Simplify Work

Use one of the following purchasing methods to expedite workflow!

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

Purchasing News

New KFS Vendor Onboarding (KVO) URL

As communicated by the KFS team, a new URL for the [Kuali Vendor Onboarding \(KVO\) website](#) was created last month. If you bookmarked the old link, it is recommended to update the link.

Access the KVO URL by logging into the ZotPortal and navigate to KFS > KFS Purchasing Accounts Payable > Vendor and select **Individual Payee or PO Vendor Onboarding**.

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Purchasing Survey Update

Thank you to those of you who participated in the Purchasing survey at the end of last year. The survey lets us know how we are doing, and while we are pleased to know that we meet or exceed your expectations in a majority of areas, we wanted to also let you know what we are currently working on based on your feedback. Below are comments or questions that came from the survey that we wanted to address to our audience.

- **ZotPortal and PRS Website Organization:**
We are currently working on the structure of our portals and website to make information easier to find, consolidating duplicate information and making sure all information is current. We hope to have this done by the end of this year.
- **Why do UCIBuy orders create multiple line items on the General Ledger (GL)?** There should only be one line item on the GL per UCIBuy order if accounting information (e.g. Account, Project Code, Org Ref ID) is the same for each line item. Multiple lines are only

generated if the line item have different account information (e.g. split funded).

- **Do I have the ability to delete items from a UCIBuy PO which is fully approved and open?** UCIBuy POs cannot be amended or altered. In the rare case where the supplier cannot ship an item or user decides to change quantity, the Contract Manager can **close** the PO to remove the encumbrance and any pending item from the order.

Note: Contract Manager should only close the PO after all activity is complete (e.g. all other items shipped, invoice is process, etc.).

As promised, all who completed the survey were entered in a drawing to win a \$75 VISA gift card. Congratulations to winners:


- Ramona Alonlon
- Kasey Ning

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Additional Charges

As a reminder, using the **Additional Charges** section when completing a Requisition can cause delays and problems in KFS. To assist in keeping this information at the forefront, the following message will now appear in the section as of February 22, 2016

Additional Charges ▶ show

 **Do not enter information in this section.** Shipping, special handling, or freight fees that apply, may be included as a separate line item (Qty, taxable or Qty, nontaxable). Use the **Explanation** and **Description** fields for **Trade In**. Consult with Central Purchasing for **Full Order Discount**.

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Strategic Sourcing

Help Eliminate Use of Styrofoam Items

Did you know that UC Irvine receives approximately 40 – 60 yards per month of Styrofoam ([polystyrene](#)) packaging material? This toxic material does not biodegrade for hundreds of years and is a major component of litter in ocean waters.



Example of Styrofoam packaging (not from UCI).

Help our campus reach the UCOP Goal of Zero Waste by 2020 by conscientiously avoiding using and/or purchasing Styrofoam products such as plates, cups and bowls.

The Recycling and Purchasing Departments are working together with contracted suppliers to reduce and/or replace foam packaging with alternate environmentally friendly materials. Stay tuned for more information.

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PALCard

Update to Contract Manager Request Form

The **Request to Become a Contract Manager** form, granting departmental low value purchasing authority, has been updated, and is now a PDF form. The process has been modified to eliminate the step of printing and scanning/faxing the form. A submit button has been added to automatically generate an email to send the form. Click the link to access the updated form: [Request to Become a Contract Manager](#).

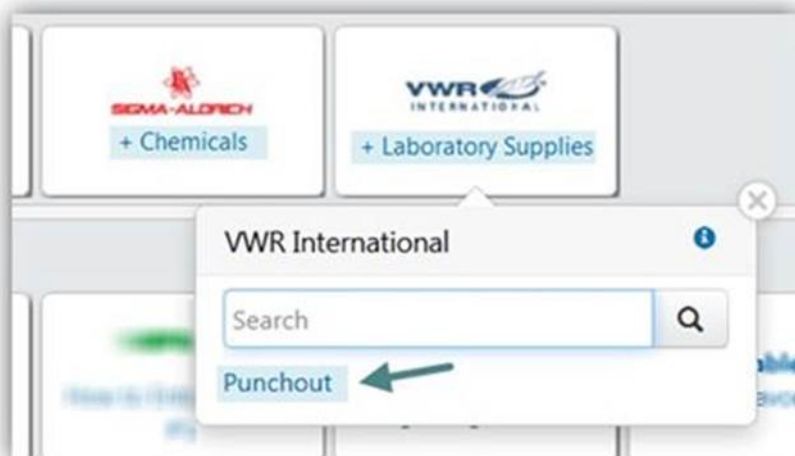
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New Punchout Catalogs for Sigma-Aldrich and VWR

Sigma-Aldrich and **VWR** now offer a Punchout Catalog, in addition to their existing Hosted Catalog. Access the Punchout Catalogs as shown below.

Users can access eQuotes for Sigma-Aldrich using the Punchout Catalog. Click the following link for instructions: [Finding Quotes](#).

Click the following link to view VWR's [Punchout Overview](#).



Coming Soon to UCIBuy

[Abcam](#) is a supplier of protein research tools for life scientists and provides a range of antibodies, kits, proteins and other reagents.



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Contract Services

Photography Services Update



We are excited to announce that our Preferred Photographer program is growing! For an updated list of photographers with a Master Service Agreement, click the following link: [Photography Services](#).

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Equipment Management

Asset Inventory Certification Document (AICD) Update

Thank you to all Asset Representatives and Department Heads for your due diligence in certifying the KFS AICD documents. UCI has reached its goal of 100% compliance with Federal and University regulations.

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Peter's Exchange

Have you used Peter's Exchange recently?

[Peter's Exchange](#) is a surplus property sales program (online storefront for selling and buying property) which enables departments to free up space and conserve resources, while diverting waste from landfills. Departments can even store items until they sell. If interested, click the following link to access the [free surplus pick up form](#).



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Training

Purchase Order Amendments (POA) Instructions

We are excited to release a training guide for common Purchase Order Amendments. Click the following link to access the instructions [POA Training Guide](#).

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[Provide Feedback](#)

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides