

UCR

eBuy Users Group Meeting

November 20, 2019

Alumni and Visitor's Center

BFS – Business & Financial Services



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Transcepta Update
- Gift Giving Guidelines
- Matching Rules
- Invoice Payment Processing
- PR Pre-Approval Process
- Foreign Transactions
- eBuy Standard Formats & Codes
- Shuttle Service Update



Transcepta Update

Aver Smith

Transcepta Status

- Now in Phase 2 of Supplier Onboarding
 - Total of 68 Suppliers have been on-boarded
 - Goals: 100 suppliers by 11/30/19 and 250 by 2/28/20
- Some suppliers are still submitting invoices to the AP email address
- Invoices submitted to the AP email address for a Transcepta vendor will be returned to the supplier

Transcepta Validations

Transcepta validates all invoices upon submission. Invoices passing the validation are included in the file transmission to UCR; invoices failing validation are rejected back to the supplier for corrections and resubmission.

Common reasons for rejections:

- Missing or Invalid Purchase Order Number
- Duplicate Invoice Number
- Insufficient Funds on the Purchase Order
- Zero Dollar Invoice

Accounts Payable Best Practices

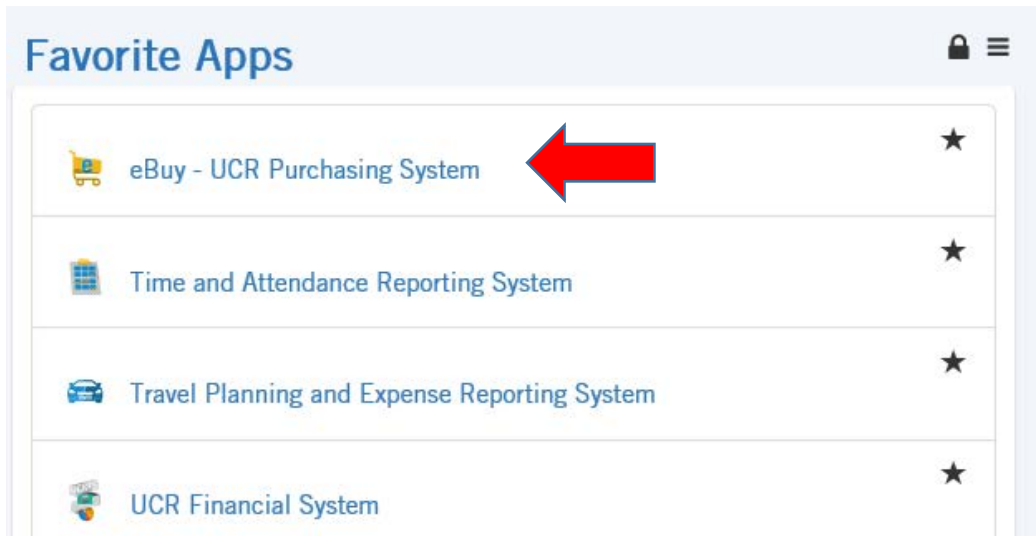
To ensure timely payment of invoices:

- Provide PO number to the vendor before services are performed
- Generate PO using the new PO standards and codes
- Confirm pricing with vendor before services are performed and ensure pricing is reflected on the PO; this process will ensure there are sufficient balances remaining on the PO to enable payment
- Ensure PO is promptly marked as received/okay to pay upon receipt of goods/services
- Vendors should send their invoices directly to Transcepta (for on-boarded vendor) or Accounts Payable.
 - If the PO is properly established, there should be no need for copies to be sent to the department.
- Seek Procurement Services assistance on setting up a purchase order for unique situations.

Tranceпта Invoice Images

Departments will have access to view a system-generated copy of an invoice processed through Transcepta, via eBuy. Note: this functionality is currently being refined.

1. Access eBuy in R'Space and then select "Search Orders" from eBuy Main Menu



Create Order

View Requests (2)

Search Orders (with a red arrow pointing to it)

Create Emergency PO
(2 available)

eCatalog Shopping



System-Generated Invoice Image

2. Enter the desired PO number and select "Search"

Search Orders

Ctrl #

PO #

Org

Order Description:

Vendor:

Encumbered (MM/DD/YYYY) and (MM/DD/YYYY)

Export To Excel

Status

Buyer - WIP Cancelled Closed Encumbered

OK to Pay PR Sent Submitted WIP

Order Type

DAPO ProCard Requisition eCatalog eQuote

3. Under Action column, select "This Order"

<u>PO Total</u>	<u>Total Paid</u>	<u>Status</u>	<u>PO# Date</u>	<u>Encum. Balance</u>	<u>User Contact</u>	<u>Order Type</u>	<u>Action</u>
\$21,663.16	\$17,096.38	OK to Pay	04/22/2019	\$4,566.80		DAPO	<u>This Order...</u>

System-Generated Invoice Image

4. Select View Payment History

Create Change Order ?

FAU Only Change Order ?

View Order

Copy as New Request

Cancel Order ?

Authorize Payment ?

View History

Show Receipt History

View Payment History

View eCatalog Order

Attach Document

View PDF of...

Quote Request

Departmental Copy

Vendor Copy

Payment Request



System-Generated Invoice Image

After clicking on the invoice link, the system-generated invoice format will be similar to the image below.

Vendor:		HEMOSTAT LABORATORIES PO BOX 790 DIXON, CA 95620-0790		Invoice #	192663	
				P.O. #	10994780	
				Invoice Dt	10/29/2019	
				Close		
				View PDF		
<u>Line</u>	<u>Ship Qty</u>	<u>UOM</u>	<u>Descr</u>	<u>Catalog #</u>	<u>Unit Price</u>	<u>Extended Price</u>
2	1	ea	10ml Chicken Blood in Als	CBA010	\$ 43.000	\$ 43.00
1	1	ea	30ml Defib Bovine Blood 5	DBB030	\$ 18.000	\$ 18.00
					Sub Total:	\$61.00
					Freight:	\$.00
					Tax:	\$5.34
					Invoice Total:	\$66.34
Submitted for Vouchering by: AVERS on 11/18/2019						
Payment Info						
Date	Voucher ID	Check #	Amount			
11/19/2019	90073733	0151932	\$66.34			



Gift Giving Guidelines

- Dorthea Ford

Gift Guidelines

Accounts Payable created a quick reference guide for gifts given to both Employees and Non Employees

- This guide is a combination of guidelines from UC Business & Finance Bulletins BFB G-41/BFB G-42 and our local procedures.
- This document is not to be used as a replacement of policy. UC policy should always be the default for full information when deciding on and giving gifts on behalf of the University.

Gift Guidelines

- Topics covered in the Reference guide include:
 - Funding
 - Low Value Prizes/Gifts (excluding gift cards)
 - Gift Cards and prizes/gifts over \$10
 - Incidental Costs
 - Payment/Reimbursement
 - Exceptional Approval
 - Taxability
 - Gift/Prizes given to student employees
- The Guideline is located on the Accounting website:
https://bfs.ucr.edu/resources#accounts_payable



Matching Rules

- Dorthea Ford

Accounts Payable Matching Rules

What is accounts payable matching?

- A internal control to reduce fraud in the payment process

What is “three-way matching”?

- The matching of three documents - the invoice, the purchase order, and the receiving report--to ensure that only authorized purchases are paid

What is two-way matching?

- A modified version of matching to expedite the payment process based on an evaluation of risk to the organization.

What is a match exception?

- When the matching rules are not satisfied, the invoice will be placed in a match exception status and the exception must be resolved before the invoice can be paid.

UCR's \$300 Match Rule

As allowed by UC Accounting Manual D-371-36 Disbursements: Invoice Processing in Response to Purchase Authorizations, in 2012, UCR modified our matching rules to help expedite payments. The modified rules are as follows:

- DAPOs less than \$1,000 issued against vendor specific agreements will bypass the receiving/okay to pay on line items less than \$300 and payment will be issued to the vendor as long as the PO and Invoice agree.
 - Line items above \$300 continue to require the "Okay to Pay" action to be performed promptly before payment is processed.
- DAPOs less than \$300 issued under the miscellaneous agreement type will bypass the receiving/okay to pay requirement and payment will be issued to the vendor as long as the PO and invoice agree.

Other Match Rules

In 2013, the matching rules changed for U.S. Bank and Your Travel Center.

- DAPOs issued for travel to U.S. BANK NATIONAL ASSOCIATION (i.e. Connexus purchases) and YOUR TRAVEL CENTER INC will bypass the receiving/okay to pay action on all line items prior to issuing a payment to these vendors.

Other business rules exists to allow for minor price discrepancies (10%/\$100)

Note: departments continue to have the ability to mark these DAPO line items as "received" via the existing process in eBuy.

Other Match Rule Information

- Department approval required for the following items prior to the invoice being processed for payment:
 - Invoices for \$10,000 or more
 - Sub Awards
 - Relocation
- All other invoices are entered into the system upon receipt. If a “match exception” occurs, immediate action is required to ensure prompt payment and our ability to take any prompt payment discounts:
 - Dept. eBuy may receive notifications when logging into eBuy noting that invoice payments are pending receiving/okay to pay action.
 - Accounts Payable may reach out directly to the department transactor regarding insufficient PO balances, pricing discrepancies, etc.



Prompt Payment Processing

- Sandra Danford

Best Practices for PO Payments

All invoices should be paid timely and in accordance with DAPO/PO payment terms to ensure:

- Our vendors are paid promptly for the goods and services they provide to the University
- Vendor services remain available to all department users (i.e. avoidance of credit holds)
- Discounts are taken
- Good working relationships exist with our vendors

Common Issues Delaying PO Payments

- Invoice was sent to the department rather than Transcepta or Accounts Payable
- Invoice missing DAPO/PO number; the vendor was not provided a purchase order number
- Insufficient balance remaining on DAPO/PO
- Amount invoiced by the vendor exceeds the DAPO/PO amounts by 10% or more
- DAPO/PO has not been marked “Ok to Pay”
- Late modifications made to DAPO/PO such as change orders, encumbering, and receiving/okay to pay. Overnight update required before invoice can be entered.
- Changes to the vendor record (e.g. name changes, remittance address) require validation before updates can be processed.

PO Requirements & Best Practices

Required:

- DAPO/POs are generated and provided to the vendor in advance of goods/services being provided to UCR
- DAPO/POs are created using campus standards, including part numbers
- DAPO/POs are promptly marked as received/okay to pay
- Emergency DAPOs are promptly completed
- Promptly respond to requests for approvals of invoices \$10,000 and over
- Ensure correct vendor is selected on DAPO/POs

Best Practice

- Agreement vendors are utilized
- eCatalog is used where possible
- PO Blankets are used when appropriate for on-going services
- Minimize the use of “Misc.” agreements

Accounts Payable Contacts

- Travel questions and feedback: travelfeedback@ucr.edu or Service Now
- EPay questions and feedback: epayfeedback@ucr.edu or Service Now
- PO Invoice Related Inquires:
 - Cathy Newland: A-D, O-P
 - Rosmery Martinez: E-N
 - Philisa Merino-Dent: Q-Z, Food, Utilities and Freight,

Travel/ePay: Christopher Baxter and Mimi Collins

- Vendor Maintenance: Valerie Davis
- Subcontracts, Travel Card, and Other Accounts Payable inquiries: Dottie Ford and Sandy Danford
- Escalation of Accounts Payable, iTravel or ePay issues: Aver Smith
- AVC Business & Financial Services: Bobbi McCracken



PR Pre-Approval Process

- Alan Stauffer

PR Pre-Approval Process

What is the change?

- Currently, Procurement frequently intercedes on behalf of department transactors in coordinating/gathering required administrative pre-approvals from *ITS, Campus Building Permit, Facilities Services, EH&S, Risk Management, Student Business Services (PCI), and/or HR* for Purchase Requisitions (PR). Due to the increasing frequency of missing pre-approvals, Procurement Services will no longer be able to accommodate PRs missing these pre-approvals. Therefore, a comprehensive tool has been created to assist Transactors in gathering an all PR pre-approvals before submission to Procurement Services
- **Objective:**
 1. Gaining a better understanding of what is being procured
 2. Identifying the required checkpoints and pre-approvals
 3. Following the new eBuy standards and coding
- In the future, PR's that are missing **Pre-Approvals** and/or **eBuy Standard Formats & Codes** will be returned to the Transactor for correction/action. The PR can be resubmitted once all requirements have been met

Department Pre-Approval Chart

COMMODITY PRE-APPROVALS

Contact: Olivia Lara	Contact: Michelle Griffen	Contact: Lezlie Howard	Contact: Marshall Holman	Contact: Kyle Soliz	Contact: Ingrid Fahr	Contact: Asirra Suguitan	Contact: Mary White
Email: olivia.lara@ucr.edu	Email: michelle.griffen@ucr.edu	Email: lezlie.howard@ucr.edu	Email: marshall.holman@ucr.edu	Email: kyle.soliz@ucr.edu	Email: ingrid.fahr@ucr.edu	Email: asirra.suguitan@ucr.edu	Email: mary.white@ucr.edu
Net ID: OLARA	Net ID: LHOWARD	Net ID: LHOWARD	Net ID: MEHII	Net ID: KSOLI002	Net ID: INGRIDF	Net ID: ASIRRA	Net ID: MARYWH
ITS Approval	Fire Marshal Approval	Campus Building Permit Required	Facilities Services	EH&S Approval	Risk Management Approval	Student Business Svc. (CPI) Approval	HR Approval

Department Specific Pre-Approval Tab/Sheet

Featured product(s)/service(s) require referenced Department approval(s)

Comments will give insight to specific requirements and/or proper procedures. Projected lead time should also be noted.

If the good/service is not featured then no pre-approval is required

Combined Pre-Approval Tab/Sheet

Featured product(s)/service(s) require multiple pre-approvals from multiple Departments

Comments will identify the order of which approvals are needed. Projected lead time should also be noted.

If the good/service is not featured then no pre-approval is required

Department Pre-Approval Chart

Contact: Olivia Lara
Email: olivia.lara@ucr.edu
Net ID: OLARA

Certificate of Insurance (COI) is required by suppliers for ALL purchased good(s)/service(s)
NOTE: *** next to the product(s)/service(s) means purchase requires multiple pre-approvals prior to submitting Purchase Requisition (PR) to Central Procurement for processing, see the Combined Pre-Approval tab**

PRODUCTS/SERVICES	COMMODITY PRE-APPROVALS		
SYSTEMS	ITS Approval	SLA time	COMMENTS
Servers	YES		
Network (Enterprise System infrastructure)	YES		
A/V equipment (projectors, DVR's, speakers, TV monitors)	YES		
Video surveillance system/Closed Circuit/DVR	YES		
PERIPHALS	ITS Approval		COMMENTS
Two-way Radios	YES		
Hand held Smart Devices	See Comment		Software or hardware that will store or transmit sensitive data need review by ITS (except standard computing peripherals such as laptops, desktops, tablets, cell phones).
RENEWALS (ENTERPRISE) <i>(Software/Hardware/Service)</i>	ITS Approval		COMMENTS
Microsoft - MCCA (ITS completes the renewal)	YES		
Adobe - (ITS will complete the renewal 10/20)	YES		
SOFTWARE PURCHASES	ITS Approval		COMMENTS
Cloud Based Licensing	YES		
Hosting Licensing	YES		

eBuy Pre-approval Check Out Process

Once the item description information is completed and a quote is attached to the requisition, the transactors will check out the requisition to the appropriate department for pre-approval.

PO #	AV10986390	Ctrl#	LCUSICK20190930163548	Status:	Buyer - WIP
Requestor:	LCUSICK		Transactor:	LCUSICK	
User Contact:	Lisa Cusick		User Phone:	(951) 827-7847	
Order Description:	SEO Audit		Quote Number:		
Date Needed (MM/DD/YYYY):	10/11/2019		Expected Delivery (MM/DD/YYYY):	<input type="text"/> <input type="button" value="Set"/>	

Order Type Purchase Order Acct Struct: D01189 ...

Vendor LIBERTY INTERACTIVE MARKETING LLC

Buyer Number: 410 - Gae Purvis, CPSM, CPPB



Line	Qty	UOM	Catalog Number	Unit Price	Tax	Tot Amt	Expected Delivery	Action
1	1	Each	SVC	16,970.000	N	16,970.00	12/31/2019	<input type="button" value="Edit"/> <input type="button" value="FAU"/> <input type="checkbox"/>
Description: SVC, Personal Services Agreement #02_1219_10986390 is attached and incorporated herein. SEO (Search Engine Optimization) Audit 1A: TECHNICAL SEO AUDIT (30 BUSINESS DAYS) An assessment of ucr.edu and news.ucr.edu will be conducted against 100+ factors influencing site visibility; this will identify any technical challenges that are limiting search visibility. 1B: YOUTUBE SEO AUDIT (30 BUSINESS DAYS)								

Sub Total	16,970.00
+ Tax (@8.75%)	.00
+ Freight	<input type="text" value="0"/>
Grand Total	16,970.00

eBuy Pre-approval Check Out Process con't

Go to the Approvals tab. Select the appropriate person to add to the User (Net ID). Then select the Approval Type. Choose Read-Write, Approval Required. In the comments request review and approval. Hit the Check Out button.

Ctrl#:	PURCCS20191017091917		Status:	New Order	
Requestor:	PURCCS		User Contact:	Thomas F (Chip) Staples	
User Phone:			Quote Number:	(951) 827-5192	
Order Description:			Expected Delivery (MM/DD/YYYY):		
Date Needed (MM/DD/YYYY):	11/07/2019		Set		

Order Type	Requisition	Request Research Equipment Sales Tax Exemption	Acct Struct:	D01220 - Capital Programs
Vendor	SHI INTERNATIONAL CORP		Default FAU	Preview

General	Comments	Deliver To	Misc	PO Vendor	Attachments	Approvals	Routing
User (Net ID)	OLARA		Approval Type:	Read-Write, Approval Required			
Comment:	Our department would like to purchase this software. Please review and advise if okay to proceed.						
Check Out							
Date Out	Reviewer	Checked Out By	Checkout Type	Action			
Check Out History							
Date Out	Date In	Reviewer	Checked Out By	Checked In By	Check Out Type	Status	Action

Save	Save & Exit	Send PR	Exit (No Save)
-------------	------------------------	----------------	-----------------------

eBuy Pre-approval Check Out Process con't

Once checked out, the buttons on the bottom are greyed out. The order cannot be submitted until it is approved or denied and returned by the person it was checked out to.

PO #	AV10986390	Ctrl#	LCUSICK20190930163548	Status:	Buyer - WIP
Requestor:	LCUSICK	Transactor:	LCUSICK		
User Contact:	Lisa Cusick	User Phone:	(951) 827-7847		
Order Description:	SEO Audit	Quote Number:			
Date Needed (MM/DD/YYYY):	10/11/2019	Expected Delivery (MM/DD/YYYY)			<input type="button" value="Set"/>

Order Type	Purchase Order	Acct Struct:	D01189 ...
Vendor	LIBERTY INTERACTIVE MARKETING LLC	<input type="button" value="Preview Campus"/>	<input type="button" value="Preview Vendor"/>
Buyer Number:	410 - Gae Purvis, CPSM, CPPB ▼		

General	Comments	Deliver To	Terms	Selection	Clauses	Misc	PO Vendor	Attachments	Approvals	Routing
---------	----------	------------	-------	-----------	---------	------	-----------	-------------	-----------	---------

User (Net ID)	<input type="text"/>	Approval Type:	<input type="text"/>
Comment:	<input type="text"/>		

Date Out	Reviewer	Checked Out By	Checkout Type	Action
10-07-2019	<u>OLARA</u>	<u>GAEPU</u>	Read-Write, Approval Required	Cancel • Hide Comment

Hi Olivia, can you please review and advise if Appendix DS is required? Thank you, Gae

Check Out History

Date Out	Date In	Reviewer	Checked Out By	Checked In By	Check Out Type	Status	Action
----------	---------	----------	----------------	---------------	----------------	--------	--------

eBuy Pre-approval Check Out Process con't

Once the order has been approved and returned, the transactor will see the Check Out History with approval. The order is now ready to be submitted to Central Procurement for processing

PO #	TG10982128	Ctrl#	RAGARCIA20190911095004	Status:	Buyer - WIP
Requestor:	RAGARCIA		Transactor:	RAGARCIA	
User Contact:	Rocio A Stern		User Phone:	(951) 827-1599	
Order Description:	RIMS Software & Services+		Quote Number:		
Date Needed (MM/DD/YYYY):	10/23/2019		Expected Delivery (MM/DD/YYYY):	11/20/2019	<input type="button" value="Set"/>

Order Type: Purchase Order

Acct Struct: D01123 ...

Vendor: SUN RIDGE SYSTEMS INC

Buyer Number: 410 - Gae Purvis, CPSM, CPPB ▼

General	Comments	Deliver To	Terms	Selection	Clauses	Misc	PO Vendor	Attachments	Approvals	Routing	
User (Net ID)			Approval Type:								
Comment:											
<input type="button" value="Check Out"/>											
Date Out	Reviewer	Checked Out By	Checkout Type	Action							
Check Out History											
Date Out	Date In	Reviewer	Checked Out By	Checked In By	Check Out Type	Status	Action				
09-13-2019	09-27-2019	OLARA	ASTAUFFE	OLARA	Read-Write, Approval Required	Approved	View Comment				

What are the benefits?

- Fewer delays in the procurement process due to improved coordination with pre-approval unit.
- Pre-approval processes are now clearly articulated and replicable now that Transactors have a tool outlining requirement and workflow timeline.
- Department with the most direct knowledge needs is communicating and coordinating with the pre-approval entity.
- Less frustration as approved items and timeline established in advance resulting in a reduction in merchandise returns and installation wait times.

HOW TO OBTAIN THE INFORMATION?

- eBuy Splash Page
- Procurement Services Website:
<https://procurement.ucr.edu/>
- eBuy /Account Payable – User Group Meetings and slide decks



Foreign Transactions

- Bobbi McCracken

Foreign Transactions

- Increase in fraud involving foreign companies
 - University emails intercepted
 - Bad player impersonating both the vendor and University
 - Wire instructions involving banks in other countries
 - Real losses, no guaranteed recovery
 - Verify email addresses thoroughly
 - Report concerns to the Accounting Office-Treasury area
- Ensure use of foreign vendor required
- Contact Procurement Services for assistance identifying another domestic source
- Changes to the DAPO process involving foreign vendors will be coming and discussed at an upcoming user group meeting.

eBuy

Standard Formats & Codes

- Gae Purvis

Benefits of New eBuy Standards

- **Standards will simplify PR/DAPO entry in eBuy**
- **Create quality historical purchasing data for:**
 - **Strategic Sourcing opportunities to improve pricing and services**
 - What do we purchase?
 - How do we spend?
 - Who/Where are spending?
 - **Identify new catalogue/punch-out opportunities**
 - **Establish key supplier partnerships for campus requirements**
- **Improve the 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)

Good/Product(s)

Service(s)

Good/Product(s) &
Service(s)

Supplier Communication

OBJECTIVE:

Obtain the following details for your order:

- Item identifier (**Part #**/Manufacturer #/SKU)
- **Proper** good/service **description**
- Agreed upon pricing
- Expected delivery/completion date
- Freight OR Shipping & Handling
- **Payment terms**

REMINDER: Suppliers will be required to submit their invoices directly to Transcepta, if on-boarded, otherwise directly to Accounts Payable

HOW TO OBTAIN THE INFORMATION?

- Ask the Supplier how items will be organized on the invoice
- Obtain a quote of the complete order
- Request an email confirmation
 - Sales order/acknowledgement (*DO NOT SIGN OR RETURN TO SUPPLIER*)
 - Performa invoice (*a quotation is not a payable invoice*)
 - Other
- Use and explore eCatalog/Jaggaer catalogue/punch-out for your purchasing needs

eBuy & A/P Screen Shots

eBuy Entry

PO # ME10963174 Ctr# EDITH20190612143852 Status: OK to Pay

Requestor: ALAPA002 Transactor: EDITHI
User Contact: Alapa002 User Phone: 9518277583
Order Description: MTB Quote Number:
Date Needed (MM/DD/YYYY): 07/01/2019 Expected Delivery (MM/DD/YYYY)

Order Type: DAPO Acct Struct: DIV202 - SOM Research Division

Agreement: Lab-Supl.&Chem.-Primary (Fisher)

Vendor: FISHER SCIENTIFIC COMPANY [Preview](#)

General Comments Delivery Terms Selection Misc PO Vendor Attachments Approvals Routing

Line	Qty	UOM	Catalog Number	Unit Price	Tax	Tot Amt	Expected Delivery	Action
1		Package	DF3114338	268.270	Y	268.27		FAU

Description: M TUBERCULOS H37 RA 100MG 6PK

AP View

Invoice Lines

Partial Sales Tax Exemption: N

Line	PO Line	Qty	Description	Catalog #	No Tax	Use Tax	Sales Tax	Tax Rate (%)	Unit	Unit Price	Tax Amt	Line Amt
1	1	1	M TUBERCULOS H37 RA 100MG 6PK	DF3114338	<input type="radio"/>	<input checked="" type="radio"/>	Sales Tax	8.75	PK	268.27000	\$23.47	268.27

REMINDER: AP's View Description is limited to 29 characters and that is why a Catalog # is very important

PO Types | Standard Formats

PO Type	Description	Catalog #	Code = Catalog #
Good/Product(s)	Noun, Modifier	Part #/Manufacturer #/SKU	N/A
Service(s)	SVC, Type	N/A	SVC
Good/Product(s) & Service(s)	<i>Line 1:</i> Noun, Modifier <i>Line 2:</i> SVC, Type	<i>Line 1:</i> Part #/Manufacturer #/SKU <i>Line 2:</i> N/A	<i>Line 1:</i> N/A <i>Line 2:</i> SVC

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 Codes | Standard Formats

The below codes should be entered in the Catalog # field when a Part# is NOT available:

Codes	Description
SVC	Service(s)
PYMT #1, 2, 3 ...	Progressive Payment
PYMT YR #1, 2, 3 ...	Multi-Year Payment
DEP	Deposit
TAX	Taxation (Shipping/Handling)

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.



Payment Types

Payment Type	Definition	Instruction
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	<i>Material:</i> Components used to produce a product/render a service <i>Labor:</i> 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
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 a tax code is not available in eBuy then a separate line must be created for payment of tax. NOTE: Lines effected by the tax rate should be noted in the Description: Purchase Details of the tax line

Good/Product(s) | Standard Format

Quantity:

Unit of Measure:

Description:

Noun, Modifier
PURPOSE: *Use/Application*
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY) 

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)

Good/Product(s) | Example 1

DELL Financial Services

Prepared For:

University of
California Riverside

10/28/2018

Exhibit A

Product Type	Dell Client
Lease Option Type:	FMV
Payment Frequency	Annual
Consolidation Period	Monthly
Advance/Arrears	advance
Interim Rent	NO
Lease Term	48 months

Quote Number	Lease Type	Description	Quote inclusive of SEF	SEF	number of units	Quote before sales tax	LRF	Annual Payment before sales tax	Estimated Sales tax 8.75%	Net payment with estimated tax
3000030296892.10	PCAAS	Dell Latitude 7390 2-in-1	\$ 1,599.63	\$ 5.00	7	\$ 11,232.41	0.25565	\$ 2,871.57	\$ 251.26	\$ 3,122.83
3000030296892.10	PCAAS	Dell Latitude 5490 2-in-1	\$ 1,231.22	\$ 5.00	13	\$ 16,070.86	0.25565	\$ 4,108.52	\$ 359.50	\$ 4,468.01
3000030296892.10	PCAAS	TOTALS			20	\$27,303.27	#####	\$6,980.08		\$ 7,590.84

Quote expiration

10/27/2018

Estimated delivery date: Jan. 09, 2019

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*

Good/Product(s) | Example 1 *Sample*

Year 1

Line #1

Quantity:


Unit of Measure:

Description: Laptop, Dell, Latitude
PURPOSE: ITS Master Lease Agreement with Dell
Lease agreement: 4 years (48 months)
Payment Frequency: Annual

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY) 

Save & Add Next Save Close

Line #2

Quantity:


Unit of Measure:

Description: Laptop, Dell, Latitude
PURPOSE: ITS Master Lease Agreement with Dell
Lease agreement: 4 years (48 months)
Payment Frequency: Annual

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY) 

Save & Add Next Save Close

Service(s) | Standard Format

Quantity:

Unit of Measure:

Description:

SVC, Type
PURPOSE: Explanation
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Expected Delivery: (MM/DD/YYYY)

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

Taxable:

- 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 Delivery:

- Expected completion of service(s) rendered

Service(s) | Example 2

P.O. No.	Terms	Project	Account #
	Net 30		
Description	Qty	Cost	Total
Furnish and install as quoted, Replace Broken door glass. 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. > 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, over-head 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. > And any other product or scope not specifically include.	1	960.00	960.00
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*

Quantity:

Unit of Measure:

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:

Unit Price:

Taxable:

Yes No

Expected

Delivery

(MM/DD/YYYY)



Save & Add Next

Save

Close

HOW TO OBTAIN THE INFORMATION?

- **eBuy Splash Page**
- **Procurement Services Website**
- **eBuy/Account Payable – User Group**
(past meetings have slide deck)

LMS - eBuy Standard Formats & Codes Training Classes

Location: Humanities 1500

Tue

- December 9, 2019 | 9:00 – 11:00 AM

Tue

- February 4, 2020 | 9:00 – 11:00 AM

Thu

- February 13, 2020 | 2:00 – 4:00 PM

Thu

- February 20, 2020 | 9:00 – 11:00 AM



BFS – Business & Financial Services



Shuttle Service Update

Gae Purvis

Shuttle Service Update

Super Shuttle - *No Longer Accepts UCR Purchase Orders*

Vendor accepting POs for immediate use:

- *ETS Express Transportation Systems*
eBuy Agreement # 2365

Sources in the pipeline:

- Xpress Shuttles
- Secure Transportation
- Always Dependable Transportation



BFS – Business & Financial Services



Next User Group

Gae Purvis

Next User Group Meeting

Wednesday, March 18, 2020

3:00 PM – 4:30 PM

Location: Alumni Visitor Center

QUESTIONS?





Survey

Your feedback and input on this user group meeting is important. Please take a few moments to complete this survey:

- <https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVHxa7awvOrxBsjMdUKiFxZRURE1OUFU0WVMwS1JZNIFBVU9WNjAyRFNMUC4u>