

December 9, 2013

Update: Concur Satisfaction Survey

Thanks for your input!

We received 800 responses to the Concur Travel & Expense Satisfaction Survey last month. Now we're reviewing your opinions and suggestions as we continue to work to optimize the system.

Look for the results of your feedback in future PSC COMMUNICATOR newsletters. In the meantime, if you have questions, feel free to contact Mary Martin at 303.764.3458 or email Mary.Martin@cu.edu.

Guide to the Marketplace New User Interface

If you haven't been in the Marketplace recently, you may not be familiar yet with the new user interface that took effect on Nov 18.

Fortunately, there's an online learning resource to help you catch up quickly: the CU Marketplace User Interface Overview. The Overview is a series of linked HTML pages that clearly highlight the new navigation icons on the left and top of your Marketplace screens. There's also a page that identifies enhancements like Bookmarks and the Quick Search function.

There's a link to the Overview at the top of the [CU Marketplace Learning Resources website](#). We encourage you to check it out ... and let Procurement Trainer [Heather Hoyer](#) know what you think.

Forms Update: SPO Invoice Allocation

In response to many requests, we recently revised the SPO Invoice Allocation form to be in portrait layout as opposed to landscape. There are no other changes – in terms of fields or requirements – to the form.

Remember that this form is used to change the accounting distribution (SpeedType) of an invoice when the SPO itself has only one accounting distribution. If the SPO already is divided amongst multiple SpeedTypes, the invoice distributions cannot be changed (i.e., this form cannot be used). Instead, the department may later journal the charge to the appropriate SpeedTypes.

PSC Staff News: Darlene Morrow Completes Recertification

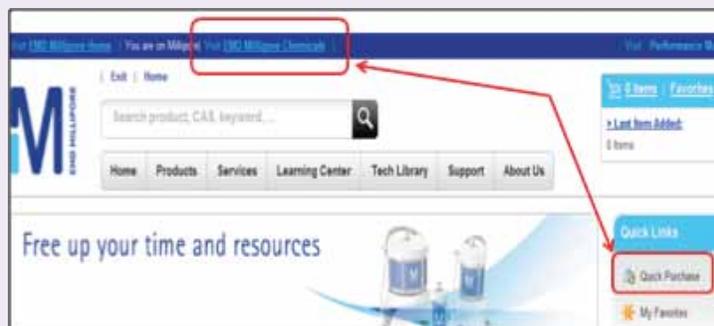
Congratulations to Purchasing Agent Darlene Morrow, who recently re-certified as a CPPB.

CPPB stands for Certified Professional Public Buyer. The designation, with its requirement for ongoing education and professional development, indicate the highest standards and competency in the public procurement profession.

EMD Millipore Catalog News

The PSC is pleased to announce that EMD Millipore Chemical products are now available through the existing EMD Millipore Punch-Out Catalog. This means you will no longer need to use non-catalog forms to purchase these products.

To access EMD Millipore Chemicals in the company's catalog, click Visit EMD Millipore Chemicals at the top of the catalog homepage ... or select Quick Purchase from the quick links menu bar on the right hand side of the catalog's product section.



Questions about the chemical product line? Contact EMD Millipore Customer Service at 800.645.5476.

After-the-Fact Purchase: Don't Do It

As discussed in the PSC Procedural Statement After-the-Fact Purchases, an After-the-Fact (ATF) purchase typically occurs when an organizational unit makes a purchase for more than \$5,000 before the PSC Purchasing Services issues a purchase order. (For example, authorizing a vendor to begin work before Purchasing Services issues a PO – even though the organizational unit has submitted a Requisition – is an ATF.)

To phrase it another way: Purchases over \$5,000 require the issuance of a purchase order by a PSC purchasing agent, whether the purchase is for a single item costing over \$5,000 or for many items totaling over \$5,000. (Remember: shipping charges are included in the calculation.)

ATFs result in delayed payments to vendors who have, in good faith, provided goods or services to CU. They undermine the strong working relationships that we strive to create and sustain with our vendor partners.

If you are responsible for an ATF, refer to the Procedural Statement. Be sure to confer with your campus contact (identified in the procedures) prior to taking any action. The designated individual/office will help you through the process.

To avoid ATFs, ensure that everyone in your org unit understands the policy and that only designated individuals initiate purchases on behalf of the unit.

Questions? Contact the [appropriate purchasing agent](#).