



Purchasing Newsletter – July 2016

William Harris
Director

Life Technologies E-Catalog and Gluck Supply Center Ordering

The Life Technologies e-catalog for life science products is now available and fully functional for order placement. Departments may order standard products via the Direct Ordering link within the catalog. A link is also available for custom primers and sequencing-related products. The e-catalog contains a feature that applies promotional pricing, when applicable, or may be used to load equipment purchases into a Shopping Cart from a customized quote.

A link is also available for ordering items for pickup from the Life Technologies-Life Sciences Supply Center at Gluck Equine Research Building. Departments may place orders for selected products stored on-site at the Gluck Supply Center and/or have other items shipped to Gluck for pickup by the department to save on shipping and handling costs.

A training help guide for the Life Technologies e-catalog is available [here](#).

Upgrades to Dell e-catalog

The Dell e-catalog will reflect an upgrade to enhance ordering features during the first week of August. Initial entry to the catalog will provide easier navigation among standard configurations, desktops/laptops, servers, accessories, etc. Shoppers will be able to customize systems reflecting real-time pricing and use extended search features. Estimated delivery times will be shown, as well as shipping costs, and the new site offers expedited delivery options. Once the Shopper checks out from the enhanced Dell e-catalog, selected options and order details transfer to SRM and populate within line item notes. The Dell e-catalog reference guide, reflecting the enhanced features, is available on the Purchasing [website](#).

Change GL Code for Capital Equipment

Shopping Carts placed via e-catalogs will automatically load a default GL Account as part of the ordering process. Items that are \$5000 or greater in value are considered Capital Equipment and must be re-assigned an applicable capital GL Account. If a Shopping Cart contains line item(s) that are \$5000 or greater, please be sure to use capital GL Account 550010 for computers or 550030 for scientific equipment. The Shopper can simply overwrite the e-catalog GL Account with the capital GL Account within the line item.

If you are an Approver for Shopping Carts, please take time to review and ensure correct GL Accounts are used for purchases moving through approval Workflow. At their choosing, Approvers can actively edit a Shopping Cart and correct the GL Account as part of the approval process.

In addition, please note with new capital equipment value thresholds, as issued by Office of the Treasurer earlier this summer, computer purchases are no longer assigned capital status at \$1000 value. Computers are now assigned capital status at \$5000 purchase cost, identical to all other equipment.

Closed GL Accounts and Replacements

The following GL Accounts have been closed by General Accounting and are no longer permitted for assignment to purchase or other documents:

540300	Furniture < \$2000 and Computer <\$1000
540301	Minor Equipment < \$2,000
540212	Hospital Equip <\$2,000 & Computer Equip <\$1,000
540213	(Hospital) Finance Approved Equip <\$2000 & Comp Equip <\$1000

The following are replacement GL Accounts for the above commodities:

540357	Furn/office equip<5K
540358	Comp/minor equip <5K

Addition of Items to E-Catalog Orders

If additional items need added, or changes/cancellations made, to an e-catalog order after placement, please email srmhelp@uky.edu or contact the appropriate Contracting Officer for assistance. Since electronic processes drive e-catalog purchase, shipping, and invoicing tasks, e-catalog suppliers cannot add items to an order via direct phone or email request from the department. The responsible Purchasing buyer will work with the Shopper to add items, cancel orders, or make changes as applicable. Other questions or requests for assistance can be sent to the above help email address.

Attachments for Goods Confirmations

A help guide for creating attachments for Goods Confirmations is available on the Purchasing [website](#). Confirmers can attach documents to Confirmations identical to those for Shopping Carts. For instance, the Confirmer may attach scanned copies of packing slips, pictures of address labels, etc., if needed, directly to the Confirmation for the permanent record.

Imprinted Promotional Items

Promotional items are goods imprinted with any University-related logos or wording to promote University programs, projects, and initiatives. Examples of common promotional items include imprinted or embossed portfolios, pens, mugs, T-shirts, magnets, tote bags, etc. This also includes imprinted or embroidered apparel for internal use by departments. Unlike items consumed for internal operations, promotional items carry the University's public image via its trademarked logos and graphics. Paper-based printing purchases (e.g., brochures, stationery, publications, etc.) are bound by University printing contracts and are not considered promotional items. Additional information, including the current promotional licensee list, is available on the Purchasing [website](#).

New Contracting Officer and Commodity List

Matthew Spalding came to Purchasing in June as a Contracting Officer II in the Capital Construction Purchasing Office. He previously worked at Big Ass Solutions as an Installation Project Coordinator. Matt is a United States Marine who served in Operation Enduring Freedom in Afghanistan and Operation Iraqi Freedom in Iraq. He received his Bachelor of Science in Agricultural Economics from UK. Matt can be reached via phone: 323-5405, or email: matthew.spalding@uky.edu.

The addition of Matt to the Purchasing staff relates to a larger re-distribution of commodity assignments among Contracting Officers and teams effective August 1. The newly revised commodity list is available on the Purchasing [website](#).

Purchasing Question:

What is the difference between Product Categories and GL Accounts on Shopping Carts? Are they related?

Answer:

Product Categories are an 8-digit number used to identify the type of good or service from a commodity/procurement perspective. Common product categories are 41101500 for Laboratory Supplies & Accessories and 56000000 for Furniture. Product Categories are used for routing of Shopping Carts within workflow and commodity reporting. For instance, a department can produce internal reports using product category as criteria to determine how many purchases their staff made of laboratory supplies or furniture.

GL Accounts are a 6-digit number and are of an accounting nature. They work in conjunction with cost objects (cost centers or WBS Elements) and identify, within the University's accounting structure, the type of item purchased. Common GL Accounts are 540334 for office supplies and 530122 for commercial services.

When creating a Shopping Cart from an e-catalog, both the product category and a suggested GL Account will populate as part of the ordering convenience process. If needed, the Shopper can overwrite the suggested GL Account, at the line item level, with one that may be more applicable. When creating a Free Text Shopping Cart, the Shopper manually selects the appropriate product category from a dropdown list of broad choices. Most product categories for Free Text carts will automatically populate a suggested GL Account also, which can be overwritten if another is more applicable.

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.