

November 12, 2014

## Concur Travel & Expense: Satisfaction Survey

One of the goals of the PSC is the continuous improvement of the University's overall travel and expense program. We strive to enhance the tools you use to arrange travel itineraries and to create expense reports, both for travel/reimbursement and for Procurement Card reconciliation.

We've introduced a number of changes in 2014 and we'd love to know what you think about them. So we invite you to tell us, through our new online survey on Concur Travel & Expense.

The survey, which takes approximately 5-10 minutes to complete, will be available through Fri, Nov 14, 2014. Please provide your input at <https://www.surveymonkey.com/s/F23C75C>.

### Questions?

Contact Director of Payment Services & Travel Mary Martin at 303.764.3458 or [Mary.Martin@cu.edu](mailto:Mary.Martin@cu.edu).

## Reminder: Supplier Registration Replaces W-9 Process

Thanks to our new CU Supplier Portal – available through the CU Marketplace – we now have an online alternative to the paper CU W-9 process. (Note: Submitting the paper W9 form is still OK.)

What's more: the online site enables suppliers to view/respond to CU solicitations for goods and services as well as to view the status of their invoices.

There's a host of information – for departments and for suppliers – available on the PSC website. To find it, begin with the CU Supplier Portal Information webpage at [www.cu.edu/psc/cu-supplier-portal-information](http://www.cu.edu/psc/cu-supplier-portal-information).

## Paper W-9 Process Remains in Place for Some

Please note that the following types of suppliers will not use the new CU Supplier Portal. Instead, these suppliers will use the indicated paper form:

- International entities/individuals (use appropriate W8)
- Study subject/stipend/award recipients (use W9; Study Subjects must send W9 with the Study Subject Payment form to ensure the individual is set up correctly under the Clinical Trial supplier)
- Universities, state/city/local government (use W9)
- Hospitals/healthcare providers (use CU W9)

**Questions?** Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

## PSC Staff News: Introducing Sarah Rowe

Please join us in welcoming Sarah Rowe to the Procurement Service Center.

Sarah began work this month as our new Director of Procurement Systems. She comes to the PSC from the University of Nebraska-Lincoln (UNL), where she has worked for the past eight years. During the last three years, she managed UNL's procurement systems, including eProcurement, electronic bidding, spend analytics, and contract management.

Sarah has a Master's Degree in Public Administration and loves working in higher education. Her passion is using technology to find efficiencies in business process and procedure.

This is Sarah's first time moving out of state, but she couldn't be more excited to be in Colorado at the PSC!

Welcome, Sarah!

## Strategic Procurement News: TIG Joins the Marketplace

We're pleased to announce the newest catalog supplier in the CU Marketplace: Technology Integration Group (TIG).

TIG provides a wide array of information technology (IT) equipment, including file servers, workstations, memory, hard drives, networking equipment, wireless devices, and much more.

TIG is a qualified diversity supplier. They are certified as a Small Disadvantaged Business (SDB) by the United States Small Business Administration (SBA) and as a Minority Owned Business Enterprise (MBE) by the Women Minority Business Enterprise (WMBE) Clearinghouse.

## Dell Ordering Process Enhancements

With their recent Smart Selection implementation, Dell now offers pre-packaged configurations on several popular models. This means that many users who have traditionally prepared their own custom configurations will now need to request a quote from Dell. The quote can then be processed through the Marketplace.

Note: The new ordering program has no effect on the standard models offered on the Dell landing page in the CU Marketplace.

To request a custom quote from Dell, please contact Andrea Mills at 800.981.3355 (extension 5139347) or [andrea.mills@dell.com](mailto:andrea.mills@dell.com).

### Questions?

Contact Director of Strategic Procurement Duane Tucker at 303.764.3453 or [duane.tucker@cu.edu](mailto:duane.tucker@cu.edu).