End of Year Cutoff Memo

Just a reminder the FY14-15 Year-end Cutoff Memo is available on the Purchasing website. The memo sets forth the various types of procurement transactions correlated with their year-end cutoff deadlines. As the memo conveys, Purchasing will make every effort to process SRM Shopping Carts/ECC Requisitions after the cut-off dates, but cannot guarantee orders received after their respective dates will be processed against current year funds. Procurement activity significantly increases with approach of June 30; please plan ahead as much as possible with needed purchases.

Important: The posting of SRM Goods Confirmations/SAP Goods Receipts is a key component related to year-end transactions. Deadlines 5 and 6 in the year-end memo delineate requirements for receiving tasks.

A comprehensive document related to all year-end transactions is posted on the Office of the Treasurer website.

Update on Customs Broker and Bonds

The University receives numerous shipments from outside the US, particularly related to ongoing research projects. Any international shipment coming into the states must pass through US Customs. The University contracts with Walter F. Meuter, Customs Brokers Inc. in Louisville to manage and expedite its inbound (and outbound) international shipments. In an effort to reduce customs costs to departments, the University has purchased a continuous Customs Import Bond. The bond will cover standard costs that are required for receiving and processing shipments into any US port during a 12-month period. There are associated minimal fees that may be applicable to each shipment and are the responsibility of the receiving departments. Despite the minimal fees, purchase and use of the continuous Customs Import Bond represents significant savings to University departments.

Fees that are not covered can be charged to the department’s Procurement Card in accordance with Business Procedures Manual B-3-2-1. The University contact for Walter F. Meuter is Ron Fryrear, email: RFryrear@wfmeuter.com phone: 502-636-0381 or 502-583-0472. For questions contact Debbie Konichek, Contracting Officer, email: dkonichek@uky.edu phone: 859-257-5792.

New Purchasing Listserv

In an effort to provide procurement-related information to departments, the Purchasing Division has implemented a new ListServ. If you would like to receive newsfeeds and other Purchasing-related information as it becomes available, you may subscribe to the service.

To self-enroll, send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

   subscribe UKPURCHNEWS Yourfirstname Yourlastname

The subject line should be blank along with the remaining body of the email. Please forward to others in your area who would like to stay informed about Purchasing news and information.
New Format for Shopper Training through myUK

Persons who register for SRM Shopper Training through myUK will soon complete a different course format. Currently, Shopper training is embedded within the single training course SRM_SHO_300. The course is long (120+ slides) and challenging to complete in one sitting. The revised format will consist of a four-part module of “mini-courses” as follows:

- SRM_SHO_300 Shoppers Introduction
- SRM_SHO_301 Punch-out Catalogs
- SRM_SHO_302 Free Text Carts
- SRM_SHO_303 Supplementary Information

Each course is smaller and will more effectively promote the learning process. The entire module can still be taken in one sitting if the employee prefers.

The new module is currently being loaded into myUK Employee Self-Service for training and should be available in late April or May. Related information on the Purchasing website will be updated concurrently with loading of the new module.

Updated Order Process and Login for Scott Gross e-Store

Scott Gross recently updated their online system for ordering industrial and medical compressed gases. Information on the new login process can be found on the Purchasing website.

Update: Extension for VWR e-Catalog

After meaningful discussions with various University departments, the requirement to transition to the SRM e-procurement system for laboratory purchases from VWR International has been extended until August 1, 2015. This is due to the complexity of transitioning to SRM for many areas and workload associated with fiscal year-end. End-users who currently use the University procurement card for purchases from VWR or Fisher Scientific may continue to do so during this time to allow for processing of Training Plans and completion of the Shopper curriculum through myUK Employee Self-Service. Please continue to use the VWR punch-out catalog within SRM if you have already taken the training and currently have the Shopper tab.

By summer an e-catalog for Fisher Scientific-exclusive products is planned for loading into the SRM system. In addition to the Fisher Scientific e-catalog, there will be a laboratory supplies UK Store with inventory from VWR, Invitrogen, and Life Technologies. Both of these procurement solutions will further supplement the vast product selection available from VWR and will help ensure all laboratory equipment and supplies are readily available for the University’s needs.

After August 1, all purchases from VWR or Fisher Scientific will be restricted from the procurement card. VWR purchases will be required through the SRM e-catalog or ECC Requisition for areas that have not transitioned to SRM.

Information for completion of the Training Request Form(s) and online training can be found here. Questions can be directed to SRMHelp@uky.edu.

Additional notes on the VWR contract transition:

- Departments qualify for a 2% rebate, in the form of a product credit, for all items ordered through the VWR e-catalog. The rebate is returned to departments after the end of each contract year.
In addition, VWR offers a 1% Early Pay discount for invoices paid within 10 days. To take advantage of the discount, departments should complete the Goods Confirmation as soon as possible after receipt of goods. If the Goods Confirmation is completed within 10 days of invoice date, the payment amount will be reduced 1%.

Departmental end-users that do not have or need the Shopper tab within myUK can access [www.vwr.com](http://www.vwr.com) to create online quotes (a.k.a., “Shopping Lists”). VWR Shopping Lists can be downloaded from the site and emailed to another person in the department for order placement. The person receiving the Shopping List can upload all items into their Shopping Cart without re-typing of data. If needed, a step-by-step Quick Reference Card is available on the Purchasing website. Alternatively, departments can request customized quotes directly from the UK designated sales representatives. The quote numbers can be uploaded into the VWR e-catalog and individual items automatically loaded into a Shopping Cart.

**Contract Award for University Bookstore**

As per April 6, 2015 email from Eric Monday, Executive Vice-President for Finance and Administration (EVPFA), the University has recently partnered with Barnes & Noble College for operation of its campus bookstore. As of June 1, Barnes & Noble will operate the bookstore in a temporary location (behind the Joe Craft Center on Lexington Avenue) during construction phase of the new Student Center. After completion of the Student Center, 30,000 square feet of building space will be dedicated to the bookstore within the new complex.

More information regarding Barnes & Noble College’s services and location can be found at: [www.bncollege.com](http://www.bncollege.com).

**Update on myUK Shopper Catalogs**

Additional e-catalogs are planned for loading to the myUK Shopper tab along with VWR and forthcoming catalog for Fisher Scientific-exclusive items. Online e-catalogs for both Steelcase and Herman Miller furniture are currently under development and scheduled to be available in early summer. The catalogs will house full furniture lines from each supplier. Departments will be able to select and order standalone furniture items such as bookcases, files, tables, desks, etc. using the checkout cart process. Shoppers will have the ability to customize chairs based on fabrics, finishes, options, etc. through animation processes and add to their shopping cart for purchase. The e-catalogs will also facilitate customized quotes for cubicles and more complex furniture purchases.

In addition, all furniture items available from OfficeMax have been added to the office supplies e-catalog system in SRM. Departmental shoppers can now select and order from over 1800 approved furniture items along with their office supplies.

**Recent Contract Awards**

The following contracts have been recently awarded for various departments. UK-1416-15 in particular, for Employee Advertising Services, is available campus-wide for posting of departmental employment positions.

<table>
<thead>
<tr>
<th>Contract</th>
<th>Title</th>
<th>Awarded Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK-1416-15</td>
<td>Employment Advertising Services</td>
<td>Graystone Group Advertising</td>
</tr>
<tr>
<td>UK-1419-15</td>
<td>Event Management Software</td>
<td>Ungerboeck Software International</td>
</tr>
<tr>
<td>UK-1421-15</td>
<td>Information Technology Resource Financial Cloud Brokerage Services to Support SAP ERP Environment</td>
<td>Strategic Blue Services, Ltd</td>
</tr>
</tbody>
</table>
**Purchasing Question:**

*What is the purpose of the Vendor Application? Does it equate to an “Approved Vendor”?*

**Answer:** The sole purpose of the Vendor Application process is to register a company or individual into the University’s business system in order to initiate an SRM Shopping Cart, ECC Requisition, or PRD payment. Completion of a vendor application does not equate to their being approved in a contractual sense and does not designate any preferred status upon the entity. Examples of approved entities in a contractual sense are companies or individuals holding contracts resulting from bid processes, vendors holding licensing agreements to sell promotional items, etc. Simply completing a vendor application and becoming listed in the University’s vendor registry does not confer any type of approval or preference onto a business or individual.