

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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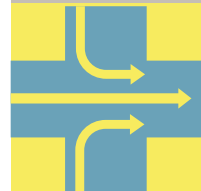
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Simplify Work

Use one of the following purchasing methods to expedite workflow!

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

Purchasing News

Thank You!

As we approach our one year anniversary of the [KFS](#) launch, we have a lot to be thankful for. With the hard work and dedication of our IT group and the entire Kuali implementation team, we had a smooth transition. As with any new system, we will continue to perfect and enhance KFS. Your continued patience and support is appreciated as we continue this journey. Together we have achieved a major milestone and made KFS a success!

Attached is the email detailing 14/15 Fiscal Year Closing Deadlines from Purchasing and Risk Services.

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100% Recycled Copy Paper Update

It Just Got Better! UC Procurement has negotiated dramatic cost savings for select 100% recycled copy paper. Now your department can truly afford to be sustainable! New cost-neutral availability allows for the purchase of 100% post-consumer waste (PCW) recycled paper at the same price, if not lower than 30% PCW recycled paper. In addition to [Boise Aspen 100](#) users can also select from the new [Georgia-Pacific Spectrum Recycled Paper](#). Both selections are available in [UCIBuy](#).

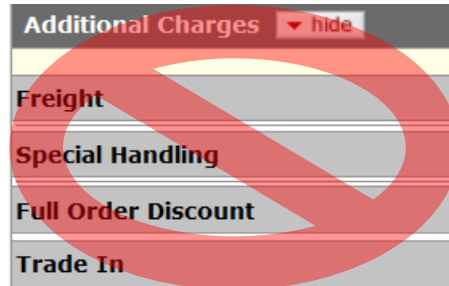
Select the link to view initial [campus communication](#) announcing the change.

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Requisition Reminders

Quotes and Justifications: As a reminder, per policy all supporting documentation must be attached to the Requisition in the **Notes and Attachments** tab.

Additional Charges: Do not complete the **Additional Charges** section in the **Items** tab of the Requisition. At this time, information does not transfer over to the transmitted Purchase Order, and cannot be altered in the KFS PO. Please use the **Explanation** field in the **Document Overview** tab to communicate applicable information to the buyer.



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Recurring Payment Reminder

The last day to request Central Purchasing to process a Recurring Payment PO is June 12th.

Moving forward, if you are copying a Recurring Payment PO from 14/15 Fiscal Year, please include the previous Purchase Order number in the **Explanation** field in the **Document Overview** tab. In addition, please include the phrase “Cost not to exceed: \$\$” in the **Description** field in the **Items** tab, and attach all supporting documentation (quotes, justification, etc.).

Please refer to the Quick Reference Guide for detailed information: [KFS QRG: Recurring Payment Requisition](#)

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eCommerce

UCIBuy Requisitioner Mailing List

Have you used UCIBuy recently, or plan to in the future? If so, please ensure you are on the new mailing list to stay up-to-date on new suppliers, supplier enhancements and system updates. Select the following link to subscribe:

[UCIBuyRapidRequisitioners](#).

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Purchasing Methods Guide

With the launch of KFS, the Commodities Permitted and Not Permitted lists were combined to create a one-stop document: [Purchasing Methods Guide](#). The guide details correct buying methods, additional approvals, and references policy when applicable. It's advisable to bookmark the link for easy access, instead of saving to your desktop or printing, to ensure you have the most up-to-date information.

Purchasing Methods Guide			
Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Above-ground and Underground Storage Tanks for hazardous materials, hazardous waste, and petroleum products	<ul style="list-style-type: none"> High Value KFS Requisition, and Authorization by Central Purchasing Buyer 	EH&S	707-10, Sec. L
Abstracts	<ul style="list-style-type: none"> PALCard 		
Advertising, including employment ads (internet, periodicals and radio)	<ul style="list-style-type: none"> PALCard or KFS Requisition 		
Alarm Systems and Services	<ul style="list-style-type: none"> High Value KFS Requisition, and Authorization by Central Purchasing Buyer 		
	<ul style="list-style-type: none"> Restricted 		

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Low Value Training, Module 1

We've recently updated module 1 of the PALCard/Low Value eTraining. For the most part, learning information remains the same; however, broken links were fixed, and minor changes were made to reflect modifications made to KFS.

Select the link to view [module 1](#).

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Contract Services

Submitting Requisitions for Contracts/Agreements

True or False? Email a word version of the draft contract/agreement to contracts@uci.edu **after** the Requisition is approved by all in the workflow.

*****TRUE*****

The Requisition and draft contract/agreement go hand-in-hand as it is difficult to process one without the other. As a reminder, a business contract/agreement Requisition is processed differently than a standard Requisition. Following the steps accurately helps ensure a smooth process. The eCourse for *Requisition: Business Contracts/Agreements* is available in [UCLC](#). Training

guides are also available on the portal. View the links below for additional information.

- [Quick Reference Guide for Business Contracts/Agreements](#)
- [Requisition: Business Contracts/Agreement Training Guide](#)
- [Business Contracts/Agreements Workflow](#)

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Equipment Management

Capital Asset Inventory Goes Paperless!

An exciting new change is on the horizon. After FY 14/15 year-end closing, the Annual Equipment Inventory List (paper physical inventory sent by Equipment Management) will flow through KFS. Each custodial code's primary Asset Representative will receive the new document, Asset Inventory Certification Document (AICD), in their Action List—no more paper! After updates are completed, the Asset Representative submits the document to the Department Head (Custodial Organization Reviewer) for acknowledgement. To ensure that correct individuals receive the document, please have the Department Security Administrator (DSA) email personnel changes to Helen Chang (hmchang@uci.edu) and include the following information:

- Employee Name, UCInetID, Employee ID and Role Name (primary asset representative or department head)
- Department Org Code(s)
- Department Inventory Custodial Code(s)
- Department Inventory Name(s)

An email with more information and instructions will be sent to the Capital Asset Management mailing list after FY 14/15 close. Select the link to subscribe:

[CapitalAssetMgmt](#)

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KFS Purchasing Frequently Asked Questions

We have compiled a list of KFS Purchasing frequently asked questions since the launch of KFS. Select the following link to view: [KFS Purchasing FAQs](#)

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250 Public Services

Irvine, CA 92697

purchasing@uci.edu

949.824.4040

[Provide Feedback](#)

Resources

- [Buying Portal](#)
- [Purchasing Portal](#)
- [Past Newsletters](#)

Training Information

- [Purchasing & Capital Asset Training Calendar](#)
- [KFS Purchasing Training Guides](#)
- [CAM Training Guides](#)