Procurement’s Quarterly Newsletter

Fiscal Year 2011 Closing Schedule

The year-end closing calendar is now available online. Please visit the URL below for a list of deadline dates on requisitions, purchase orders, receiving and purchasing card.

http://www.umsl.edu/~finance/closing.htm

For additional information regarding Procurement deadlines, please contact our hotline at Extension 5366.

TLM (New discounted shipping company)

UM Procurement Services recently began using Transportation Logistics Management (TLM) for the handling of inbound freight. We are starting with larger purchases as a result of bidding or sole source POs. Our Pilot Program at UMKC has demonstrated that outsourcing our freight has saved the University, on average, 25% per shipment. TLM coordinates the shipping with our vendors, handles any freight issues and claims, and tracks our overall savings.

Our Strategic Sourcing Specialists will contact you personally when they identify a purchase that can be shipped by TLM. Until such time that we can pay for the freight on the same PO as the purchase, we are asking departments to pay for the freight by purchasing card. Please contact Tangie Brooks with any questions.

New Sole Source Justification Online in PeopleSoft

UM Procurement Services has implemented a process giving the University the ability to electronically create Sole Source Justifications online with association to the corresponding requisition. This replaces the current paper form process. Effective Tuesday, January 25, a scrolling marquee was made visible on the Requisition Review and Submit page asking if you need a justification document. Below the marquee you will find an Add Justification Document hyperlink. The system will walk you through the required questions and will create the form for your responses.
Complete instructions for the creation of a Justification Document are accessible at
https://it-training.missouri.edu/peoplesoft/financials/eProcurementRequester9.0_CreateJustificationDocument.pdf

New Vendor Show Me Shop Vendor

Fastenal has been added as a punch-out vendor within Show Me Shop. Orders will be paid via the ExacTrac payment process.

The product line includes fasteners, tools, hydraulics and pneumatics, welding supplies and metals. The product line, which is referred to as the fastener product line, consists of two categories: threaded fasteners, such as bolts, nuts, screws, studs, and related washers; and miscellaneous supplies, such as paints, various pins and machinery keys, concrete anchors, batteries, sealants, metal framing systems, wire rope and strut.

UMSL  Blake Suedekum  mos18@stores.fastenal.com  314-991-2190
                    314-991-2309 (fax)

Show Me Shop Vendors and Associated Information

Keep up to date with us as we continue to add new vendors into Show Me Shop. The eProcurement website below lists the supplier information, products on contract, expected delivery times, and our University contact information:

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<tr>
<th>Agilent</th>
<th>Frost Electric</th>
<th>Perkin Elmer</th>
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<td>Airgas</td>
<td>GovConnection</td>
<td>Phillips and Company</td>
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<td>Qiagen</td>
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<td>Boyce Scientific</td>
<td>Graybar Electric</td>
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<td>CDWG</td>
<td>Hewlett Packard</td>
<td>Riback Supply Company</td>
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<td>Conference Technologies</td>
<td>Hillyard</td>
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<td>Crescent Electric - NEW</td>
<td>Hitschfel Instruments</td>
<td>Staples</td>
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<td>Dell</td>
<td>Integrated DNA Technologies (IDT)</td>
<td>Steelcase</td>
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<td>DISYS Solutions Inc</td>
<td>KC Audio Visual</td>
<td>TIG</td>
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<td>Fastenal</td>
<td>** New **</td>
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<td>Fisher Scientific</td>
<td>Newark</td>
<td>Voss Lighting</td>
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<td>French Gerleman</td>
<td>Office Max</td>
<td>World Wide Technology</td>
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Contracts available for all campuses

For a list of all current contracts available for all campuses and the buyer's contact information:

Please visit:

Procurement Forms Available Online

Please visit the below URL for a current list of available Procurement forms.

http://www.umsystem.edu/ums/departments/fa/management/procurement/forms.shtml
Helpful Tip (ePro: Hotline vs Security Form)

When is an ePro security form required, and when is it not? Here’s the scoop.

To get new access as a requester or an approver? Complete a Security Form

Transfer access from one dept to another? Complete a Security Form

Check on or change defaults? Contact Hotline
  (MoCode, PS Acct, Ship To, Phone Number, WITHIN same dept)

Find out who your approvers are? Contact Hotline

Add or remove approvers? Complete a Security Form

Remove ePro access? Contact Hotline OR Complete a Security Form

Procurement Hotline

Procurement Services Hotline (Ext 5366) is available between the hours of 7:30 a.m. – 5:00 p.m., Monday through Friday, to assist you with questions regarding any Procurement function. This includes questions about purchasing card policy, technical questions about PaymentNet, or questions related to eProcurement and Show Me Shop.