March 2018

If you are having trouble viewing this newsletter, click here for a pdf version.

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.

In This Issue:

Purchasing News
- Procurement Policy BFB-BUS-43 Changes
- Save the Date!

Strategic Sourcing
- Reminder—Use 100% Recycled Copy Paper

PALCard
- Office Depot New User Setup
- Vendor Requests
- Drone Purchases with PALCard

UCIBuy
- New ThermoFisher Configurables Punchout

Contract Services
- CalUsource Tool

Equipment Management
- Peter's Exchange
- Reminder: Update Assets

Training
- Stop By And Say Hi

UCI Division of Finance and Administration
With U • For U

Simplify Work

Purchasing News

Procurement Policy BFB-BUS-43 Changes

Periodically, the UC Office of the President reviews various policies and makes modifications as needed. The procurement policy, BUS-43, was most recently updated as of November 2017. Please note three of the main changes made.

- Updated Purchasing Agreement
- Updated Sole Source Justification Form
- New Pre-Hire Worksheet for independent contractors (coming soon)

Please reach out to Procurement Services with any questions.

back to top

Save the Date!

Meet & Greet Event

Tuesday, May 22, 2018

9am -11am

Student Center

More details coming soon!

back to top

Strategic Sourcing

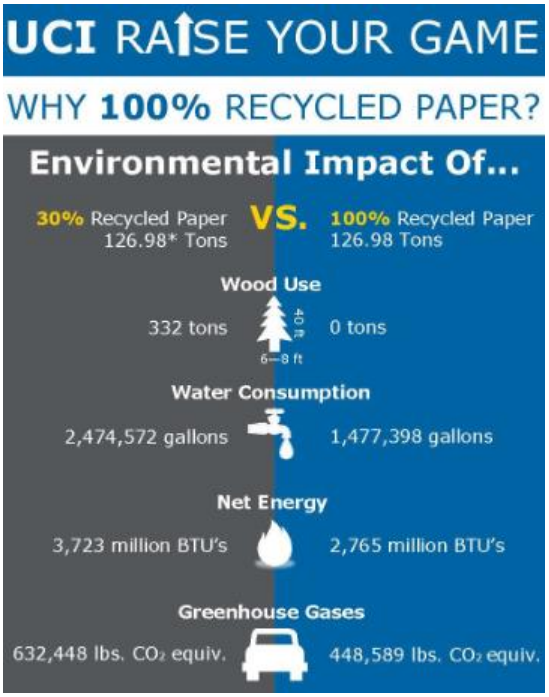
Reminder—Use 100% Recycled Copy Paper

Your department can truly afford to be sustainable! Through contracted pricing, cost-neutral availability allows for the purchase of 100% post-consumer waste (PCW) recycled paper at the same price, if not lower

Use one of the following purchasing methods to expedite workflow!

- UCIBuy
- PALCard

than 30% PCW recycled paper. Check out Boise Aspen 100 offered through Office Depot.



If you have any questions, please contact the Procurement Services office.

back to top

PALCard

Office Depot New User Setup

For new users who want to create a log on ID and password to shop with Office Depot using a PALCard, contact Trent.larson@officedepot.com.

Please include the following in your email:

Name, phone number, delivery, and email address.

Office DEPOT
Taking Care of Business

back to top

Vendor Requests

Please note that a cardholder must not fill out a credit information/application form, if requested by a vendor. Please provide the following when asked.

Tax ID number: 95-2226406
Dunn & Bradstreet number: 003985512

back to top

Drone Purchases with PALCard

When purchasing a DRONE/Unmanned-Aircraft System with PALCard, be sure to contact dronesafety@uci.edu. Please see the following communication from EH&S and Risk Services.

UCI Drone Safety
It's a bird…it's a plane… it's a DRONE/Unmanned Aircraft System! Our campus is constantly evolving to the latest and greatest tools and Drones have become one of them. Our Engineering students are building them, our graduate students are using them to collect data overseas, and our Strategic Communications department has been using Drones to gather footage of our campus! EH&S and Risk Services has developed a UCI Program for Drone use on our campus. You can submit a flight request by going to https://ehs.ucop.edu, register your drone and yourself as a pilot then submit a flight request for EH&S and RS review. If you have any questions, please do not hesitate to email dronesafety@uci.edu or call EH&S and RS Front Desk 949-824-6200.

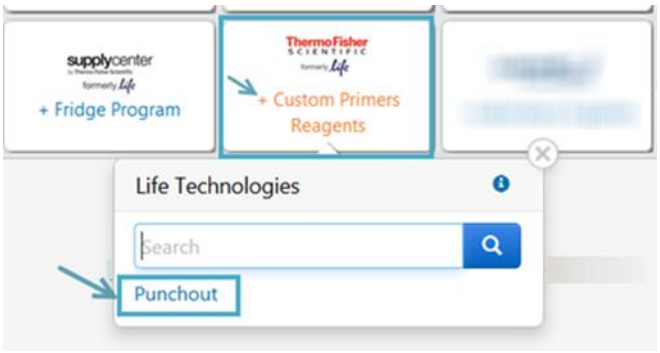
If you have any questions, please contact the PALCard team.

back to top

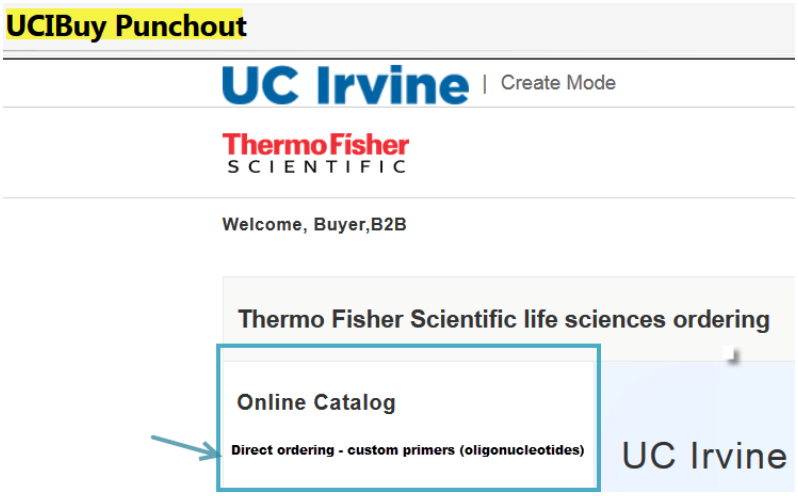
UCIBUY

New ThermoFisher Configurables Punchout

The new ThermoFisher (formerly Life Technologies) Configurables Punchout in UCIBuy allows researchers to enjoy **Free Shipping** when ordering **Custom Primers (Oligonucleotides)** through the site.



Items ordered through the existing Hosted Catalog receive lowered shipping rates of **$9.00** per order. Flat rate fees for Hazardous/$23.95 and Dry Ice/$19.95 still apply.



back to top

Contract Services

CalUsource Tool

Our Central Procurement office was recently trained on the new CalUsource tool (SMART by GEP), a fully integrated web-based Procurement solution for Sourcing, Contracting, and Spend that is creating greater collaboration and efficiencies across the University of California and California State University systems. The system will provide:

- More visibility
- Better tracking
- More resources
- Better lookup features

CALUSOURCE Collaborative Procurement

We are evaluating our current processes and potential improvements for the campus that we can incorporate with this tool.

Stay tuned for more updates!

back to top

Equipment Management

Peter's Exchange

Have you used Peter's Exchange recently? Peter's Exchange 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.

back to top

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

back to top

Training

Stop By And Say Hi

Please stop by our booth on May 16, 2018 at the Wellness and Safety Fair to see how we can help save your department time and money.

See you there!

back to top

131 Innovation Dr., Suite 250
Irvine, CA 92617
procurement@uci.edu
949.824.4040

Provide Feedback

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides