



Contracts & PURCHASING NEWS Procurement

February 2014

Kudos to Melani Martinez Customer Service Award!!



Melani Martinez volunteered to go above and beyond her own workload to help launch eProcurement, training users and mentoring fellow super-users in PeopleSoft. Many of you have seen her working alongside Tony Jolley and Joni Larson in our workshops, with a smile. She was recognized for her tireless efforts with the “Behind the Scenes” Customer Service award on January 28th.

“Melani is a delight and joy to work with. She is a favorite amongst the super-users. She cares for the team and is passionate about giving customer service. She sets a high standard for serving our customers.”

- Tony Jolley

Thank you Melani!

PEOPLESOFT UPDATE - PURCHASING

We have been live on the new PeopleSoft system a full month! Thank you for your patience as we learn this new system and its benefits together. We appreciate your feedback and comments. We use them to create weekly “Helpful Hints.”

A recap of some of the helpful hints we’ve offered to date:

- Categories – What to do if the category I choose doesn’t pull up the account number I want to use? Select a category that best describes what you are purchasing, click the “Override” button, then in the accounting lines, add the account number you want to use.
- Services vs. Goods Requisitions – On requisitions for services, please remember to check the “Amount Only” field on the Details page. When you do not click the “Amount Only” field, Accounts Payable will get a matching error when it looks for the item to be received before paying an invoice.
- When creating Purchase Orders for Suppliers with multiple addresses, please remember to select the correct address on the Purchase Order. The UPK for this is “Expedite a Req for a Supplier with multiple locations”.
- Resourcing a requisition after cancelling a PO - If you have to cancel a PO, check “Yes – Resource” to retain your information. If you leave it checked “No” your data will be removed and you will have to enter a new Requisition.

- Disable the default Autocomplete setting by going “My Personalizations” under the Main Menu, then to “Personalize Navigation Personalizations” to override the default autocomplete option. There is a bug affecting the autocomplete function in this version of the system that may drive you crazy. Best to not autocomplete until the bug is fixed.
- Do not send a supplier an email with a PO if the product has already been received. Otherwise, the supplier may think it is an additional order and send a second order.
- Remember to change the “UNC” (Unclassified) code and billing location when you create a Purchase Order.



e-PRO LAB SCHEDULE

Due to popular demand, we have added more eProcurement Production Labs. These labs have been great opportunities to bring your ePro production work and get help. You are not required to register to attend, just show up with your work and we will assist you in processing it.

Date	Day of Week	Time	Location
2/19/14	Wednesday	1:30 PM – 3:30 PM	C&P Conf Room N4513
2/25/14	Tuesday	1:30 PM – 3:30 PM	C&P Conf Room N4513
3/04/14	Tuesday	1:30 PM – 3:30 PM	C&P Conf Room N4513



PROCUREMENT CARD TRAINING WEDNESDAY, FEBRUARY 19TH - 11:00 AM

Come learn about the benefits of using a purchasing card for small cost purchases. If you have submitted an [application](#), you will need to attend training before a card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the classroom.

SURPLUS WAREHOUSE

Open February 6, 13 and 20th
Closed February 27th

Hours of operation are from 9:00 -11:00 am, unless otherwise noted. Please contact [Brian Anderson](#) to make an appointment to drop off or pick up surplus items. To view available items please visit the [Purchasing website](#).



CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD AGREEMENT(S) COUNTYWIDE BEGIN WITH “CZ” PREFIX

Contract #	Vendor	Description	Expiration
PD146	Legacy Equipment Company	Street Sweeper Rental	1/1/2017



RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CZ12836C	Speed's Power Equipment	Small lawn equipment and repairs	2/13/17
CZ12841C	Al's Auto Parts and Service	Small lawn equipment and repairs	2/13/17
CZ12202S	Siemens Industry, Inc	HVAC Repair/Service/Upgrade	2/24/15
CZ113245	Fastenal Company	Industrial Equipment	2/29/17
CW12371S	PFComac Inc	Two-way Radio Batteries	2/1/15
CZ11321S	Codale Electric Supply	Lamps, TV's and Equipment	2/28/17
CZ11322S	Grainger Inc	Industrial Equipment & Supplies	2/28/17
CZ11323S	Industrial Supply Company Inc.	Industrial Equipment	2/28/17

**EXPIRING COUNTYWIDE CONTRACTS:**

IF YOUR AGENCY UTILIZES AN EXPIRING CONTRACT, PLEASE CONTACT CONTRACTS & PROCUREMENT FOR AN UPDATE.

Contract #	Vendor	Description	Expiration	Additional Info
CW11318C	Tri-State Recycling Service	Pick-Up Used Oil	2/10/14	Renewable
CW11319C	Nuset Industries Inc	Pick-Up Spent Antifreeze	2/10/14	Renewable
CZ10112C	RMT Equipment	Golf Course Accessories	2/15/14	End of Contract
CZ10113C	Eagle One Golf	Golf Course Accessories	2/15/14	End of Contract

Contract information is available on the [Purchasing Website](#). (Click "Contract Information" & "Current Contracts").
State contracts can be viewed at: www.purchasing.utah.gov

Suggestions? We would love to hear them!

If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter, please contact [Angelina Harward-Collard](#)