

March 7, 2012

## New United Mileage Plus #s...and Concur

### Do you belong to the United Mileage Plus frequent flyer program?

If you do, then you may already be aware of the fact that United has assigned new ID numbers to all Mileage Plus accounts. The old number was in the format of 11 digits. The new number is in the format of 8 alphanumeric characters. New numbers are in effect as of March 3, 2012.

### Have you previously entered your 11-digit Mileage Plus number in your Profile in the Concur Travel & Expense System?

At some point in future, your old Mileage Plus number will no longer be valid. If you have not updated your Profile by that time, you will experience problems trying to book a United ticket through Concur.

### What should you do now?

We encourage you to look up your new Mileage Plus number and to update your Concur Profile with that number. Note that if you have designated a University Travel Arranger, your Travel Arranger can update your Concur Profile for you.

To find out your new 8-character Mileage Plus ID, log in using your old number at [www.united.com/web/en-us/content/mileageplus/default.aspx](http://www.united.com/web/en-us/content/mileageplus/default.aspx).

For more information on the United/Continental merger and its impact on Mileage Plus numbers and programs, please visit [www.united.com](http://www.united.com).

For instructions on how to update your Profile in Concur, refer to our [Step-by-Step Guide](#) – or contact the Finance & Procurement Help Desk at 303.837.2161 ([FinProHelp@cu.edu](mailto:FinProHelp@cu.edu)).

**Remember:** Having your United (and any other) frequent flyer program numbers in your Concur Profile not only facilitates the tracking and crediting of your eligible flights – it also can provide benefits such as seating and other preferences.

## PSC Open House Reminder

We hope you'll celebrate Procurement Month (March) by stopping by a PSC Open House. The campus schedule is:

- UCCS: March 7, 9:30-11:30 am, University Center, Berger Hall
- AMC: March 13, 9 am-12 noon, Research Center 2, 2nd floor conference room
- UCB: March 15, 9 am-12 noon, UMC, Room 235
- UCD/System: March 21, 1-4 pm, PSC Offices, 1800 Grant Street, 5th floor

[Register now!](#)

## Change Orders and the Marketplace

As many of you know, we have implemented a streamlined process for change orders with the development of the CU Marketplace. That process is a simple email to [changeorder@cu.edu](mailto:changeorder@cu.edu). And it applies regardless of the dollar amount of the original purchase order.

### Exceptions

There are a few points of exception processing when it comes to change orders!

Please note them carefully – and contact the Finance & Procurement Help Desk (303.837.2161) with any questions:

**Changes to catalog vendor orders.** Consider how quickly (essentially, immediately) your purchase order is now communicated to the catalog vendor ... and you'll realize that change orders aren't possible. If you need **more** than you initially ordered, do another requisition to the catalog vendor. If you need **less** than you originally ordered – or if you need to cancel your original order – contact the catalog vendor immediately. (And \*then\* notify [changeorder@cu.edu](mailto:changeorder@cu.edu) about what you've done.)

**Changes to Subcontract SPOs.** If you need to change or cancel a Subcontract Standing Purchase Orders contact your campus sponsored project office.

**Things that aren't change orders.** Perhaps this sounds obvious – but don't email anything to [changeorder@cu.edu](mailto:changeorder@cu.edu) unless it's a change order that does not fall into one of the two categories above. In other words: please do not send invoices, CU W9 forms, or questions about these items to the change order email address.

In some cases, timing affects whether or not a change order can be accomplished.

So, for example, if you email [changeorder@cu.edu](mailto:changeorder@cu.edu) to request different accounting information on a purchase order, you may find out that the invoice has already been posted. In that case, you will need to follow Journal Entry processing instead of change order processing.

## March is Procurement Month!

We'll be talking more about it in the next issue of the PSC Communicator.