UCM Procurement Newsletter

April 22, 2024

Hello All,

This is the first Procurement newsletter of 2024. Our goal is to send out a newsletter on a quarterly basis to UCM Staff and Faculty and post it on our website. The newsletter will provide updates and information on Procurement related subjects which you all encounter on a regular basis. Subject matter would include Purchasing, UCMarket, Banner, Ionwave, Bidding, Contracting and other areas which touch the procurement process at UCM. If you have subjects you would like covered in future newsletters, please contact Bob Walla or Jessica Dady with your request.

1. **OFFICE SUPPLY ORDERS:** Office supplies are to be ordered from Office Depot (ODP) and Staples. Office supplies should not be ordered from Amazon. All deliveries for office supplies and other commodities, MUST be delivered to central receiving unless previous permission has been given for direct delivery by Procurement. This is a campus security issue.

2. **END OF YEAR PURCHASING:** The deadline for issuance of requisitions at the end of fiscal year 2024 will be June 5, 2024. This deadline is earlier than normal but is necessary to complete all transactions prior to the end of the fiscal year. The official letter regarding dates for completion of bids and issuance of requisitions is attached to this newsletter.

3. **NEW PROCUREMENT STAFF:** The Procurement Office has added two new Procurement Specialists to its team. Trey Neal, taneal@ucmo.edu, started in mid-February and Amber Bruellisauer, abruellisauer@ucmo.edu , started on April 16. Both of them are being trained on UCMarket, Banner, and all other aspects of Procurement. Welcome Trey and Amber!

4. **CONSTRUCTION PROJECTS:** Effective immediately, all construction projects must be sent to FPO in order for them to enter the requisition or give instructions. This allows FPO to keep track of the project and list it as a CIP project if applicable. All FFE (Furniture, Fixtures, and Equipment) which will be installed in an FPO construction project will also be entered as a requisition by FPO. The purchasing of the FFE will be done by Procurement according to UCM Procurement requirements.

5. **FIXED ASSETS:** This is just a reminder that all equipment purchases over $5000.00 must be entered with the proper FOAPAL in order for it to be approved and recorded as a fixed asset. This dollar amount is based on all pieces of equipment necessary to operate a system, or a single piece of equipment. Example – An AV system which utilizes a $3000 monitor, a $500 sound system, and a $1500 control system would be considered a fixed asset and coded as such as all piece's function together as one.

6. **Software Approval Process:** Attached is the updated procedure for executing new and renewal software. This is not for software purchases using the Business Purchasing Card (BPC).

7. **BPC Software Approval Update:** A new BPC Software Approval process has been drafted. The new procedure is attached.

8. **Supplier Registration Update – Individuals and Foreign Entities**: Procurement and Accounting staff recently met to discuss the supplier registration process when a payment request is being used for a one-time purchase, or a foreign entity is to be paid. The electronic process has worked well for new companies but has caused delays in payment in other circumstances. Attached is an updated Supplier Registration Process and two new forms. The first form is for Individual Registration and the other is Foreign Entity Registration. Effective immediately, this policy and these forms will be utilized.

   If you have any questions regarding the new policy or the forms, please contact Jessica Dady or Jennifer Babiuch.

9. **Copier Maintenance and New Copier Ordering Process**: Many of you received an email from Ricoh recently which indicated your copier/printer maintenance for FY25 could be processed. We were not aware of the letters being sent by Ricoh until after they were sent. Instructions on how to issue the requisitions for FY25 maintenance are attached for both Ricoh and GFI Digital. The process for purchasing new machines has not changed from last June but will be posted asap on the Procurement website.

10. **Contract Terms:** There are a number of terms and conditions that the Procurement Office reviews on each new and renewal contract. One of those terms which has caused delays in getting an order processed is auto- renewal. Auto-renewals are no longer allowed in our contracts. All contracts must have a start and end date. Additional renewal terms may be listed in a quote, but there must be a start and expiration date for each renewal. If you are talking to a sales rep or have received a quote for software or any other type of service, please inform the rep that we will not accept a contract with auto renewals. This may help expedite the contract execution. If you have questions about contract terms, please contact Bob in Procurement at walla@ucmo.edu.

11. **Risk Management**: This is a reminder that any company or individual who will be doing business on campus, and in some cases off campus, must provide an Insurance Certificate of Insurance (COI). The university has policy requirements for these providers. The Procurement Office will assist departments with the request for insurance if assistance is needed.

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Memorandum

April 18, 2024

To: Budget Managers

From: Bob Walla, Director of Procurement and Materials Management

Re: Fiscal Year End Procurement Deadlines

Please review the fiscal year end procurement procedures and schedules and distribute to the appropriate personnel in your department.

It is essential that departments submit requisitions in a timely manner to allow sufficient time to process competitive solicitations and obtain necessary approvals, including Board of Governors if applicable, and to issue a purchase order prior to June 15, 2024.

Requisitions received after June 5, 2024 will be held for processing until July 1, 2024.

If there is an emergency requisition, please contact the Procurement office at 543-4523 and we can discuss a solution to the issue.

Requisitions below $25,000.00

In order to ensure timely processing of requisitions below $25,000.00, submit a requisition no later than June 5, 2024.

Requisitions $25,000 and greater (for entire contract period)

Procurements requiring competitive bidding for commodities and/or services which must be encumbered in this fiscal year must be submitted to the Procurement Department by May 1, 2024. Doing so should allow sufficient time to complete the solicitation, execute contracts (if applicable), issue requisitions, get approval of requisitions, and issue purchase orders before the end of the fiscal year.

The deadline for issuance of an RFP is no later than May 1. Depending on the complexity of the service needed, this may not allow for completion of a contract prior to June 30.

Adhering to these established deadlines for bid issuance will help ensure that Procurement can complete your transaction by June 20, 2024.

If the goods and services procured and encumbered by a Purchase Order are received after June 30, 2024, the expenses will still be charged to your Fiscal Year 2024 budget.

If deadline dates are not met, Procurement may not be able to complete your transaction by June 30, 2024, and it will be charged to your Fiscal Year 2025 budget.

UCMarket Order Deadline
In order to close out all UCMarket orders by the end of the fiscal year, UCMarket will be closed from June 5 to June 30. No orders may be placed during this time. All orders issued beginning on July 1, 2024 will be charged to FY25.

If you have any questions, please contact me at 543-4523 or other Procurement staff at 543-4001
Thank you for your assistance with the end of year procedures!

SOFTWARE STANDARD OPERATING PROCEDURE

The following document outlines the process for entering and approvals of software contracts and renewals.

Effective April 1, 2024

Definition: Software is a set of instructions, data or programs used to operate computers and execute specific tasks. For UCM applications, it is any computer program which is accessed through the UCM network or utilizes employee or student data.

Software normally includes legal documents that must be reviewed and approved by UCM such as: Terms and Conditions, EULA, Subscriptions, Licenses, Databases, etc.

INSTRUCTIONS TO UCM STAFF ON PROCEDURE

START OF PURCHASE AND RENEWAL PROCESS

Department shall issue a notification to Procurement to purchase or renew software via email and/or requisition from the department.

Department shall acquire a quote from the company and MUST attach it to the email and/or requisition. If the quote does not have a contact representative noted, the department must provide one.

Department shall acquire the Terms and Conditions/EULA or any other contract/legal documents associated with the purchase/renewal from the Vendor at same time they get the quote or renewal invoice, and MUST attach it to the email and/or requisition.

A Procurement Specialist may assist in obtaining the terms and conditions for new purchases or renewals if the department needs assistance. (NOTE: It is much easier and quicker to require the terms at the same time the quote is received. (This option may delay the review and approval of the requisition)

RENEWALS - If the terms and conditions have not changed on a renewal from the previous year, and the documents have previously been approved by the UCM Legal department, the department can request an email from the Vendor stating the terms have not changed. Attach the email from the Vendor to the requisition and title accordingly. If proper documentation is not attached, the Procurement Specialist will reach out to the supplier contact or department, if necessary, to obtain the required documentation. (NOTE: This option may delay the review and approval of the requisition)

Once the new terms, or no change confirmation email is received, the information will be added into TCM for Legal review.

If Legal rejects the Vendor Software Documents, a red-line version will be returned to the Vendor by Procurement for revisions.

Procurement will approve requisition once UCM Legal terms have been accepted by both parties.

Once all signatures are received, the requisition will be approved and the PO emailed to the Vendor.

NOTE: IF THE VENDOR WILL NOT AGREE TO THE TERMS PROVIDED BY UCM LEGAL, THE VENDOR CANNOT BE USED AND DEPARTMENT WILL NEED TO LOCATE A NEW COMPANY.

An email is also sent to the requisition originator which reads as follows:

Re: WORKFLOW ROUTING COMPLETED FOR REQUISITION#: 175636107
Cart Name: 2023-08-15 xxxxxx 01
Prepared by: xxxxxx

Dear xxxxxx,

The requisition listed above has completed workflow routing. Purchase Order(s) will be generated from this requisition. You can update and track the status of purchase orders on line by using "Document Search" or by selecting the URL below.

View Requisition
If you have any questions with regard to this requisition, please contact your Support Team.

Support Team Contact Information:
+1 660-543-4001 procurement@ucmo.edu

April 18, 2024

Process for Software Purchases and Renewals using Business Procurement Card (BPC)
The process for the purchase of new software and renewals is being modified from the current process on the Procurement Website in cases where a check, ACH or wire payment cannot be made. Departments no longer need to come to Procurement for use of the Procurement credit card on these transactions. An individual in the department shall use their BPCard.

Departments shall utilize their BPC for these purchases in cases where the vendor will not accept a check, ACH, or wire payment. When all approvals have been completed, the BPC limit of $1,000.00 can be waived for these purchases with approval from the Procurement Director.

All software renewals and purchases must be processed in UCMarket regardless of the payment method.

NOTE: All departments must follow UCM Procurement requirements for purchase of new software. This includes issuance of bids or RFP's for new software if the total cost including software and support/maintenance is over $25,000.00. Do not get demos or quotes for software in advance of performing an RFP for new software. This causes problems with the RFP. An RFP allows for all vendors to equally present their written information and a demo of their product.

1. Requisition Issuance Process:
   a. Request a quote from vendor for product/service and EULA/SLA.
   b. Vendor will be entered as **"BPC Vendor"**
   c. Attach the quote/screenshot which includes cost and any reference to terms.
   d. Attach EULA/SLA if one is provided.
   e. IN THE INTERNAL NOTES SECTION: Include a point of contact for the vendor (name and email address). If signatures are required, include the vendor signature authority (name and email address).
   f. Also, add to internal notes: "CONFIRMATION ONLY PO"
   g. Use account codes: 733050 for Software RENEWAL, 750936 for NEW Software
      NOTE: DO NOT USE ANY OTHER CODE NUMBERS

2. Requisition will go through the following level approvals:
   a. Level 1 department/grants etc.
   b. Level 2/3/4 depending on amount (unless otherwise approved, the threshold limit for a BPC purchase is $1000)
   c. OT approval - review for requirements of resources, network, etc.
      i. If RENEWAL it is a quick review
      ii. If NEW - review by impacted areas with possible questions sent to requisitioner/department
   d. For new and renewal purchases, legal review will be completed following guidelines in the Software SOP.
   e. Procurement purchase review
      i. Purchase review INCLUDES legal review

3. PO created – **WILL NOT BE SENT TO VENDOR**

4. Department may proceed with the purchase once the requisition has been approved and the PO has been generated.

5. User shall notify the Accounts Payable Assistant Manager or Manager to allow this type of transaction on the department BPC. This is required as most cards are restricted from making these purchases.

6. Users will process purchases in Chrome River
   a. Include the BPC PO and the quote in attached requisition documents.

7. PO will be closed by AP when BPC Chrome River report is completed.

ADDITIONAL INFORMATION

1. If the BPC is being used for new or renewal software, there is no need for a Vendor Information Form and W9 to be submitted by the Vendor.

2. This revised process is being utilized to make the process more efficient. It is very important that it is followed step by step. Failure to follow these steps for the purchase of new or renewal software may result in removal of the card from the person and/or department according to the BPC Manual.
   **Purchases are not to be made until the approval process is complete.

3. All software technology purchases (**including "free" software**) will utilize this process which will begin with the requisition.

4. Any questions associated with technology for software purchases should be addressed to the Office of Technology.

5. Any questions associated with the use of the BPC for these types of purchases should be addressed to the Accounts Payable Assistant Manager or Manager.

6. Any questions associated with procurement or the issuance of a requisition in UCMarket for these types of purchases should be addressed to the Procurement department.

Effective August 15, 2023, UCM began using an electronic system for onboarding new Suppliers. This process replaced the use of the Vendor Information Forms.
This revision adds a new section for payment to Foreign Entities and Individuals. If you have any questions regarding the process, please contact procurement@ucmo.edu.

INDIVIDUALS AND FOREIGN ENTITIES

The electronic system will not be used to register Foreign Entities, or Individuals. To register an Individual, please submit a completed Supplier Registration Form and W9 form to Accounts Payable. To register a Foreign Entity, please submit a completed Supplier Registration Form and W8BEN or WBEN-E form to Accounts Payable. If you have any questions regarding the process, please contact accountspayable@ucmo.edu.

STANDARD REGISTRATION PROCESS
All Other Entities

1. Department requesting products or services from a new Supplier shall provide the following information to the Procurement Office prior to issuing a requisition in UCMarket:

A. Legal Company Name
B. Company Contact Person
C. Email for Contact Person
D. Department Issuing Request
E. Department Contact Name
F. Department Contact Email

2. Email this information to procurement@ucmo.edu. Title the Subject as NEW SUPPLIER.

3. Following receipt of this information, Procurement will utilize the Supplier Management system in UCMarket to send out the following email to the Supplier contact provided by the department:

UCM Supplier Portal Invitation

Dear ABC Company,
The University of Central Missouri requires all individuals and companies to register in the UCM Supplier Portal to be paid for services rendered or products purchased. The UCM supplier network is a best-in-class Registration and eProcurement system that provide a one-stop, complete solution for buyer and supplier interaction.
Becoming a UCM Supplier Portal network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users on your site, and more.

Register Now

Thank you,
Procurement and Materials Management

If you already have a JAGGAER supplier account, please use that email and password. If you are running into issues logging in please reach out to Jaggaer support at https://www.jaggaer.com/supplier-support/ or Call 866-233-1121

After you have logged in, if you have any questions, please contact Procurement at procurement@ucmo.edu or 660-543-4001 for assistance and identify yourself as registering in the UCM Supplier Portal Network

4. The system will enter the company in Jaggaer and Banner. It will also perform the TIN Match by looking at the Taxpayer ID Number and associated name. If the TIN Match fails, Jaggaer has identified that the TIN and name combination provided by the Supplier doesn't match the database it's searching on. No other information seems to be verified by that check; if it fails, the TIN/name combo is the issue.

The TIN Match check isn't done in real-time, but only after a submission is completed, so the Supplier does not get an immediate warning that it's produced an error; the notification to Procurement of a TIN Match failure is the first indication of a problem. If a problem occurs in registration with the TIN match or any other errors, Procurement will notify the individual via email or phone and ask the Supplier to verify their information and to log back in to make corrections.

5. Once the new Supplier has completed the registration and it has been approved by Jaggaer it will be sent to OT to enter Banner and if all is acceptable, returned back to Jaggaer. A notification is then sent by email from OT to Procurement that the Supplier is fully registered. Procurement will then notify the department that the Supplier is registered, and the department may enter the requisition into UCMarket. Do not enter the req as a as a New Supplier.

NOTE:
A.   If Procurement does not receive the registration approval from Supplier within 7 days of email notification by Jaggaer, Procurement will email the contact person (cc the department contact) and remind them to complete the registration process.

B.   If the company does not respond to Procurement within five (5) days from the second notification date, Procurement will again contact the Supplier directly (cc the department contact) and inform them that an order cannot be placed with UCM unless they register in the Jaggaer system.

C.   If company fails to submit the registration following the original notification from Jaggaer and the two notifications by Procurement, the department will be notified by Procurement that the registration will be canceled. The department may find another company who is willing to complete the registration process.

DD.   In the event a company refuses to submit the registration and the cost is under $1000, the department may make the purchase using the BPC software procurement process or find another supplier.

DDD.   If the company refuses to submit the registration and the cost is over $1000, the department may email the Procurement Director for approval to purchase software using BPC software procurement process or find another supplier.

6. Procurement will approve the requisition and a PO is issued.

NOTE: The timeline for completion of the registration process is based on the Supplier completing the form and submitting the proper information. If Supplier does not respond to the requests to register, the requisition cannot be entered.
When you select a new Supplier and get their information (Quote, EULA, etc), please inform them that they will be getting the UCM Supplier Portal Invitation email from Jaggaer and to complete the information and submit ASAP or you may have to go to another supplier.

**Modifications to current supplier profiles using Jaggaer Supplier Management**

If a Supplier is already registered with UCM and needs to make any type of change to their profile such as name change, bank account, etc. they shall contact Procurement at procurement@ucmo.edu. Procurement will then send an email through the Supplier Management System to the Supplier which instructs them on how to modify their account.

**If you have any questions regarding the process, please contact procurement@ucmo.edu.**

**Thank you!**

**The UCM Procurement Office**

UNIVERSITY OF CENTRAL MISSOURI 1871 LEARNING TO A GREATER DEGREE	**Supplier Registration Form** Foreign Entities **(Revised 3-2024)** ☐ New Vendor ☐ Update Vendor Info	**UNIVERSITY USE ONLY** Banner Vendor #: _____

This form must be submitted with a **completed IRS W-8BEN (individuals) W8-BEN-E (companies)** form from the vendor. If a completed W8 is not received, your company will not be added to the University database. **Link to IRS W-8 documents:** https://www.irs.gov/pub/irs-pdf/fw8ben.pdf **Mail or E-Mail completed forms to:**

University of Central Missouri Accounts Payable 415 E Clark Street, Suite 116 Warrensburg, MO 64093	Phone Number: (660)543-4700 Email: accountspayable@ucmo.edu

Payment Terms are Net 30, unless otherwise stated and agreed to by the University.

Signature*:	Date:
Printed Name:	Title:

* I Certify that I have carefully examined this form and I have determined that to the best of my knowledge and belief, the information provided is complete and accurate.

Legal name of company or business:

_____

(Name that is used on your Federal Tax Return. If you are a Sole Proprietor of a business, the name of the owner of the business is required.)

Company "commonly known as" Name, if different from above, i.e. DBA: _____

Mailing Address: _____ _____ _____ City _____ Country _____ Postal Code _____	Contact Name: _____ E-mail: _____

Vendor Ownership Type: Please check all that apply

Minority, Female, Person with Disability Owned Business (This business must be at least 51% owned and controlled by one or more individuals who are minority, female, or a person with disabilities).

___Minority Owned   ___Small Business   ___State Contract   ___Veteran Owned   ___Women Owned

☐ Yes	☐ No	Are you or any Officer, Owner or Partner in this company an employee of University of Central Missouri?
☐ Yes	☐ No	Are any family members employees of University of Central Missouri? If yes, please state who:

University of Central Missouri
ACH Payment Agreement Form

☐ Initial Enrollment ☐ Modify/Update

Vendor Name:

UCM Vendor Number:

Declaration:

I (we) hereby authorize **University of Central Missouri** (hereafter UCM) to initiate ACH automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **UCM** to make necessary debit adjustments in the event a credit entry is made in error.

Further, I agree not to hold **UCM** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my institution or due to an error on the part of my financial institution in depositing funds into my (our) account. I will notify UCM immediately of any changes made to my checking account.

This agreement will remain in effect until **UCM** receives written notification of cancellation from me or my financial institution. Upon receipt of notice, I understand **UCM** will need 72 hours to comply with the request and interim deposits may occur.

Vendor Information:

Remit Phone Number:

Remit Fax Number:

Remit Email Address:

Vendor Banking Information:

Name of Financial Institution:

Branch / State:

Routing Number:

Checking Account Number:

Vendor Authorization:

Name: Title:

Authorized Signature:_____Date: _____

| UNIVERSITY OF CENTRAL MISSOURI · 1871 · LEARNING TO A GREATER DEGREE | **Supplier Registration Form**
Individuals
(Revised 3-2024)
☐ New Vendor ☐ Update Vendor Info | **UNIVERSITY USE ONLY**

Banner Vendor #: _____ |

This form must be submitted with a **completed IRS W-9** form from the vendor. If a completed W9 is not received, your company will not be added to the University database. **Link to IRS W-9 documents:** https://www.irs.gov/pub/irs-pdf/fw9.pdf **Mail or E-Mail completed forms to:**

| University of Central Missouri
Accounts Payable
415 E Clark Street, Suite 116
Warrensburg, MO 64093 | Phone Number: (660)543-4700
Email: accountspayable@ucmo.edu |

Payment Terms are Net 30, unless otherwise stated and agreed to by the University.

| Signature*: | Date: |
| Printed Name: | Title: |

* I Certify that I have carefully examined this form and I have determined that to the best of my knowledge and belief, the information provided is complete and accurate.

Mailing Address:
_____
_____
_____
City _____
Country _____
Postal Code _____

Contact Name: _____

E-mail: _____

| ☐ Yes | ☐ No | Are you or any Officer, Owner or Partner in this company an employee of University of Central Missouri? |
| ☐ Yes | ☐ No | Are any family members employees of University of Central Missouri?
If yes, please state who: |

University of Central Missouri
ACH Payment Agreement Form
☐ Initial Enrollment ☐ Modify/Update

Vendor Name:

UCM Vendor Number:

Declaration:

I (we) hereby authorize **University of Central Missouri** (hereafter UCM) to initiate ACH automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **UCM** to make necessary debit adjustments in the event a credit entry is made in error.

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This agreement will remain in effect until **UCM** receives written notification of cancellation from me or my financial institution. Upon receipt of notice, I understand **UCM** will need 72 hours to comply with the request and interim deposits may occur.

Vendor Information:

Remit Phone Number:

Remit Fax Number:

Remit Email Address:

Vendor Banking Information:

Name of Financial Institution:

Branch / State:

Routing Number:

Checking Account Number:

Vendor Authorization:

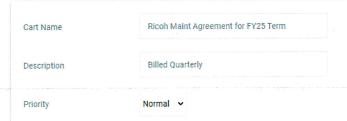Name: Title:

Authorized Signature:_____ Date: _____
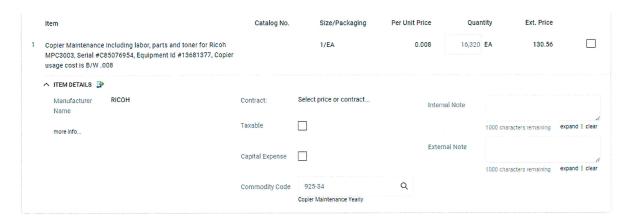
Revised - April 22, 2024

DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE UNTIL AFTER JULY 5, 2024. THIS IS A FY25 EXPENDITURE

This document will outline how all departments need to set up the maintenance requisitions to renew the maintenance agreement and ensure the order is in compliance with UCM's contract with Ricoh. **Utilizing the maintenance agreement is not required.** If the department chooses not to utilize the contract and maintenance is needed, the hourly rate will be charged for the repairs. The department would also be responsible for the replacement parts and purchasing toner. If you have any questions, please contact procurement at 660-543-4001 or Jennifer Babiuch at babiuch@ucmo.edu.

1. Click "Non-Catalog Ordering" to start the requisition.
2. The example requisition has the cart name changed to fit what the requisition is for, but this change is optional. The requestor may leave the cart name as the default:
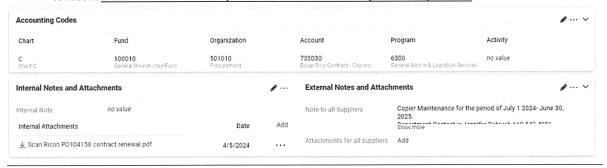
Cart Name	Ricoh Maint Agreement for FY25 Term
Description	Billed Quarterly
Priority	Normal ∨

3. Select supplier: "Ricoh USA INC".
4. The first line item will be the department's yearly estimated usage for black and white copies.
   a. For the line-item description, copy the example below and refer to the department's documents from Ricoh to add the department and printer unit:
   Example: Copier Maintenance including labor, parts and toner for Ricoh MPC####, Serial #C########, Equipment Id #########, Copier usage cost is B/W .00##.
5. Enter commodity code: "925-34 - Copier – Yearly Maintenance".
6. The example below was estimated by using the previous FY usage for that department.

	Item	Catalog No.	Size/Packaging	Per Unit Price	Quantity	Ext. Price	
1	Copier Maintenance Including labor, parts and toner for Ricoh MPC3003, Serial #C85076954, Equipment Id #13681377, Copier usage cost is B/W .008		1/EA	0.008	16,320 EA	130.56	☐

⌃ ITEM DETAILS 🖼

Manufacturer Name	RICOH	Contract:	Select price or contract...	Internal Note	

more info...

Taxable ☐

1000 characters remaining   expand | clear

Capital Expense ☐

External Note

1000 characters remaining   expand | clear

Commodity Code   925-34   🔍
Copier Maintenance Yearly

7. When all changes have been made for the first line item, click "Save And Add Another" at the bottom of the screen to start the second line item.

8. Perform the same steps as above for the second line item (color copies).
   a. For the line-item description, copy the example below and refer to the department's documents from GFI to add the department and printer unit.
      Example: Copier Maintenance including labor, parts and toner for Ricoh MPC#####, Serial #C#######, Equipment Id #########, Copier usage cost is Color .0#####.

9. Click "Save", scroll to the top of the screen, and click the cart icon to select "Checkout".

10. First step in the checkout screen is to add the account code into your FOAPAL.
    a. Enter account code: "733030" for "Equip Srvc Contrac – Copiers".

11. Second step in the checkout screen is to add an external note to the supplier.
    a. Directly under the FOAPAL area, there's an "edit" icon off to the side of the "External Notes and Attachments". This is where to add the <u>external note</u> (in the subsection "Note to all Suppliers") to Ricoh. **If this note is not added, the vendor will have to reject the requisition.**

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
C Chart C	100010 General Unrestricted Fund	501010 Procurement	733030 Equip Srvc Contract - Copiers	6300 General Admin & Logistical Services	no value

Internal Notes and Attachments

Internal Note	no value
Internal Attachments	Date	Add
⬇ Scan Ricoh PO104158 contract renewal.pdf	4/5/2024 ···

External Notes and Attachments

Note to all Suppliers	Copier Maintenance for the period of July 1 2024- June 30, 2025. Department Contact is Jennifer Robiush 660 543 4001 Show more
Attachments for all suppliers	Add

12. Copy the example verbiage below and adjust it to the department's maintenance dates and department contact information.

    Example: Copier Maintenance for the period of July 1, 2024- June 30, 2025. This PO is subject to SLG - ST OF MO (nvp) - LEAD 140602 PA CT202797006. Department Contact is (Requestor's Name) 660.543.#### (Requestor's UCM Email)

13. Submit the requisition.

Notes:

- The note to the supplier may save in the external notes section and populate on the next requisition that is created. When creating subsequent requisitions, **check the "external Notes" section to delete the existing note.**
- **Submit the requisition no later than Thursday, July 15, 2024. Failure to issue a requisition may result in your maintenance/support contract not being issued.**
- If there have been any changes to the account for the department, such as contact name or machine status, contact Ricoh as shown below as well as email Procurement@ucmo.edu with all changes.
- Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 1 (day one of the new FY). If a department does not find their machine on the list, please contact UCM's Ricoh representative:
  Bill Dinsmore - william.dinsmore@ricoh-usa.com

GFI Yearly Maintenance Renewal Requisition Process

Revised - April 22, 2024

DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE UNTIL AFTER JULY 5, 2024. THIS IS A FY25 EXPENDITURE
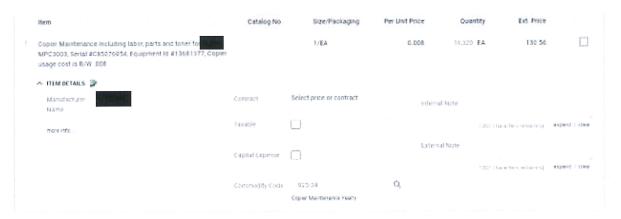
This document will outline the exact process that department's will need to follow to renew the maintenance agreement and ensure the order is in compliance with UCM's contract with GFI. **Utilizing the maintenance agreement is not required.** If the department chooses not to utilize the contract, and maintenance is needed, an hourly rate will be charged for the repairs. The department would also be responsible for the replacement parts and purchasing toner. For questions, please contact the Procurement department at 660-543-4001 or Jennifer Babiuch at babiuch@ucmo.edu.

1. Click "Non-Catalog Ordering" to start the requisition.
2. The example requisition has the cart name changed to fit what the requisition is for, but this change is optional. The requestor can always leave the cart name as the default:
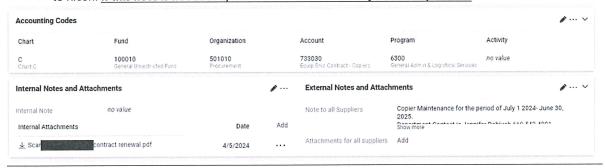
Cart Name	Maint Agreement for FY25 Term
Description	Billed Quarterly
Priority	Normal ⌄

3. Select supplier: "GFI Digital Inc".
4. The first line item will be the department's yearly estimated usage for black and white copies.
    a. For the line-item description, copy the example below and refer to the department's documents with GFI to add the department and printer unit.
    Example: Copier Maintenance including labor, parts and toner for GFI MX####, Serial #-########, Equipment Id #####, Copier usage cost is B/W .00##.
5. Enter commodity code: "925-34 - Copier – Yearly Maintenance".

6. The example below shows the cost that was estimated by using the previous FY usage for the department.

a. The cost and usage can be found in the department's GFI documents or in the pricing sheet Procurement sends out each year in June for the upcoming fiscal year.

7. When all changes have been made for the first line item, click "Save And Add Another" at the bottom of the screen to start the second line item.

8. Perform the same steps as above for the second line item (color copies).
   a. For the line-item description, copy the example below and refer to the department's documents from GFI to add the department and printer unit.
   Example: Copier Maintenance including labor, parts and toner for GFI MPC#####, Serial #C#######, Equipment Id #########, Copier usage cost is Color .0#####.

9. Click "Save", scroll to the top of the screen, then click the cart icon to select "Checkout".

10. First step in the checkout screen is to add the account code into your FOAPAL.
    a. Enter account code: "733030" for "Equip Srvc Contrac – Copiers".

11. Second step in the checkout screen is to add an external note to the supplier.
    a. Directly under the FOAPAL area, there's an "edit" icon off to the side of the "External Notes and Attachments". This is where to add the external note (in the subsection "Note to all Suppliers") to Ricoh. **If this note is not added, the vendor will have to reject the requisition.**

12. Copy the verbiage from the example below and adjust it to the department's maintenance dates and department contact information.

   Example: Copier Maintenance for the period of July 1, 2024- June 30, 2025. This PO is subject to SLG - ST OF MO (nvp) - LEAD 140602 PA CT202797006. Department Contact is (Requestor's Name) 660.543.#### (Requestor's UCM Email)

13. Submit the requisition.

Notes:
- The note to the supplier may save in the external notes section and populate on the next requisition that is created. When creating subsequent requisitions, **check the "external Notes"** section to delete the existing note.
- **Submit the requisition no later than July 15, 2024. Failure to issue a requisition may result in your maintenance/support contract not being issued.**
- If there have been any changes to the account for the department, such as contact name or machine status, contact GFI as shown below as well as email Procurement@ucmo.edu with all changes.
- Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 1 (day one of the new FY). If a department does not find their machine on the list, please contact UCM's GFI representative:
  Derek Schneiders or Liz Bockman - DSchnieders@gfidigital.com   lboeckman@gfidigital.com