

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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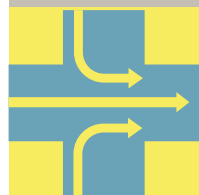
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Simplify Work

Use one of the following purchasing

Purchasing News

Supplier Showcase Registration

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



SUPPLIER SHOWCASE

Business Meets Opportunity

Please sign in to [UCLC](#) and search "UCI Supplier Showcase – 2017" (20170329) to RSVP.

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New Office Depot|Max UCI Representative

Ginni Harper is UCI's new Account Manager and should be contacted for product related questions.

Office
DEPOT | Max

Ginni Harper, Major Account Manager
3366 E Willow Street | Signal Hill, CA 90755
310.503.7913

Virginia.Harper@officedepot.com

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Relocation Services

As a reminder, a [Relocation Form](#) needs to be filled out if relocation services are included in an employment offer. Along with completing the KFS Requisition, the hiring department needs to send the completed form, a copy of the offer letter, and signed exception to



methods to expedite workflow!

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

policy, if applicable, to [Diane Silver](#) (Senior Buyer) in Central Purchasing.

For more information, visit Accounting & Fiscal Services [Relocation and Moves](#) page.

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Sustainable vs. Green Procurement

What comes to mind when you hear the terms sustainable or green procurement? There is a common



belief that they are one and the same. The federal government defines green purchasing as “products and services that reduce health and environmental impacts compared to similar

products and services used for the same purpose.” Sustainability expands the focus beyond environmental to include social and financial responsibilities.

UCOP has started a new sustainable procurement workgroup to combine the efforts of each campus to maximize our sustainable procurement potential. Future newsletters will provide updates with new projects and educational information.

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Contract Services

Cyber Liability Insurance



Mercer, a cyber liability insurance carrier resource, helps cover suppliers who will conduct business on UCI's behalf.

Specifically, where the supplier's work requires internet, network or electronic storage technology access, the supplier must have cyber liability risk insurance pursuant to UC [policy](#). This provides protection in the case of data breaches or network damage, such as, staff and student personal information, theft of credit card, or proprietary information.

If the supplier is not already covered with cyber liability risk insurance, [Mercer can help provide the necessary coverage](#).

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PALCard

To Tax or Not To Tax

Often questions arise on what goods and services qualify for tax.

Click the CA [Board of Equalization](#) link for more information.

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Fees Allowed on PALCard

The following list of fees should be paid for on a PALCard, not on a Disbursement Voucher (DV).

- Registration
- Membership
- Subscription
- Dues
- Abstract publication
- Postage

For exceptions and questions, please contact PALCard@uci.edu.

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UCIBUY

GE Healthcare Dharmacon Update

GE Healthcare's Dharmacon product is no longer available through Fisher's catalog. Order directly using Dharmacon's Punchout to save 10% through March 31, 2017. Promo excludes custom-cherry pick and catalog libraries.

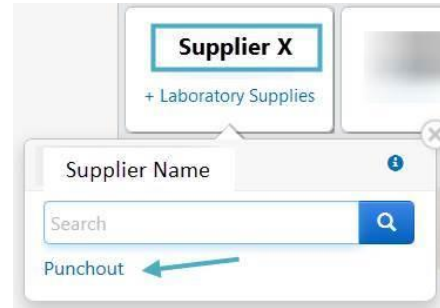


View [How to Apply Promo Code Instructions \(.pdf\)](#).

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Product Search Tip

Can't find a particular item in UCIBuy? Some UCIBuy Life Sciences Suppliers offer both a Hosted and a Punchout Catalog and content may vary. If you've searched the site utilizing the general search bar, and still cannot find a particular item, try utilizing the Supplier's Punchout Catalog, if available.



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Equipment Management

Don't Let Money Walk Out the Door

Capital Equipment is valuable, not only to UCI, but to your department. In the event a PI leaves UCI and would like to take their equipment with him/her, it is important to contact Equipment Management to properly transfer assets.

Recently, equipment management was able to return \$250,000 to a department when their PI went to work at Stanford and Columbia University.

For assistance, contact Helen Chang at 949.824.6111 or email hmchang@uci.edu.

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Reminder: Update Assets



Do not fall behind. As a best practice, update your assets on a regular basis. Click the following link for detailed instructions: [CAM Update](#)

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Training

Purchase Order Amendments (POAs)

Having trouble with amendments? Click the [POA](#) link to view the training guide.

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[Provide Feedback](#)

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides