



Purchasing Newsletter – January 2017

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Director

New E-Catalog Added for Herman Miller Furniture

A new e-catalog is now available within the Supplier Relationship Management (SRM) system of myUK for Herman Miller Furniture. Herman Miller is one of the primary providers of furniture to the University. The e-catalog contains quick ship and standard ship options for items most commonly purchased by departments. Shoppers can use advanced features within the e-catalog to custom design and order seating, filing and storage, tables, etc. The e-catalog includes a quote-to-cart feature; for more advanced orders (e.g., cubicles or high volume projects), departments can request custom quotes and load all items into their Shopping Cart in a single action. The e-catalog has been added to the Add-Item menu for all Shoppers. A step-by-step help guide for using the e-catalog is available on the Purchasing [website](#). Departments should conduct all purchases of Herman Miller furniture via the e-catalog regardless of order value; procurement card purchases are no longer permitted.

Note: College of Medicine (COM) areas utilize a furnishings standards policy as set forth by their Dean's office, and in general, are standardized on Steelcase brand furniture for their areas. For questions, contact the COM Facilities Management office for more information.

Shopping Cart Enhancement: Email Notification Upon Purchase Order Creation

An enhancement has been added to Shopping Cart purchases. Shoppers now receive an auto-generated message when a Shopping Cart is processed to a purchase order and placed with the supplier. The notification reflects the cart and PO numbers, line item contents, account assignment, etc. This feature was added in response to University departments indicating need for electronic notifications when their carts are processed.

Upgrades To Price Contract Search Page

The [Price Contracts](#) page on the Purchasing website has been restructured to provide for easier navigation. Rather than search long listings of supplier contracts available for departmental purchases, visitors now may click and download full .pdf documents for their needs. Separate lists are available sorted by commodity and vendor. Once downloaded, use the search shortcut (CTRL+F) to locate contracts by keyword.

Help Resources Available To Departments

The Purchasing Division is a service-based unit of the University and strives to provide needed resources for departments to procure goods and services. The Purchasing website has a number of resources available pertaining to procurement issues. For instance, a [listing](#) of all Contracting Officers and their related commodities is available for reference. An [alternate listing](#) is available in alphabetical order by commodity name. If you need to purchase a good or service, and are not sure where to start, the responsible Contracting Officer can provide guidance.

The [AP/Purchasing Quick Reference](#) is another useful resource for determining the correct method of purchase. Simply locate the commodity group within the first column and the matrix will indicate the correct purchase method(s). Additional notes, when applicable (e.g., BPM reference, etc.), are shown in the last column.

The [SRM Information](#) and [Quick Reference Cards](#) pages on the website hold a number of training guides and help documents for the most common procurement tasks, particularly those related to e-procurement or SAP usage. Resources here are generally designed in a step-by-step format to assist staff and faculty in working through a purchase transaction (e.g., Shopping Carts, Approvals, etc.). Several of the help guides are identical to materials used within myUK for training and role assignments.

Assistance is available via email should you encounter problems or have questions. SRMHelp@uky.edu is generally used for questions or assistance relating to e-procurement. UKPurchasing@uky.edu is also available for general inquiries, delivery of written agreements, etc. Verbal inquiries can be directed to 257-9100.

Dell One-Off Orders

If you process custom quotes for Dell purchases for One-Off orders, please use a Free Text Shopping Cart rather than processing via their e-catalog. "One-Off" orders typically relate to special purchases beyond Dell's standard offerings and involve consumer models, extended warranties, software, and maintenance agreements. Due to their special nature and manual handling requirements, please purchase these types of orders via a Free Text Shopping Cart. A help card will be placed on the [SRM Information Page](#) soon with more information and steps.

New Account Representative For CDW-G

A new Account Manager has been assigned to the University for CDW-G. Scott McMahon can be reached via email at scotmcm@cdwg.com or phone (866) 719-6930. CDW-G is one of the University's primary suppliers of computing peripherals and related items.

VWR University's Prime Contract Supplier For Scientific Distributor Products

VWR, International continues to be the University's prime contract supplier for provision of general, non-proprietary scientific goods. The VWR e-catalog holds in excess of 1.1 million product offerings with no additional shipping or handling charges. The e-catalog also has a quote-to-load feature for transferring customized quotes directly into Shopping Carts along with online reference materials (MSDS sheets, certificates, etc.). Departments are eligible for a 1% early pay discount against orders released within 10 days of invoicing along with an annual 2% free product rebate for aggregate purchases by area.

Assistance and support is available directly from Account Representatives Tammy Curtis (email: tammy_curtis@vwr.com phone: (859) 421-3432) or Jill Ducker (email: jill_ducker@vwr.com phone: (859) 321-7764). A general support team is also available at email: UK_Support@vwr.com phone: (855) 834-9035.

A help guide for using the VWR e-catalog, along with supplementary materials, is available on the Purchasing [website](#).

Importance of Delivery Addresses

When completing Delivery Address information on Shopping Carts, please remember to enter the c/o person's name to whom the order will be shipped and their floor and room numbers. Since the University transmits these data pieces onto the supplier, it is imperative they be completed. Also, the c/o delivery person should only be that person's full name (first and last) with no extended information. In addition, it is important not to modify any components of the building or street delivery address.

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | Account Assignment | Internal Note | **Delivery Address / Performance Location**

Reset

If the item is to be delivered to a different address, enter the new address here

Name: UK

Additional Name: University of Kentucky

* Building Name / Code: Patterson Office Tower 0027

Phone Number / Extension:

* C/O: John Smith

E-Mail:

Fax Number/Extension:

* Floor / Room: 3 344

Street / House Number: 120 Patterson Dr

Postal Code / City: 40506-0027 Lexington

District:

Postal Code / P.O. Box:

Country: US USA

Region: KY Kentucky

OK

A [Quick Reference Card](#) for establishing and using Delivery Addresses is available on the Purchasing website.

Purchasing Frequently Asked Questions

Question: For an e-catalog order, what do I do to change or add a line item after the Shopping Cart processes? Can I call the supplier and add it onto the purchase after they receive the order?

Answer: If changes (items added or deleted, account assignment changes, etc.) need performed to an order after the Shopping Cart is processed, please contact Purchasing (SRMHelp@uky.edu) for assistance. It is important to refrain from directly requesting changes with suppliers via phone or email as this creates invoicing discrepancies. With many orders being invoiced electronically, PO line items must perfectly match inbound electronic invoices in order for transactions to process smoothly. If adjustments are made to an order directly between a department and supplier, invoice discrepancies result with blocked payments. The email request can be simply worded and should include the cart or PO number along with your question or action needed.

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 rest of the body of the email. You may unsubscribe in the same manner, by changing "subscribe" to "unsubscribe" and following the remaining directions.