Agenda

- Staff Update
  - P2P Management

- Vendor Maintenance
  - Aver Smith (Accounts Payable)

- Transcepta Overview
  - Aver Smith (Accounts Payable)

- Transcepta & eBuy Standards
  - Gigi Tisdom (Procurement)

- eBuy | Standard Format Examples
  - Ana Cotton (Procurement)

- User Group Meeting Dates Update
  - P2P Management
# Staffing Updates

## Procure To Pay
- **Director of Procurement, Business Contracts, Accounts Payable & Travel:**
  - *Vacant*

## Business Contracts
- **Business Contracts Administrator:**
  - **April Blackburn**

## Procurement
- **Procurement Analyst IV – Technology:**
  - **Alan Stauffer (8/12/19)**
- **Procurement Analyst IV – Research:**
  - **Under Recruitment**
- **Pro-Card Administrator IV:**
  - *Vacant*
Change Necessity

Campus Growth
• Increased rapidly over the last 15+ years and anticipated to continue
• Volume increasing in all areas
• Staff resources limited

Our Systems
• Outdated and unsupported
• Highly customized/Homegrown
• Institutional knowledge diminishing with turnover

Our Controls
• Lack of standardization and too many exceptions (small campus mentality)
• Lack of accountability
• Too many touch points
• When is the last time your department reviewed and updated your control procedures?
• Increased instances of established procedures being bypassed (e.g. invoice sent to department instead of directly to AP, incomplete POs?)

Although UCR has many dedicated and hard working staff, the current processes are unsustainable
Vendor Maintenance

August 05, 2019
Vendor Maintenance

Many organizations are experiencing increased instances of fraud and attempted fraud, including higher education.

Similar to other institutions, additional verification procedures must be put in place to validate vendor information.
To ensure valid vendors are established, payments are directed to the proper location, and our vendors' personal protected information is secured, the following steps will be enforced:

All requests for vendor additions and changes must be requested via the Vendor Request System.

Applicable federal tax forms are required for additions or changes to information in the vendor database.

- **W9** – US citizens or US resident aliens
- **W8-BEN** – Non US companies
- **W8-BEN-E.** – Individuals that are not US citizens or US resident aliens

Required forms to be faxed to the Accounting Office at (951) 827-3314 or mailed directly from the vendor to AP.

Tax forms are not to be emailed to AP or any department staff members as tax documents may contain personal protected information, such as SSN.

8/05/19
If the vendor’s remittance address is different from their business address, the remittance address must be referenced on their tax form (most common for corporations)

- This procedure is not a request to replace their business address, rather to add the remittance address on the tax form to reflect both addresses.
If a vendor will not provide a tax form and/or reference their remittance address on the tax form (most applicable to procurement transactions):

- Consider payment via PCard
- Contact Procurement Services for assistance with identifying a different vendor

Best practices to reduce fraud:

- Inform vendor to submit tax forms directly to AP
- When possible, utilize existing UC strategically sourced agreement vendors
- Utilize a PCard for the transaction as appropriate.
- Department must ensure control procedures are in place to promptly identify and report questionable PCard transactions.
Transcepta Overview

- Transcepta is a supplier network established to facilitate the procure to pay process
- Transcepta provides suppliers with secure invoice submission and monitoring capabilities
- Transcepta transforms supplier invoice data to interface directly with customer payable systems.
Transcepta Overview cont'd

What will Transcepta do for UCR?

- Enroll our designated suppliers into their network
- Provide our suppliers with a secure portal to transmit invoice information
- Receive invoices directly from the supplier on behalf of UCR
- Pre-screen and validate supplier invoices against the UCR purchase order
- Convert invoice information into UCR’s electronic invoice format
- Transmit the invoice data and invoice image into UCR’s payable system
Transcepta Overview cont'd

How it works?

Supplier Invoice

Rejected Invoice

XML & Invoice Image

Validations
- Invoice Inspect
- Invoice Analyze
- PO CloudMatch
- PO Flip

PO Workflows

Non-PO Workflows

8/05/19
Transcepta Overview cont'd

What are the campus benefits?

- Improved accuracy
- Less errors for UCR staff to resolve
- Reduced lead time between invoice receipt and payment
- Visibility of PDF invoice images
- Reduced potential for lost invoices
- Reduced time spent and delays in multiple hand-offs of paper invoices
- Improved opportunity to take advantage of available early payment discounts
Transcepta Overview cont'd

Timeline

- Pilot suppliers (20) began submitting invoices to Transcepta in May
- Phase 1 suppliers are being contacted now
- More than 70% of our invoice volume is related to 100 suppliers
- Go-live planned by 8/31/19
- On-going efforts to convert suppliers to Transcepta
QUESTIONS
COMMENTS
CONCERNS
New eBuy Standards
THANK YOU!

1st User Group Workshop Committee Members.

Your participation, feedback and collaboration gave us the needed insight to streamline today's User Group inclusively and efficiently.

We appreciate you!
Benefits of New eBuy Standards

- Standards will simplify PO/PR/DAPO entry in eBuy
- **Create quality historical purchasing data for:**
  - *Strategic Sourcing opportunities*
    - What we purchase?
    - How we spend?
    - Who we are spending with?
  - *Identify new catalogue/punch-out opportunities*
  - *Establish key supplier partnerships for campus requirements*
- Improve accuracy and efficiency of processing invoices for payment
What will change?

- How we communicate with our supplier(s) when transacting
- The way we enter PR’s and DAPO’s in eBuy
- These common standards and formats allow the most effective utilization of automated processes (like Transcepta)

<table>
<thead>
<tr>
<th>Good/Product(s)</th>
<th>Service(s)</th>
<th>Good/Product(s) &amp; Service(s)</th>
</tr>
</thead>
</table>

8/5/19
What details should you request from the Supplier to confirm your order?

- **Item identifier (Part #/Manufacturer #/SKU)**
- **Proper good/service description**
- **Agreed upon price**
- **Unit of Measure (UOM)**
- **Tax**
- **Expected delivery/completion date**
- **Freight or Shipping & Handling**
- **Payment terms**

**REMINDER:** Suppliers will be required to submit their invoices directly to Transcepta.
Supplier Communication

How do you obtain the information from the supplier?

- Ask the Supplier how items will be organized on their invoice?
- Obtain a quote of the complete order
- Request an email confirmation
  - Sales order/acknowledgement
  - Performa invoice
    - Note: This is a quotation; not a payable invoice
  - Other
- Explore and use Jaggaer catalogue/punch-out for your purchasing needs or the PCard

REMINDER: Suppliers will be required to submit their invoices directly to Transcepta.

8/05/19
REMINDER: AP’s View Description is limited to 29 characters and that is why a Catalog # is very important.
The below codes should be entered in the Catalog # field when a Part # is NOT available:

<table>
<thead>
<tr>
<th>Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SVC</td>
<td>Service(s)</td>
</tr>
<tr>
<td>PYMT #1, 2, 3 …</td>
<td>Progressive Payment</td>
</tr>
<tr>
<td>PYMT YR #1, 2, 3 …</td>
<td>Multi-Year Payment</td>
</tr>
<tr>
<td>DEP</td>
<td>Deposit</td>
</tr>
<tr>
<td>TAX</td>
<td>Shipping/Handling tax</td>
</tr>
</tbody>
</table>

**NOTE:** No longer add $0.00 lines for purchase details; all comments should be added in the Description underneath the PURPOSE of the good/service.
# PO Types | Standard Formats

<table>
<thead>
<tr>
<th>PO Type</th>
<th>Description</th>
<th>Catalog #</th>
<th>Code = Catalog #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good/Product(s)</td>
<td>Noun, Modifier</td>
<td>Part #/Manufacturer #/SKU</td>
<td>N/A</td>
</tr>
<tr>
<td>Service(s)</td>
<td>SVC, Type</td>
<td>N/A</td>
<td>SVC</td>
</tr>
<tr>
<td>Good/Product(s) &amp; Service(s)</td>
<td><em>Line 1: Noun, Modifier</em>&lt;br&gt;<em>Line 2: SVC, Type</em></td>
<td><em>Line 1: Part #/Manufacturer #/SKU</em>&lt;br&gt;<em>Line 2: N/A</em></td>
<td><em>Line 1: N/A</em>&lt;br&gt;<em>Line 2: SVC</em></td>
</tr>
</tbody>
</table>

**NOTE:** No longer add $0.00 lines for purchase details; all comments should be added in the Description underneath the PURPOSE of the good/service.
Understanding Discounts

Payment Term:
• Payment Term (e.g. 2%/10 Net 30 days) is a Header entry and taken at the time the invoice is being processed for payment.
• It should **NOT** be calculated or reflected in the PO line item details.

Reduced/Negotiated Price/Cost:
• Enter line item discounted price on the PO (Calculate prior to your entry).
• **DO NOT** enter a (-)negative line to offset discount purchase price.
Stay tuned for eBuy examples…
eBuy | Standard Formats

Examples
# Payment Types

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Definition</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| Progressive          | Partial payments made at different stages of work (or delivery), instead of making one full payment on completion | Catalog Number should indicate the payment increment  
  *Code: PYMT #1,2,3,….* |
| Multi-Year           | A contract/agreement for the purchase of services for more than 1 year     | Full duration of the agreement should be reflected in the PO  
  *Code: PYMT YR #1, 2, 3 …* |
| Material/Labor       | *Material*: Components used to produce a product/render a service  
  *Labor*: Human efforts utilized to create a product/service. | Material should be presented as a separate line from labor due to taxation  
  *Material: TAXABLE | *Labor: NON-TAXABLE* |
| Deposit              | Payment due prior to execution of order                                   | Approval required  
  *AVOID AT ALL COST* |
| Freight              | Transport of goods by truck, train, ship, or aircraft                     | Any freight charge above $250 requires separate line  
  *NON-TAXABLE* |
| Shipping / Handling  | A combination of shipping charges and labor for packing.                  | Shipping/Handling should be presented as a separate line  
  *TAXABLE* |
| Taxation             | Tax is based on the delivery location                                    | If tax code is not available in eBuy then a separate line must be created for payment of tax.  
  *Code: TAX*  
  *NOTE: Lines effected by the tax rate should be noted in the Description: Purchase Details of the tax line* |
# Unit of Measure (UOM) - Use

<table>
<thead>
<tr>
<th>Each</th>
<th>Gross</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case</td>
<td>Group</td>
<td>Pint</td>
</tr>
<tr>
<td>Additional Per Month</td>
<td>Hour</td>
<td>Pounds</td>
</tr>
<tr>
<td>Bag</td>
<td>Hundred</td>
<td>Ream</td>
</tr>
<tr>
<td>Bottle</td>
<td>Inch</td>
<td>Roll</td>
</tr>
<tr>
<td>Box</td>
<td>Incident</td>
<td>Sheet</td>
</tr>
<tr>
<td>Bundle</td>
<td>Job</td>
<td>Spool</td>
</tr>
<tr>
<td>Cage</td>
<td>Keg</td>
<td>Square Foot</td>
</tr>
<tr>
<td>Cost</td>
<td>Kilogram</td>
<td>Square Inch</td>
</tr>
<tr>
<td>Cubic Foot</td>
<td>Kit</td>
<td>Square Meter</td>
</tr>
<tr>
<td>Cubic Meter</td>
<td>Length</td>
<td>Square Yard</td>
</tr>
<tr>
<td>Cubic Yard</td>
<td>Liter</td>
<td>Tank</td>
</tr>
<tr>
<td>Cylinder</td>
<td>Lot</td>
<td>Thousand</td>
</tr>
<tr>
<td>Day</td>
<td>Mile</td>
<td>Ton</td>
</tr>
<tr>
<td>Dozen</td>
<td>Month</td>
<td>Transfer</td>
</tr>
<tr>
<td>Drum</td>
<td>Night</td>
<td>Tube</td>
</tr>
<tr>
<td>Event</td>
<td>Ounces</td>
<td>Week</td>
</tr>
<tr>
<td>Foot</td>
<td>Package</td>
<td>Yard</td>
</tr>
<tr>
<td>Gallon</td>
<td>Pair</td>
<td>Year</td>
</tr>
<tr>
<td>Gram</td>
<td>Per Test</td>
<td></td>
</tr>
</tbody>
</table>
**Quantity:**
- Use selling UOM

**Unit of Measure:**
- Refer to the **UOM Symbols** handout

**Description:**
- **Part 1:** Noun, Modifier
- **Part 2:** PURPOSE: Explanation
- **Part 3:** Purchase Details

**Catalog Number:**
- Part #/Manufacturer #/SKU

**Unit Price:**
- $USD MUST match the UOM for each line item based on the invoice/quote received from the supplier

**Taxable:**
- Generally all good(s) are taxable; research good(s) may be permitted to reduced sales tax terms if applicable

**Expected Delivery:**
- Expected delivery date of item(s)
**Scenario #1**

- **Department:** ITS
- **Lease for 20 Dell laptops**
  - 7 (*Model 7390*)
  - 13 (*Model 5490*)
- **Lease agreement:** *4 years (48 months)*
- **Payment Frequency:** *Annual*
- **Estimated Delivery:** *1/09/2019*

---

**Exhibit A**

<table>
<thead>
<tr>
<th>Quote Number</th>
<th>Lease Type</th>
<th>Description</th>
<th>Quote inclusive of SEF</th>
<th>SEF</th>
<th>Lease Term</th>
<th>numbe of units</th>
<th>Quote before sales tax</th>
<th>LRF</th>
<th>Annual Payment before sales tax</th>
<th>Estimate Sales tax 8.75%</th>
<th>Net payment with estimated tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000030296892.10</td>
<td>PCAAS</td>
<td>Dell Latitude 7390 2-in-1</td>
<td>$1,599.63</td>
<td>$5.00</td>
<td>48 months</td>
<td>7</td>
<td>$11,232.41</td>
<td>0.25565</td>
<td>$2,871.57</td>
<td>$251.26</td>
<td>$3,122.83</td>
</tr>
<tr>
<td>3000030296892.10</td>
<td>PCAAS</td>
<td>Dell Latitude 5490 2-in-1</td>
<td>$1,231.22</td>
<td>$5.00</td>
<td>48 months</td>
<td>13</td>
<td>$16,070.86</td>
<td>0.25565</td>
<td>$4,108.52</td>
<td>$359.50</td>
<td>$4,468.61</td>
</tr>
<tr>
<td>3000030296892.10</td>
<td>PCAAS</td>
<td>TOTALS</td>
<td>$27,303.27</td>
<td></td>
<td>48 months</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quote expiration:** 10/27/2018

**Estimated delivery date:** Jan. 09, 2018
Year 1

**Line #1**
- **Quantity:** 7
- **Unit of Measure:** Each
- **Description:** Laptop, Dell, Latitude
- **PURPOSE:** ITS Master Lease Agreement with Dell
- **Lease agreement:** 4 years (48 months)
- **Payment Frequency:** Annual
- **Catalog Number:** 7390 – PYMT YR #1
- **Unit Price:** $1,599.63
- **Taxable:** Yes
- **Expected Delivery:** 01/09/2019

**Line #2**
- **Quantity:** 13
- **Unit of Measure:** Each
- **Description:** Laptop, Dell, Latitude
- **PURPOSE:** ITS Master Lease Agreement with Dell
- **Lease agreement:** 4 years (48 months)
- **Payment Frequency:** Annual
- **Catalog Number:** 5490 – PYMT YR #1
- **Unit Price:** $1,231.22
- **Taxable:** Yes
- **Expected Delivery:** 01/09/2019
Quantity:
- For Non-Progressive Payments: 1

Unit of Measure:
- Lot
- Hour

Description:
- **Part 1:**
  - SVC, Temp
  - SVC, Security
  - SVC, Legal
  - SVC, Install
  - SVC, Maint
  - SVC, Prof...
- **Part 2:** PURPOSE: Explanation
- **Part 3:** Purchase Details

Catalog Number:
- SVC

Unit Price:
- $USD

Taxable:
- Yes [ ] No [x]

Expected Delivery:
- MM/DD/YYYY

**MUST** match the UOM for each line item based on the invoice/quote received from the supplier.

Generally service(s) are not taxable however apply appropriate taxes based upon the purchase conditions. Ensure that labor/installation services are featured as separate line items and represented as NON-TAXABLE.

Expected completion of service(s) rendered.
Service(s) | Example 2

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Terms</th>
<th>Project</th>
<th>Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnish and install as quoted, Replace Broken door glass. I = Approx Size 42&quot; X 90&quot;</td>
<td>1</td>
<td>960.00</td>
<td>960.00</td>
</tr>
<tr>
<td>1&quot; O.A. 1/4&quot; Solarban 60 Temp / 1/2&quot; Bronze Air / 1/4&quot; Clear Temp</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
> Prevailing wages, performed during normal business hours.
> Addendum # 0 noted.
> Performance/payment bonds are additional 3% cost of contract amount if required.
> Change Order rates (if applicable in the future), will be based on the same markup for profit & labor values as this original estimate; superseding Owner/Prime Contract/Contractor predetermined rates.
> Appropriate county/city sales tax included in total amount.
> Warranty: One (1) year workmanship / MFG standard duration on materials.
EXCLUSIONS: (unless specifically noted in scope of work above)
> Final cleaning/washing, protection in place from trade damage.
> Demolition, abatement, water testing.
> Engineering calculations, permits, fees.
> Background check/finger printing costs. OSHA / NGA certifications.
> Outside training, and site orientations, medical exams/vaccinations.
> Hollow metal, solid core, vision-lite frame kits, overhead sectional doors, skylights.
> Brake-metal, flashing, jiffy seal, self-adhesive membranes.
> Graphic or Films
> Fire-rated materials.
> Contractual personal guarantees (incorporated since 1965).
> Responsibility from damage to or condition of existing materials.
> Any other product or scope not specifically include.

Thank you Art

Total $960.00

---

Scenario #2
- Department: **Student Recreation Center**
- Replacement of broken glass door
- Estimated Delivery: *3/28/2019*
Service(s) | Example 2 Sample

Quantities:
- 1
- Lot

Description:
SVC, Repair, Door, Glass

PURPOSE: Replace Broken door glass; CookWell Kitchen @ Student Rec Center (SRC) South
1 = Approx Size 42" X 90"
1" O.A. 1/4" Solarban 60 Temp / 1/2" Bronze Air / 1/4" Clear Temp

NOTES: prevailing wages, performed during normal business hours.
Contractor shall furnish and utilize manufacturer's specified materials and procedures for all installations. Coordinate and furnish an installation schedule with the University prior to start of work. Installation start date shall be determined and mutually agreeable between University contact and Vendor. Warranty: One(1) year workmanship / MFG standard duration on materials.

Catalog Number:
- SVC

Unit Price:
- 960.00

Taxable:
- Yes

Expected Delivery:
- 03/28/2019
Scenario #3

- **Department:** Auxiliary Services
- **Temp Name:** Minnie Mouse
- **Job Title:** Top Chef
- **Location:** Disneyland, Club 33
- **Bill Rate:** $30.24
- **Hours Worked:** 159.5
- **Start Date:** 10/15/2018 - 1/30/2019
<table>
<thead>
<tr>
<th>Service(s)</th>
<th>Example 3 Sample</th>
</tr>
</thead>
</table>

**Temp.**

<table>
<thead>
<tr>
<th>Quantity:</th>
<th>159.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Measure:</td>
<td>Hour</td>
</tr>
</tbody>
</table>

**Description:**
- SVC, Temp. M. Mouse
- PURPOSE:; Temporary Top Chef
- Pay Rate: $30.24
- Start Date: 10/15/2018
- End Date: 01/30/2019
- Location: Disneyland, Club 33
- Contact: Donald Duck
- Telephone: 951-222-2222

<table>
<thead>
<tr>
<th>Catalog Number:</th>
<th>SVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Price:</td>
<td>30.24</td>
</tr>
<tr>
<td>Taxable:</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Delivery:</td>
<td>01/30/2019</td>
</tr>
</tbody>
</table>
QUESTIONS
COMMENTS
CONCERNS
User Group Meeting Dates

**eBuy | Accounts Payable User Group**

*Location: Alumni Visitor Center*

- **Mon**
  - October 21, 2019 | 3:00 – 4:30 PM

- **Fri**
  - January 17, 2020 | 3:00 – 4:30 PM

- **Wed**
  - March 18, 2020 | 3:00 – 4:30 PM
Below is our SURVEY link for this eBuy/Accounts Payable User group meeting.

https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbrr-zP0XA/Hxa7awwCrvBsjMdUKIFxZRUrldRNUUVLk1NQzzVJOU03QUFRUJt0xHTI4u