

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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Purchasing News

Purchasing Survey

We want to hear about your recent experience with UCI Purchasing—whether it exceeded your expectations or didn't quite live up to them.

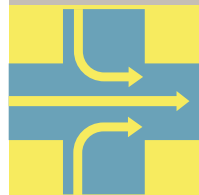
This survey is quick and easy to use. And who knows...you could even win in the process!

Act Now—Those who complete the survey by Monday, November 2nd 2015, will be entered in a drawing to win a \$75 VISA gift card. Two lucky winners will be selected.

It's easy to enter:

1. Select the following link to take the survey:
<https://www.surveymonkey.com/r/RCYLS5D>
2. Take a screenshot (Ctrl+Shift+P) of "Thank You" page.
3. Send email to purchasing@uci.edu and include screenshot with your complete name.

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Simplify Work

Use one of the following purchasing methods to expedite workflow!

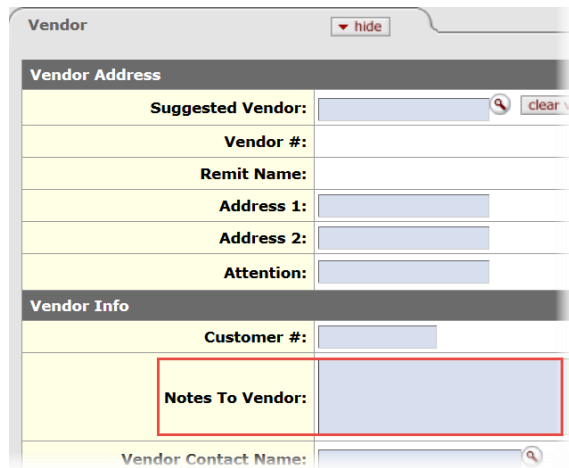
- [UCIBuy](#)
- [PALCard](#)

Requisition Best Practices

Keep the following guidelines in mind when completing a Requisition:

- **Address 2 Line:** Remember to always enter your Department name in the **Address 2** field. This information is essential to convey to the vendor.
 - Exceptions apply when completing a Rapid Requisition (generated from [UCIBuy](#)). View **Resources** section in [UCIBuy](#) for more information.

- **Notes to Vendor Update:** You may now use the **Notes to Vendor** field to transmit additional details or instructions to the supplier.



The screenshot shows a web form titled "Vendor" with a "hide" button. The form is divided into two main sections: "Vendor Address" and "Vendor Info". The "Vendor Address" section includes fields for "Suggested Vendor", "Vendor #", "Remit Name", "Address 1", "Address 2", and "Attention". The "Vendor Info" section includes fields for "Customer #" and "Notes To Vendor". The "Notes To Vendor" field is highlighted with a red rectangular border. At the bottom of the form, there is a "Vendor Contact Name" field.

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Uniform Guidance

OMB Uniform Guidance in the areas of **Budgeting and Charging** and **Use and Disposition of Federally Funded Equipment** is now in effect. Visit the [Office of Research](#) News and Announcements page for more information

UCI has postponed implementation of the new OMB Procurement Standards (200.317 – 200.326) until July 1, 2017.

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IT Accessibility Reminder

IT Accessibility must be adhered to when purchasing software and hardware products. This also applies to web content and new development. Visit the [UC Information Technology Accessibility Policy](#) for more information.

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Strategic Sourcing

2015 Supplier Showcase



You're Invited!

Join us and meet with UCI suppliers to learn more about their product offerings. This is an excellent opportunity to collaborate and forge business relationships for the future. Select the link for more details and pre-registration information:

[Supplier Showcase 2015 \(.pdf\)](#).

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PALCard

KFS Email Notifications for Cardholders

KFS is set up to send **FYI** notifications to PALCard-holders once their transaction is ready to be reconciled. This notification should trigger a reminder to forward back up documentation to the reconciler if not already done so.

If desired, your email preferences may be changed in your **Action List**. Please visit page 13 of our [PCDO Reconciliation Training Guide](#) for detailed instructions.

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Paying for Advertisements

Use a PALCard to pay for Facebook, Google, Internet Ads, etc. Do not process a Disbursement Voucher (DV) for this type of transaction. If the supplier does not accept PALCard, complete a KFS Requisition to generate a KFS Purchase Order.

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Contract Services

Photography Services Update

All photography services must go through Central Purchasing Contract Services. To streamline the process, we are excited to announce the launch of our Preferred Photographer program! For a list of photographers with a Master Service Agreement along with instructions, select the following link: [How To Acquire Photography Services](#).

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Equipment Management

Asset Inventory Certification Document Update

The deadline to submit Asset Inventory Certification Documents (AICD) was October 1, 2015. The inventory process ensures UCI's compliance with federal and university regulations.

We'd like to send a thank you to Asset Representatives who **approved**, and Departments Heads who **acknowledged**, the AICD (Asset Inventory Certification) document before our deadline—we are at 79% completion!

We are close to 100% compliance. 9% (59 documents) have already been approved by the Asset Representative; however, still needs to be acknowledged by the Department Head to become final. Select the following link to view your [Action List](#) and acknowledge the AICD Document.

The remaining 12% (80 documents) still need approval from Asset Representatives in order for the Department Head to acknowledge the AICD document. Select the following link to view your [Action List](#) to process your AICD Document so it can route to your Department Head's Action List for final acknowledgement.

Select the following link for step-by-step instructions: [AICD Document](#).

Please contact [Helen Chang](#), Equipment Manager if you need additional information.

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Amend Accounting Lines Only

KFS Purchase Orders (PO) now have an **amend accounting lines only** button. The button allows users to make accounting line changes to non-UCIBuy Purchase Orders with an open status. Select the following link for more information: [KFS Update](#).

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New Procurement Changes

A campus communication will be published shortly which outlines the changes below in greater detail.

Two new changes went in effect that impact our current procurement processes for services being provided for on campus premises.

- **UC Fair Wage/Fair Work:** New minimum wage for eligible UCI employees and service contract employees.
- **Prevailing Wage:** Eligible workers employed on public works projects must be paid the prevailing wage set forth by the [Department of Industrial Relations \(DIR\)](#).

[BUS-43](#) has been updated to incorporate the above changes.

Select the following link for more information: [Campus Communication](#).

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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