



UNIVERSITY OF
ARKANSAS

BUSINESS SERVICES: PROCUREMENT

PROCURE Networking News

Fiscal Year 18

Whitney Smith, Editor

First Quarter

MESSAGE FROM PROCUREMENT



STREAMLINING PROCUREMENT PROCESSES

The procurement function is vital for the University's ability to continue operations. Consider the University as a jigsaw puzzle. Now consider Procurement as a piece of the puzzle. You need all of the elements of the puzzle to successfully create a picture. In the same way, you need all of the elements of a business to maximize success. Procurement is part of the business strategy involving dedicated time, resources and a lot of persistence. And given its necessity to business operations, the mission of procurement is to ultimately help reduce risk, money and time.

In an era of tight budgets and close scrutiny of public spending, it's important to look for new ways to improve procurement activities. That's leading some organizations to consider solid solutions with advanced capabilities that enable a full procure-to-pay cycle online that delivers value. Among several desired features, an ideal solution would comply with the Americans with Disabilities Act, promote supplier diversity, provide detailed trend analyses, provide streamlined opportunities for contract negotiating and cost savings, and help make procurement activities more transparent to the public. With the University of Arkansas System moving toward an Enterprise

Resource Planning (ERP) solution, hopes for improved procurement, financial, human capital, and student management systems are on the horizon.

INGREDIENTS FOR SUCCESS

Technology propels efficiency as organizations are continually being asked to do more with less.

Embrace technology and use it as an effective tool in managing workflow, mitigating risk and making more informed business decisions.

Collaboration and Passion are effective elements for success. For the procurement operation to deliver on promises, we must always be mindful of how we approach productivity. Laws and regulations govern procurement activities, and although restrictions and delays are sometimes unavoidable, the governance in general is a valuable element for the University's operation and success. In today's world of increased communication and collaboration, we do our best in Business Services to streamline processes toward successful outcomes.

Trust in cognitive diversity is valuable for a successful organization. We strive for this. People react differently when they know they've been heard - versus feeling dictated. When people know they are respected and listened to, and that their idea is considered, they extend themselves for you. This can be a powerful contribution to any organization. Hence, a range of experience, education, and age will allow for better decision-making to drive the success of the operation and encourage employees to internalize and believe in their core mission.

Something to ponder.... What's your mission?

Please take some time to review upgrades to the [Procurement Websites](#). The enhancements are intended to assist users in locating information in a more streamlined manner.

Please contact [Whitney Smith](#), Procurement Coordinator and Editor, with your feedback.



NEW PROCUREMENT THRESHOLDS *Effective August 1, 2017*

Small Procurements

Purchases up to \$20,000 may be procured without seeking competitive bids.

Informal Bidding (Quote Bid Process)

Purchases between \$20,000.01 and \$75,000 may be awarded by use of competitive quote bids.

Formal/Sealed Bidding

Purchases exceeding \$75,000 must be processed through the Procurement office as a formal bid (RFP or IFB).

Refer to this link for more information:

<http://procurement.uark.edu/resources/documents/2017-NewActsUpdate.pdf>



Thresholds Not Changing

Professional/Consulting Services (PCS)

- \$10,000 - \$50,000 - All PCS documentation required/reported monthly
- >\$50,000 - All PCS documentation and Legislative Council approval required

Got Questions? Contact [Procurement Services](#)!

IT PROCUREMENT RESOURCES *Save Time and Money!*

IT System-Wide Contracts

Now listed on the [Procurement Contracts](#) website, better pricing and volume rebate opportunities! We certainly anticipate this list to grow as we move forward with optimizing procurement by expanding UAF IT activities and contracts for hardware and software to UA system-wide eligibility and purchasing power.

Identification and Solution

As you look to renew and/or purchase IT products/services, please use UITS as a resource to:

- Determine your technology needs
- Take measure of the technologies you have
- Prioritize the technologies by their level of usefulness to you and your goals
- Engage with UITS and explore time and money saving options such as:
 - ⇒ Determine existing software across campus
 - ⇒ Leverage existing agreements
 - ⇒ Combine purchases with other units

By using UITS as a resource and working toward consistency across campus, you can save time and money and potentially provide better access for the student, faculty, and staff community.

Anything we can do to help streamline access to relevant information is a plus! Keep the communication flowing and stay informed. For general questions, contact [Becky McCoy](#), UAF IT Contract Manager.



Pepsi & Imperial Vending Contact

- To address vending machine refunds, out of stocks, or other issues, please email bevsnack@uark.edu.
- When planning events, email donation request forms to pepsi4u@uark.edu at least ten (10) days prior to delivery date. Forms can be found here: <http://osa.uark.edu/registered-student-organizations/forms.php>.



PURCHASING AND CONTRACT SIGNATURE AUTHORITY

All types of purchases from University Cost Centers are subject to regulations and procedures as stipulated in Arkansas statutes and by the Board of Trustees. Individuals not specifically authorized to do so are not to sign any contracts on behalf of the University. All contracts are to be forwarded first to [Procurement](#) for review and consideration prior to obtaining review by UA General Counsel. Only purchases authorized by the Procurement division in conjunction with UA General Counsel are legal obligations of the University.

TRAVEL SERVICES



Anthony Travel Contract Coming Soon!

Anthony Travel along with Concur Online Booking Tool:

- Pilot program will begin in August
- Complete campus roll out in October

Please see [FAQ](#) for complete information regarding the new contract and booking tool.

Car Rental

Just a reminder that the U of A is required to utilize the following car rental agencies:

- Enterprise Contract # **XZ51R10**
- National Contract # **XZ51R10**
- Hertz Contract # **CDP301115**

You must book directly with these agencies utilizing the U of A contract number. **DO NOT** book your car through Expedia, Travelocity, etc, as by utilizing another site, you will not be covered under the contract.

Travel.uark.edu is the University's main travel website, which includes any forms, step-by-step instructions or announcements related to travel for the university.



SUBMITTING REIMBURSEMENT CLAIMS Employee vs. Non-Employee

! RazorBuy (employee)

If the claim amount and actual receipts do not match, the requisition will be returned for correction, recalculation, etc. When this happens, departments should:

- Attach receipts that show the relevant markups. (Including a comment in the system about a discrepancy is helpful, but not as effective as the images and claim actually matching)
- Upload receipts as one image/file rather than individual attachments
- **DO NOT** edit the Tax field. When you complete the employee reimbursement form be sure to enter the full amount being reimbursed (including tax) into the price field. When you are checking out **do not** mark the cart as taxable. The form and commodity code lets the system know it is **non-taxable**. Just remember to put the tax exemption code as "O."

! BASIS (non-employee)

Process a 'PR' type requisition in BASIS for non-employee reimbursements. Complete the non-employee reimbursement form and attach associated receipts and provide to your Procurement Coordinator. See this link for the appropriate form:

http://procurement.uark.edu/resources/documents/Reimbursement_ClaimForm2017.pdf

These steps streamline the process for purchasing, accounts payable, and audit when necessary.



IMPROVE EFFICIENCY



Please help us maintain a streamlined process by attaching the appropriate completed document to your requisition:

[Business Justification Form](#) - any requisition that includes meals or entertainment for business functions.

[License/Certification Justification Form](#) - any requisition that includes a request for license/certification payment.

[Legal Review Form](#) - any requisition that includes a contract that requires review/signature.

[Membership Justification Form](#) - any requisition that includes a request for membership payment.

[Voluntary Product Accessibility Template \(VPAT\)](#) - please gather this document from the vendor for any requisition that includes "Electronic and Information Technology" products and services.

EMPLOYEE AWARDS



No Cash Awards!

The UPAY function within UPS has been re-designed to allow for payments of 'tangible' awards such as trophies, plaques, etc. Only Foundation and Gift cost centers in companies: 0382, 0383, 0392, and 0393 may be used for these purchases.

For further detail regarding the use of UPAY for these purchases, please review the UPAY documentation found at: <http://businessservices.uark.edu/accounts-payable/upay.php>

COMMUNITY EVENTS

COMMUNITY EVENT SPONSORSHIPS

All sponsorships, regardless of the dollar amount, must be reviewed/approved by VCAD. Submit requests for event sponsorships to Advancement's Office of Special Events via email: spev@uark.edu. Also, refer to the [Community Event Sponsorship Guidelines](#) for further information. This information is also accessible via [Procurement Policy](#) site.



RAZORBUY UPDATES

Big Picture: RazorBuy users place orders within RazorBuy > Requisition is approved via TARGET in BASIS > PO is issued and unless an invoice is attached, PO is sent to vendor > Once goods and/or services are received, Receiving is performed in BASIS > Accounts Payable receives the invoice for entry > Vendor is paid.

RazorBuy Version 17.2 rolls out July 28-30th, RazorBuy will be unavailable during this time. Your RazorBuy Team is testing the update and will keep you posted on changes.

When filling out Razorbuy forms DO NOT use commas in the Unit Price fields, additionally DO NOT use more than two decimal places as when this order is sent to BASIS for approval, the requisition will be rejected.

If you think you have lost your cart check your **draft carts**. RazorBuy page > My Carts and Orders > View Draft Carts This is where you can view all your carts, as well as ones that have been returned, edit and resubmit.

Software Purchase Field

- Location: General section
- Required: Yes, you must choose Yes or No
- Does this slow down my requisition? No, it helps identify software purchased throughout campus.

Payment With Order - Hold For Field

- This field must be completed with the contact information for the person that will pick up checks (first and last name, and office phone number)
- Checks will only be released to UofA employees, no vendors.

Vendor/Supplier Change Form

If your supplier needs a new address or new contact information added, use the Change for a Supplier form located here: <http://razorbuy.uark.edu/supplier-information/index.php>. Please complete all fields as much as possible.

KOFAX

Kofax will be getting upgraded this summer. The Kofax URL for uploading of receipts will be changing in August. The new URL will point to the upgraded server. Please watch for postings on the update of the URL.

Training issues contact:

rbtrain@uark.edu

Technical issues contact:

razorbuy@uark.edu



NEW EMPLOYEE MOVES

When applicable, a new employee's job offer letter will state if and how much is allowed for moving expenses. The amount of money allowed can be used for house hunting and the actual move. Any amounts that exceed the allowed amount are the individual's responsibility. Until the individual is on payroll, the University (UA) cannot reimburse for the house hunting expenses and/or expenses during the move to the UA. Please review the following helpful tips:

1) *Contracted Moving Company*

Armstrong United is the UA's contracted moving company, [Rob Hurt](#) is the contact. Please refer the new employee to the following website: <http://businessservices.uark.edu/moving-information.php>. Armstrong will not set up the move until they receive a PO, so please be sure to follow these steps:

- The new employee will need to send the moving estimate to the department contact
- The department will enter a requisition in Razorbuy using the non-catalog form and commodity code 78101804. The job offer should be attached as an internal attachment and the moving estimate attached as an external attachment.

2) *During the Move to the UA*

- Meals in route to the UA will not be covered.
- It is recommended the new employee provide a contact number such as their cell phone to the moving company and their UA department.

3) *Off Campus Housing*

New Employees and Students moving to the UA community may have need to find housing. If the new employee needs an apartment to rent they can search for free via the [Off Campus Housing](#) link.

4) *Tax Compliance*

Any tax-related questions should be referred to Colin French in Tax Compliance, 479/575-4717 or cdfrench@uark.edu.



PRINT•MAIL•COPY SOLUTIONS

The Print-Mail-Copy Solutions' team would like to extend a big thank you to all who attended our open house on Mitchell Street in April - it was a huge success! We enjoyed visiting with everyone and presenting our new print equipment and sample products to the campus.

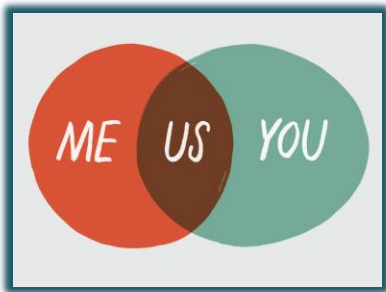
The new online storefront is available so departments can order business cards, envelopes and letter head as well as request quotes for promotional items, screen printed t-shirts and digital print jobs. Please visit: <http://pmcs.uark.edu> for information on how to register.

We now offer screen printed t-shirts with competitive pricing so please, request a quote on our storefront. Also, with the new wide-format printer, we offer bigger banners and posters from a variety of media as well as window clings, floor clings, decals and gallery wraps.

The Copy & Ship Center is excited to share shipping price news that can affect your shipping decisions. UPS revised their contract pricing this year, which reduced many price options. This can mean savings to your departmental budget. To best find out how your next departmental shipping decision can benefit from this revised contract pricing contact the Copy & Ship Center at (479) 575-7670 or e-mail us at arucopy@uark.edu. We can also pick up packages to process for departmental shipping.

These savings are available to faculty, staff, and students as well. Come by and see us in the Arkansas Student Union on the first floor across from Chartwell's Administrative offices. Visit our website at <http://pmcs.uark.edu/copyandship/index.php> and look for our new shipping estimator tool (in Microsoft Excel format). This helpful tool can assist you from your office to decide which shipper may offer you the best option. Please call (479)575-7670 if you have any questions.

Thanks to all our current customers and we welcome new customers – faculty, staff and students!



Face-to-Face Collaboration

Have you met us?

We (Procurement and Accounts Payable) would like to meet the [UA Departments](#) that we advise by having Face-to-Face collaboration sessions. New Legislation will go into effect August 1st, and we will be glad to set up meetings to discuss your questions. Please [contact us](#)!

Procurement Coordinators:

- Andy Fletcher
- Adonis Bwashi
- Ellen Ferguson
- Karen Walls
- Whitney Smith

Payment Analysts:

- Becky Bowerman
- Bobbie Kennedy
- Vikki Necessary



TRAINING

Check out the [Business Services Training](#) offered on our website, and update your knowledge of campus processes. This is a great opportunity to gain valuable information, and ask your questions of the Business Services Staff.



PROCURE LISTSERV

Please be sure to read the important messages provided via Procurement's message board. Contact [Whitney Smith](#) to subscribe.



Adonis Bwashi

Procurement Coordinator - Science & Research

My name is Adonis Bwashi. I enjoy meeting new people and finding ways to help them have an uplifting experience. I have had a variety of customer service opportunities, through which I was able to have fewer returned products and increased repeat customers. I am dedicated, outgoing, and a team player.

For the past several years I have worked in accounting, reporting, controlling, and safeguarding eBusiness and PCard services for the University of Arkansas. My experience includes successfully serving as a liaison with credit card vendors, departmental cardholders, and other internal staff. I provided customer service assistance to cardholders and other internal staff.

Currently, I work as a Scientific and Research Procurement Coordinator and I continue to learn supply chain management. I have a Master's degree in Public Administration, with an emphasis in policy analysis. My area of expertise includes providing technical expertise on scientific matters, and working with the management team to help as needed of the lab's day-to-day operations. I can be reached at abwashi@uark.edu or 479-575-6788.



Please contact us with any questions regarding the Business Services operations and this newsletter.

Business Services Main Office

8:00AM – 4:30PM M-F

479-575-2551

Business Services Staff Directory