



Contracts & Procurement PURCHASING NEWS

April 2016

RECAP OF COUNTY SURPLUS PROGRAM CHANGES



The Surplus Program has undergone some changes over the last year. To recap, below are the key points for quick reference:

- **Plan Ahead!** As soon as you know you'll be disposing of re-usable items, contact [Brian Anderson](#) in Contracts and Procurement to make arrangements for the items to be listed for reutilization on GovDeals.com.
- All re-usable items will be posted on GovDeals for internal reutilization and then move to external bidding if necessary. If the items are not reutilized or sold within 28 days, they may be disposed of or recycled. If you want to view items for reutilization, Contact [Brian Anderson](#) or [Angelina Harward](#) to be set-up in GovDeals.
- Policy allows for two agency employees to agree that the item has no re-use value and should be disposed of or scrapped (no value beyond its material content).
- The surplus warehouse is being dissolved. Re-usable items should only be transported to the warehouse if there is no room for them at the agency during the reutilization period. Contact Brian to make an appointment before taking anything to the warehouse. Scrap or no-value items should be recycled or taken to the landfill.

- Electronic Waste should have hard drives destroyed or properly wiped before taken to one of three recycling locations:
 - ❖ Metech—2350 W Bridger Rd
 - ❖ TransJordan Landfill—10873 S U111
 - ❖ Salt Lake County Landfill—6030 W California Ave

*Large hauls can be coordinated with Facilities to be picked up and taken directly to Metech.

If you have any questions please contact [Brian Anderson](#), Surplus Manager at 385-468-0311.

A NEW WAY TO PAY - AUTOMATED COMMERCIAL CARD PROGRAM



Salt Lake County has successfully partnered with US Bank to implement an important initiative to expand our commercial card program by utilizing their Payment Plus product. This service allows for the secure delivery of automated Visa card payments to our suppliers.

We have identified a list of suppliers to target for this initiative and we will soon begin contacting them to migrate them to this program. This initiative is an important part of our Procure-to-Pay process and we need your support to be successful. We encourage you to promote the benefits of Visa card payments to those suppliers with whom you interact today, as well as with any new suppliers that you engage. Please direct suppliers to the [Ryan Noyce](#) for questions and enrollment support.

Benefits of Automated Card Program

This initiative is beneficial to both SLCo and our suppliers.

Key benefits that SLCo receives from expanding our card program are:

- Reduced costs from a streamlined payment process
- Increased spend visibility
- Improved supplier management
- Enhanced controls and compliance
- Improved working capital position

Key benefits our suppliers receive from accepting Visa payments by SLCo may include:

- Accelerated, predictable payments
- Improved cash flow
- Increased accounts receivable efficiency
- Strengthened trading partner relationship

Payment Process Changes

The current processes for purchase requisitions and invoices will remain the same. The only change will be to the payment process. With the new payment process our suppliers will receive an email notification for each payment instructing them of the card account, the amount to process using their Point-of-Sale device/software, and other pertinent details of the transaction.

As an added incentive, SLCo will update payment terms for participating suppliers to pay them upon approval of invoices. This may result in a significant acceleration of payment.

For more information on this initiative, please contact [Ryan Noyce](#) or [Angelina Harward](#).



TOP 10 REQUESTERS JANUARY 2015-PRESENT

Here are lists of the 10 Requesters who've entered the most requisitions, and then the Requesters with the most lines on requisitions:

Requester	# of Reqs
Arla Vivona	1183
Lorraine Krause	940
Meridee Syme	879
Greg Bennett	768
Melani Martinez	672
Jerry Vaculin	602
Vonnie Fisher	571
Tonya Keller	512
Heidi Gager	508
Theresa Christensen	448

Requester	# of Req Lines
Arla Vivona	3021
Lorraine Krause	2057
Vonnie Fisher	1019
Greg Bennett	949
Tonya Keller	906
Meridee Syme	890
Melani Martinez	761
Jerry Vaculin	757
Kathy Christiansen	647
Heidi Gager	633

Even if your name doesn't appear on one of these lists, you are all doing a phenomenal job working in PeopleSoft!

PURCHASING CARD TRAINING WEDNESDAY, APRIL 20 11: 00-12 NOON



Come and 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.

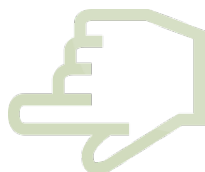
**The April P-Card Statement closes on
April 22nd. All approvals and reallocations
need to be completed by
Friday, April 29th
THE FINAL APPROVAL DATE CANNOT BE CHANGED**



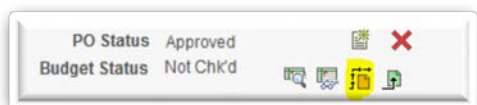
SETTING UP STATE CONTRACTS

It can be difficult to know exactly who to contact in Contracts & Procurement to get a particular state contract set up for use in our purchasing system. Any Buyer can set them up, so please send your requests to slco-purchasing@slco.org, and it will get routed to a Buyer by workload – ensuring a timely response.

“FINALIZE” PO TO RELEASE OUTSTANDING PRE-ENCUMBRANCES



Sometimes POs are created and then the invoice is received and the amount to be paid is actually *less* than the original requisition amount. If you lower the PO amount, the amount that is lowered is transferred back to the requisition as a pre-encumbrance balance. For example, if your req was for \$100 and a PO was created and you changed the amount to \$90, a \$10 pre-encumbrance would be tied to the requisition. This has gotten a little sticky because you cannot close a requisition until the PO is closed, so those left-over pre-encumbrances have been frustrating because they count against the available budget. In the past, the only way to avoid this is to cancel the PO, make the changes to the requisition, wait for it to be re-approved and then re-source to a new PO. The good news is that there is a better way! There is an icon on the PO called “Finalize Document” that will release any remaining pre-encumbrance on the predecessor document, or the requisition. That icon is found up by the “Budget Status”:



After clicking the icon, once the budget check is done, any remaining balance on the requisition is liquidated and released back into your budget. Even better news is that the “Finalize Document” can be selected at any point; when you first create the PO before the budget check is done in the first place, after the PO has been dispatched before any payments have been made, or after the PO has been dispatched after payments have been made. Please be aware that if the “Finalize Document” option is selected after the PO has been dispatched it will have to be re-budget checked *and* re-dispatched.

PLEASE NOTE: the icon right next to it (green paper) is the “Undo Finalize Entire Document” that can be selected to put the pre-encumbrance back – this feature would be used infrequently, if at all, but it is there. The PO would need to be re-budget-checked and re-dispatched and then the remaining pre-encumbrance balance will go back to the req.

FEATURED QUERY!

[SLC_EPRO_RTE_CONTROL_USERS_DPT]

This query can be used to see users who are set up to approve any given Department ID. Any errors and/or changes that need to be made should be sent by the Division Director or Designee to [Tiggy Carlson](#). Example of query below:

User ID	Field Prod	From Dept	To Dept
CJohnson	STAT & GENL-FIN ADMINISTRATION	101000000	101000000
STingley	STAT & GENL-FIN ADMINISTRATION	101000000	101000000
JMajd	COMMUNITY COUNCIL SUPPORT	111500000	111500000
JSteffy	COMMUNITY COUNCIL SUPPORT	111500000	111500000
RAiken	GL Township Services	111500000	111500000
JSteffy	Redevelopment Agency 2	111500000	111500000
RAiken	Redevelopment Agency 2	111500000	111500000
GFota	MAYOR ADMINISTRATION	102000000	102000000
JMajd	MAYOR ADMINISTRATION	102000000	102000000
RKochers	MAYOR ADMINISTRATION	102000000	102000000
CRost	MAYOR OPERATIONS	102100000	102100000
JMajd	MAYOR OPERATIONS	102100000	102100000
LChen	MAYOR OPERATIONS	102100000	102100000
RKochers	MAYOR OPERATIONS	102100000	102100000
YChoi	MAYOR OPERATIONS	102100000	102100000
GFota	MAYORS FINANCIAL ADMIN	102200000	102200000
JMajd	MAYORS FINANCIAL ADMIN	102200000	102200000
RKochers	MAYORS FINANCIAL ADMIN	102200000	102200000

POs IN A "PENDING CANCELLATION" STATE



If you notice that one of your POs is in a "Pending Cancellation" state, it is because the PO was dispatched before it was cancelled, so the system needs the PO to be re-dispatched in order for it to be completely cancelled. The system is set up to send dispatched POs out to Suppliers; we override that so they get emailed to us internally, so the system wants the notification that the PO is cancelled to be dispatched to the Supplier. If you have a PO in this state, use the Buyer's Workbench to dispatch and then budget check the PO and you will be set. Please note that on the screen where you enter the PO number, you will also need to check the "Cancelled" box so that it brings up your "Pending" PO:

Search Criteria

Purchase Order: 0000024157 To: 0000024157

PO Date: [] To: []

Activity Date: [] To: []

Due Date: [] To: []

Request BU: [] Requisition ID: []

Supplier ID: []

Item ID: []

Buyer: []

Contract SetID: [] Contract Version: []

Contract ID: []

Release Number: []

GPO ID: []

GPO Contract: []

Status

Open Pending Appr Approved Denied

Dispatched Cancelled Include Closed

Receiving

Recv Req: Optional

TRACK CHANGES ON REQUISITIONS



Have you ever wondered if it is possible to track the changes to your requisitions? Well, there is a way! Thanks to Tom Steffey, in the Sheriff's Office, for asking the question. It is always exciting to find new system features. On the Manage Requisitions screen there is a "Review Change Tracking" link on the bottom of the screen:

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: SLC01 Requisition Name: []

Requestion ID: [] Request State: All Not Complete []

Date From: 03/18/2015 Date To: 03/25/2015

Requester: Carlson Entered By: []

Search Clear Show Advanced Search

The Requisition specified has no Requisitions.

Create New Requisition Review Change Request **Review Change Tracking** Manage Receipts

Click the link, and then enter your requisition ID, and click "Search". Once your req. comes up click on the gray triangle to the left of the ID number:

Requisition Change Tracking History

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

*Business Unit: SLC01 Requisition Name: []

Requestion ID From: 0000020862 Requisition ID To: []

Requester: [] Modified By: []

Date From: [] Date To: 03/25/2015

Search Clear

Requisition Change Tracking

To view requisition change tracking history detail records, click the Expand Triangle icon.

Req ID	Requisition Name	Requester Name	Modified By	Last Changed	Track Ba
0000020862	TRICC COUNTY ICE LED LIGHTS	Nancy Abston	Stephen Walker	09/24/2015 10:27:37AM	1

Then you will be able to see all the changes (the approving of the header and lines from the asset team shows up because it is an additional approval beyond your dept. level); you may need to click "View All" to see all of the line or schedule changes:

Header Changes						Personnel	Find	View All	Print	First	1	2	3	4	5	Last
Bank	Seq	Change Type	Description	Value	Modified By	Last Changed	Reason Code									
0	0	Original	Requisition Status	A	SWater	08/10/2015 12:25:14PM										
1	1	Change	Requisition Status	A	SWater	09/24/2015 10:27:37AM										
1	2	Change	Requisition Status	P	SWater	09/25/2015 4:24:02PM	OTHER									
1	3	Change	Requisition Status	D	SWater	09/25/2015 4:29:16PM	OTHER									
1	4	Change	Requisition Status	A	SWater	08/10/2015 12:25:14PM										

Line Changes						Personnel	Find	View All	Print	First	1	2	3	4	5	Last
Line	Match	Seq	Change Type	Description	Value	Modified By	Last Changed	Reason Code								
1	1	1	Change	Current Status	A	SWater	09/24/2015 10:27:37AM									
1	1	1	Change	Current Status	A	SWater	08/10/2015 12:25:14PM									
2	1	1	Change	Current Status	A	SWater	09/24/2015 10:27:37AM									
2	1	1	Insert	Category ID	0000	Nancy Abston	09/25/2015 4:23:59PM	OTHER								
2	1	1	Insert	Main Information	COUNTRY ICE LIGHTING	Nancy Abston	09/25/2015 4:23:59PM	OTHER								

Schedule Changes						Personnel	Find	View All	Print	First	1	2	3	4	5	Last
Line	Sched	Match	Seq	Change Type	Description	Value	Modified By	Last Changed	Reason Code							
2	1	1	1	Insert	Abston To	Nancy Abston	Nancy Abston	09/25/2015 4:23:59PM	OTHER							
2	1	1	1	Insert	Due Date	08/18/2015	Nancy Abston	09/25/2015 4:23:59PM	OTHER							
2	1	1	1	Insert	Merchandise Amount	1592.0000	Nancy Abston	09/25/2015 4:23:59PM	OTHER							
2	1	1	1	Insert	Requisition Price	1592.0000	Nancy Abston	09/25/2015 4:23:59PM	OTHER							
2	1	1	1	Insert	Requisition Quantity	1.0000	Nancy Abston	09/25/2015 4:23:59PM	OTHER							

If you have an account change that does not show up on this tracking tool, it is likely due to a change that was made to another field then a box popped up asking the user if they want to retro-fit to all lines, the user said yes and it flipped the account of line 2 to what was entered on line 1, or the users default accounts to the accounting string, but doesn't show here because that field wasn't actually touched by the user who made edits/changes. This is just another neat tool that hopefully will be of good use to you.



REMINDER: ENTER AND DISPATCH POs BEFORE CONTRACTS EXPIRE

As many of you know the old system had a “grace period” for making contract payments in the system after the contract expired. PeopleSoft does not allow for such a “grace period.” Make sure that your POs are entered and “Dispatched” before the contract expires, otherwise payment will have to be made through the Claims Procedure according to Ordinance 3.29.

It seems inherent in its name, but because of poor habits developed over the years in our old system, it’s worth reminding that the Purchase Order is an *ordering document* and should be executed and sent to the supplier to order goods or services on a contract. For contracts with numerous orders, a “Blanket” amount only PO can be entered, so multiple invoices can be run against it. Contracts and requisitions in PeopleSoft do not encumber funds, only POs do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before ordering and receiving goods and always before receiving an invoice.

Again, it wouldn’t matter if your requisition & PO were in the system and your invoice is dated prior to the expiration of the contract, if your PO is not dispatched prior to the contract expiring, you will **not** be able to make payment using PeopleSoft.

Some agencies that deal with service contracts have had their attorney build payment terms into the contract. For example:

“Though this Agreement terminates on June 30, 2017, COUNTY, shall continue to receive and process payment for services provided by CONTRACTOR under this agreement until September 30, 2017, provided that such services were performed by CONTRACTOR prior to June 30, 2017.”

This creative solution has seemingly built in a grace period, but the idea mentioned above remains the same, if a PO is not dispatched in the system by September 30, 2017 any outstanding invoices will have to be paid through the Claims Procedure.

CONTRACT UPDATES

A current list of countywide contracts can be found on our [website](#).

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

-NONE-

NEW COUNTYWIDE CONTRACTS:*MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"*

Contract #	Vendor	Description	Expiration
0000001122	Advanced Battery Systems Inc	Pickup & Recycle Lead Acid Batteries	2/19/2021
0000001135	Stericycle Inc	Bio Hazardous Med Waste	3/11/2021
0000001146	Public Surplus LLC	Public Surplus Buyer Agr	3/14/2017
AR076	Environmental Systems Research	ESRI Software Licensing	9/30/2016
MA2107	Justus Bag Company Inc	Sandbags	4/30/2016
MA812	Bryson Sales & Service	School Buses	1/1/2020
PA204	Columbus Community Center	Drug & Alcohol Screen	3/31/2020
PD2278	RR Donnelley & Sons Co	Security Paper for Vital	11/17/2020

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

Contract #	Vendor	Description	Expiration	Addtl. Info.
MA058	Fulton Pacific	CZ-Polypropy Sandbags	8/31/2016	Expiring
PD136	UPS Freight	Freight Transportation	4/30/2016	State to rebid
MA059	Comade	Woven Polypropylene Sand	4/30/2016	State to rebid
MA1225	Unique Automotive & Design	Auto Body Repairs	4/30/2016	State to rebid

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](#)