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Procurement's Quarterly Newsletter

New Faces in Procurement Services

UM Procurement Services has recently added two new Strategic Sourcing Specialists to our team. Athena Nance (replaces Laura Griffitt) is located in the St. Louis office. She comes to us from Missouri Department of Transportation where she was a Senior Procurement Agent for the past eight years. Laura Roth (replaces Will Hobart) is located in the Columbia office. Laura transitioned to the Strategic Sourcing Team from Procurement Operations where she worked with the Hotline. Both Athena and Laura will be responsible for processing requests for bids and proposals, researching buying trends to strategically negotiate system-wide contracts, and maintaining supplier relationships. We welcome them to Procurement Services!

Requisition Reminders

- *Catalog (Show Me Shop) items should never be included on a requisition with non-catalog items.
- *Non-catalog requisitions have a limit of one vendor and up to 99 line items.
- *Catalog requisitions have a limit of one ship to code per vendor per req.

Vendor Changes in Show-Me Shop

Keep up-to-date with us as we continue to add new vendors into our Show-Me Shop.

- Completebook.com is a provider of books, publications, and other media. See what they have to offer as our newest punchout supplier
- On September 16th, DISYS Solutions and TIG were removed from Show-Me Shop as the contracts with these vendors expired. A new bid process has been completed and awarded to Mission Electronics and Conference Technologies. Although Conference Technologies is currently in Show-Me Shop, the new contract pricing and product line has not been updated, and Mission Electronics has not yet been loaded. In the interim, both vendors will honor the new contract pricing through purchasing card purchases. Additional information will be provided when the list of products offered by these two companies is finalized.
- McMaster-Carr is our newest MRO provider, supplying a collection of mechanical, electrical, and utility hardware. Look for their logo in the punchout section of the Show-Me Shop.

The eProcurement website below lists the supplier information, products on contract, expected delivery times, and our University contact information: <http://www.umsystem.edu/apps/fa/procurement/epr/suppliers.shtml>

Submitting P-card Statements to ImageNow

Are you fuzzy on exactly how to get your completed Purchasing Card Statement submitted to Imaging? The p-card team has added an FAQ that includes a document with all the details you'll need. The top half of the page includes a review of submission requirements and reasons why some statements are rejected. The bottom half details both methods available for submission – by fax or by email. To view this document, go to

https://uminfopoint.umsystem.edu/media/fa/management/procurement/Statement_Submission_Instructions.pdf. Any cardholder's statement not received by the close of the following cycle may be suspended until it is received.

Important Information About the Attention Field on Requisitions

When a Requester creates a requisition, there are two pieces of delivery information transmitted to the vendor: Ship to Code (Address) and Attention field. The Attention field automatically populates with the requesters name in the format of "LastName,FirstName", based on the information included in the Requester's defaults. Requesters or Approvers may edit this field before it's sourced into a PO and sent to the vendor.

Vendors in Show Me Shop use this information to generate shipping labels, packing slips, and email confirmations for the items ordered. Because they expect to see a comma in that field, most vendors have programmed their internal software to find this comma and use it as a trigger, or indicator, in generating a label for the PO. If a Requester edits this field on the requisition and does not include a comma, the order may be misdelivered which results in delivery delays. We understand that some departments need other information displayed in this field and may have a need to edit this field.

Here are some suggested formats:

Department A opts for central delivery and instructs their requesters to enter the name of the PI and their lab number.

PILastName, Room#

PILastName, Room# PIFirstName

Room#, PILastName

Department B purchases radioactive materials and an Authorized User Number needs to be displayed along with name.

LastName, User# First Name

User#, FirstName LastName

Also note this field is **limited to 25 characters**. Info in excess of this limit will be cropped as the PO is sent to the vendor. For example, if the requester enters "Dr. Jonathan Smith, Laboratory 215C", this would be an acceptable format – but it would be cropped to 25 characters. The shipping label would not include the room number and would appear as "Labor Dr Johnathan Smith".

Shopper Only Role

If you have not already done so, you may want to check out the Shopper Only role that is available to see if it's a good fit for your department. This role allows for shoppers to access our Show-Me Shop contracts and discounts without having to go through PeopleSoft.

If you are interested in learning more about this capability, you can find information at:

<http://www.umsystem.edu/ums/fa/procurement/epr/training#shopperaccess>

AP/PO Quick Reference Guide Updated

The AP/PO guide has been revised. You can find the revised guide at:

http://accounting.missouri.edu/pdf/APPO_Quick_Reference_revised%2006_30_11.pdf. This tool will be helpful in identifying the preferred method(s) of payment for many goods and services.

Confirming Orders Are Unauthorized Purchases

A confirming order is one that has been placed with a vendor without prior authorization (Procurement Services approval) or an advanced purchase order being issued. This includes all orders placed on a vendor's website and orders already received.

All orders for goods and services MUST be covered by an acceptable form of University payment (Purchasing Card or Purchase Order) **prior to obtaining the goods or services**. Delays in payments to vendors can affect the University's credit rating and can result in vendors refusing to provide additional goods and services. Remember that "Any employee who commits the University to a purchase, sale, lease, or other arrangement without proper authorization may be personally liable for the transaction and/or subject to disciplinary action." [Purchasing Policy 305]

Planning ahead and submitting a requisition to obtain a PO keeps you and the University free of any/all risks.

New System Wide Agreement with Cintas



The protection of secure and confidential information is extremely important and something we strive to better manage as the laws for compliance change. As you all know, at the University of Missouri we are committed to protecting and securing the information of our patients, students, and employees. With all the changes that are constantly taking place with compliance, we have realized the need to have a secure solution for all of our locations that is consistent with our internal policies and procedures, as well as exceeds the laws and regulations that we are obligated to follow. This is why, as an organization, we are implementing a secure shredding solution with **Cintas Document Management**.

For quite some time now, Cintas has been providing several of our locations with a program for compliance. We have been very pleased not only with their commitment to security and compliance, but also with their level of customer service; and we feel confident that you all will be just as pleased as we have! A representative from Cintas will be contacting your departments to perform a needs assessment and security site evaluation. We ask that you meet with them as soon as you can so they can report this information back to us. From there, should you decide to move forward with service, Cintas will schedule a time to deliver secure, locked containers for your location and begin shredding all secure information onsite.

We understand that some of you may have a shredding service currently, and some of you may be shredding your information yourselves. However, since security and compliance is so important to us, we want to have a solution in place that is **uniform, consistent, and cost effective**. This will tremendously help our initiative for document security!

A flier for Cintas Document Management services is attached for review. Please let us or your Cintas representative know if you have any questions, we are all happy to help!

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, and questions related to eProcurement and Show Me Shop.

Miss a newsletter? Check out the Newsletter Archives: http://www.umsl.edu/services/procure/newsletters/news_archive.html

Secure. Reliable. Environmentally Responsible.



Cintas recycling efforts annually save an estimated:

- 4.36 million trees
- 769,000 cubic yards of landfill space
- 97 million gallons of oil
- 1 billion kilowatts of energy
- 1.8 billion gallons of water
- 64 million pounds of carbon dioxide

Let Cintas securely destroy your confidential documents and save by...

■ Reducing your risk of exposure.

- In 2009, 220 million+ records were exposed.¹

■ Staying compliant with government regulations, such as HIPAA.

- Fines: As large as \$250,000, and more depending on the number of infractions
- Prison: As much as 20 years

■ Avoiding the timely process of shredding your own documents or paying for your employees to do it.

- Per month, a mid-size business can waste 16 hours (2 full days) shredding and emptying office shredders²



Contact us to learn more: **314.595.5200.**



Sources:

(1) Identity Theft - Victim's Perspective, ITRC 6th Annual Study Released, idtheftcenter.org

(2) Based on an independent study of monthly activity at a medium sized business.

Cintas is the most trusted partner to handle your confidential material.



First North American "AAA" NAID Certified Provider

From unannounced audits, to our rigorous employment hiring practices of background, credit checks and drug screenings, Cintas delivers the first North American "AAA" NAID Certified services with the most stringent security practices available.



Partner with a Trusted Company

Cintas has been ranked second among "Companies Wall St. Can Trust The Most," according to Audit Integrity, a leading independent research firm that rates more than 12,000 public companies in North America and Europe. According to 24/7 Wall St., the list represents companies that have practices which should be emulated by every public company that wishes to serve the needs of its shareholders.



True Customer Service

Cintas upholds a goodwill policy to ensure regularly scheduled visits and routine contact from your assigned Cintas representative and service team. We are especially accustomed to servicing our various Global Accounts with multiple locations, and are excited to deliver this expertise to your organization!



PRC Technology

Our Portable Route Computers allow for proof of service, signature confirmation and container tracking, verifying service completion.



The Cintas Culture

Cintas' people, character and management systems ensure honesty and integrity in everything we do.



Customizable, Flexible Programs with a Positive Outcome

On-site or off-site shredding, with a service frequency that meets your needs can help your site stay secure, and environmentally responsible. Cintas was recently ranked 17th in it's industry of Industrial Goods and is proud to announce that during FY'09 our recycling efforts saved an estimated 4.36 million trees and 97 million gallons of oil, 1 billion kilowatts of energy, 1.8 billion gallons of water and 769,000 cubic yards of landfill space.

