



Purchasing Newsletter – January 2016

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Director

Updates to the AP/Purchasing Quick Reference Guide

Per Office of the Treasurer, updates have been made to the AP/Purchasing Quick Reference Guide for GL accounts associated with legal fees, patent fees, advertising, and promotional items. Click [here](#) to access the Quick Reference Guide on the Purchasing website. The recent changes are listed in the comments section for each affected commodity.

Sam's Club is Returning to UK!

Retail warehouse memberships with Sam's Club will once again be available to the University. Interested departments will be able to purchase institutional memberships with \$45.00 yearly fee and receive departmental membership card(s). Departments must use the Payment Request Document (PRD) for payment of the membership fee (use GL account 535024). Once membership is established, departments must use the procurement card for purchases of goods within the store.

Representatives from Sam's Club will be available for questions on a drop-in basis as follows:

Wednesday, February 17 from 1:00 to 3:00	Room 379 Peterson Service Building
Thursday, February 25 from 10:00 to noon	Room 379 Peterson Service Building

Memberships are not available for purchase at the store; departments must work through Purchasing to receive the University designated membership applications. Details are being finalized and more information will be published on the Purchasing home page news when available. The tentative start date for University memberships is March 1. Questions may be directed to: UKPurchasing@uky.edu.

New Grainger E-Catalog Within SRM

As of January 5, a new e-catalog became available within Supplier Relationship Management (SRM) for Grainger, Inc. Grainger is the University's leading provider of commercial and industrial supplies (e.g., abrasives, tools, hardware, raw materials, safety/security items, motors, fasteners, welding, materials handling, shop equipment, etc.). More than 400,000 products are available to University departments via the e-catalog. Purchases from Grainger should be via SRM Shopping Cart; the procurement card is no longer permitted for online purchases from Grainger for academic campus areas.

If needed, a step-by-step guide for the new e-catalog is available on the Purchasing [website](#) for those holding the Shopper role.

Life Technologies E-Catalog

Development of the Life Technologies e-catalog within SRM is in testing phase and will be available for electronic ordering in the coming weeks. Enterprise Applications Group (EAG) is currently performing final project tasks and testing catalog components. Select departments that frequently purchase Life Technology products will pilot test the e-catalog prior to it being available to the entire campus. Once the Life Technologies e-catalog is available, purchases will transition from use of procurement card to SRM Shopping Carts. More information and details will be available when the catalog goes live.

E-Catalogs Quick Reference

An e-Catalogs Quick Reference document is now available on the Purchasing [website](#). The guide reflects summary information on each catalog within SRM including available items, customer representative contact information, Purchasing buyer contact, links to respective training guides, etc. As new catalogs are added to the system, the guide will be updated with specifics for each.

Reminder: SRM Shopper Note Regarding Free Text Shopping Carts

Please remember to create SRM Free Text Shopping Carts separately from those generated from e-catalogs. Shopping Carts created from e-catalogs follow different approval and routing processes than Free Text carts. E-Catalog carts that are less than \$5000 are automatically placed with the supplier. Free Text carts follow departmental approval processes and subsequently route to Purchasing for manual processing. With no intermingling of e-catalog and free text line items in a single cart, orders will process successfully.

Recent Contract Awards

The following contracts have been recently awarded for various departments:

Contract	Title	Awarded Supplier
UK-1627-16	Winter Melting Compounds	Ryan's Agri
UK-1629-16	Snow Removal	Bluegrass Contracting, Lagco
UK-1618-16	Muck Removal	Creech Services, Inc.
UK-1639-16	Consultant for Recruitment of Utilities & Energy Management Director	Heilbling & Associates, Inc.
UK-1599-15	Price Contract for Plumbing Supplies	Ferguson Enterprises

Question: How Do Shopping Carts Route To Approver(s)?

Answer: Procurement-related documents within myUK (Shopping Carts and Payment Request Documents (PRDs)) route to inboxes of Approvers via “workflow”. Approvers are pre-assigned based on the cost center or WBS Element (i.e., grant) affiliated with a document. If a Shopping Cart or PRD requires approval, workflow programming examines the cost center or grant number, determines the appropriate person(s) responsible for the purchase, and directs the document to their inboxes. Approvers receive and manage documents via their Approver tab within myUK. At the department’s discretion, multiple approvers can be designated for any given cost center or grant. Shopping Carts and PRDs that are greater than \$10,000 require two levels of approval. Again, at the department’s discretion, multiple approvers can be assigned for the Level 2 approving; the same person can also be designated to approve both levels.

Multiple approvers at the department/college level are encouraged to ensure backup coverage is available when needed. Contact SRMHelp@uky.edu for questions or if your department needs to add or modify approvers assigned to your area.

Note: Approvers within hospital areas approve PRDs via their tab within myUK, but use Business Workplace within SAP to approve requisitions.

If needed for refresher or assistance, a [step-by-step help guide](#) is available on the Purchasing website.

Self-enroll to Receive Purchasing ListServ Notifications

Follow these instructions to self-enroll to the Purchasing ListServ and receive procurement-related updates and news. 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 as well as the body of the email. You may unsubscribe in the same manner, by changing "subscribe" to "unsubscribe" and following the remaining directions.