

# Purchasing Connections



A quarterly publication providing the latest information, best practices, and resources for procurement, strategic sourcing, PALCard, UCIBuy, contract services, equipment management and training. Select headers to view respective portal page for more information.

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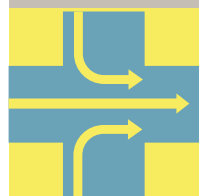
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## Simplify Work

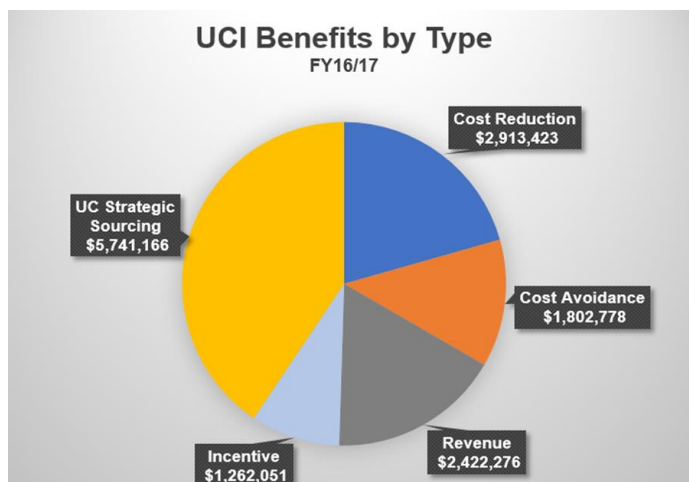
Use one of the following purchasing methods to expedite workflow!

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

## Procurement News

### UCI Benefits FY 16/17

The UCI Procurement Services (PS) mission is to expand opportunities for teaching, research and public service by delivering savings and efficient procurement services. In fiscal year 16/17, PS collaborated with over 38 UCI departments and UCOP Strategic Sourcing to deliver \$14.1 million in benefits. The chart below provides a breakdown of the benefits by type.



Interested in partnering with PS to achieve benefits for your department? Learn about services provided on our website [procurement.uci.edu](http://procurement.uci.edu) or contact [procurement@uci.edu](mailto:procurement@uci.edu).

For more information on UC benefits reporting, click [here](#).

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### First Annual Green Lab Fair

Laboratories have great opportunities for water conservation, waste reduction, and more sustainable selection of reagents and process equipment.



UCI held the first annual Green Lab Fair on July 17. Thank you to all who joined us and showed an interest in incorporating more sustainable practices into our labs on campus.

Attendees expressed a great amount of interest in taking the [Green Lab Assessment](#). Participation will identify what resources can make your lab more sustainable and bring UCI closer to achieving its sustainability goals.

Please also remember to think green when purchasing for your department. Look for the following sustainable icons in UCIBuy:



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## Contract Services

### Contract Analyst Department Assignments

We are excited to announce that a list of [UCI Contract Analyst Assignments by Department/Units](#) is now available.

If your Department is not on the list, please reach out to [contracts@uci.edu](mailto:contracts@uci.edu).

This document is continually edited and updated; assignments are subject to change without notice.

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## PALCard

### PCDO Reconciliation

As a reminder, as of Monday, July 17<sup>th</sup>, cardholders are no longer required to complete an internal requisition form and get pre-approval before making a PALCard purchase. An **Image Scanning** tab now appears in the PCDO

document for PALCard-holders to upload backup documentation (receipts, packing slips, etc.). With this change, KFS will now be the Office of Record for PALCard transactions. It is recommended for business managers and department heads/deans to discuss their business processes before implementing this change.

Please contact [PALCard@uci.edu](mailto:PALCard@uci.edu) with any feedback or suggestions.

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## PALCard Reminders

Please note the following guidelines:

- Contact [PALCard@uci.edu](mailto:PALCard@uci.edu), for any changes to [PALCard Reconcilers](#) and [Departmental buyers](#) (Contract Managers).
- Candies/food/supplies for staff picnic should not be purchased on PALCard; Corporate Travel card should be used and reimbursed through TEM.
- Promotional items (e.g., t-shirts, mugs, pens, etc.) imprinted with [UCI trademarks](#) must be purchased from a [UCI trademark licensee](#).
- Please do not click on “send ad hoc request” button to FYI your reconciler or fiscal officer. Doing so will prevent them from making any changes to the accounting line.

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## UCIBuy

### New in UCIBuy: IKA Works Inc.

IKA laboratory technology offers a wide range of innovative equipment for numerous mixing, tempering, distilling and crushing applications in research and development. With IKA's hosted catalog now available through [UCIBuy](#), you can take advantage of contracted pricing, free shipping, and onsite customer support.

#### Account Contact Info:

Robert Ranville  
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## Freight Savings from Sigma-Aldrich

Sigma-Aldrich is now offering new freight savings.



[Click here](#) for additional details and supplier contact information.

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## Equipment Management

### UCIMC—Now Using KFS For Asset Management

The Procurement Services Equipment Management Office is now supporting asset management, new asset property ID tags and surplus property management at UC Irvine Medical Center. This program streamlines administrative processes, and supports the four pillars of UCI's [Strategic Plan](#). The KFS System Capital Asset Management will now replace their manual paper-based system for managing assets and surplus property.

In order to save Medical Center space, retired property will now be sent from the Medical Center to our UCI Campus Surplus Property warehouse. The property will be reused or recycled to further help UCI meet its sustainability goals.

This program is expected to improve efficiencies and save UC Irvine Health over \$500,000 in the next two years.

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### Asset Inventory Certification Document (AICD)

Reminder: The deadline to submit Asset Inventory Certification Documents (AICD) is October 1, 2017. The inventory process ensures UCI's

compliance with federal and university regulations.

Click here for step-by-step instructions: [AICD Document](#).

For additional information, please contact [Equipment-Management@uci.edu](mailto:Equipment-Management@uci.edu).

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## Training

### Training Resources

Reminder: You can find the KFS Purchasing Training Guides on the Zot!Portal. Click [here](#) to access the step-by-step instructions.

KFS Purchasing training courses are also available as an e-Learning course, visit the [UC Learning Center \(UCLC\)](#) and search 'KFS PURAP'.

For additional information, please contact [Shauna Niswonger](#).

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