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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter:
email your Employee ID # to FinProHelp@cu.edu
and ask to be added to the PSC newsletter list.

December 9, 2020

Multi-Function Devices (MFDs): Contracts Extended

We're pleased to announce we've extended current contracts for copiers (multi-function devices, or MFDs), with Xerox and Konica Minolta, through March 2023.

The contract extensions ensure that CU will have continuity of MFD service during COVID times. Over the next two years, we'll collect data to understand the full impact of the coronavirus pandemic – and the associated shift to remote work – on copier needs. Our next MFD solution will be optimal for the new-normal printing environment.

Both suppliers have provided price concessions, including lower base monthly rates on device rentals and lower cost-per-copy rates for certain devices. Reduced prices are reflected in CU Marketplace punch-out catalogs – and will be reflected on your Purchase Orders in the coming weeks.

No Longer Need Your MFD?

Many departments are re-envisioning their on-campus equipment needs. To provide budget relief in these cases, we're implementing a strategy to move MFDs from departments who no longer need them to departments who do. This strategy includes identifying devices that have time left on their rental period but are no longer needed by their current departments … and repurposing those devices at locations that are currently seeking new rentals. A few comments:

- While we cannot terminate a rental early without cost, we may be able to move the device to another department that needs an MFD device.
- That department would assume the remaining term of the rental and associated costs. Note that moving a device is not guaranteed and is contingent upon the requesting department's needs. (Also note: device moves may incur a moving fee.)

To facilitate this effort, all new purchase requisitions for copier devices – regardless of dollar amount – will route to a PSC Purchasing Agent for review and approval.

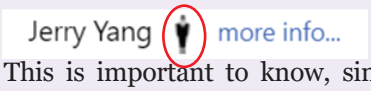
This will allow the PSC to reach out to departments, as appropriate, to discuss copier needs and whether redeploying an existing device is a possible solution.

Questions?

Have a copier/MFD that you would like to repurpose?
Email annie.becker@cu.edu or katey.gatwood@cu.edu.

New Supplier Class in CU Marketplace

Soon, when you search for suppliers in Marketplace, you'll know which ones operate under a Social Security Number (SSN) as opposed to a Federal Employer Identification Number (FEIN). Effective December 11, 2020, suppliers using SSNs will show this new icon:



This is important to know, since the procedure for procuring services from individuals varies from that for obtaining services from companies.

To purchase services from suppliers who operate under SSNs, follow Employee Services' Scope of Work (SOW) procedures. Then, use the Payment Voucher form for small-dollar purchases/ Non-Catalog form for large-dollar purchases. (For large-dollar services over time, use the Standing Purchase Order form.) Attach the approved SOW.

To purchase services from suppliers who operate under FEINs, use the Non-Catalog form for purchases in any dollar amount. (For large-dollar services over time, use the SPO form.)

For more information on these procedures, see How to Buy Services from Individuals and How to Buy Professional Services from Companies.

Invoice Issues

Here are some tips from the PSC Payables team:

- **Allow ten (10) working days for the invoice to be processed (entered in the system)**. When you or your supplier submit an invoice, you should see it in CU Marketplace or in the Finance System (FIN) within two weeks. This timeframe allows for APInvoice processing, vendoring of new suppliers/remit-to addresses, and so forth.
- **You can look up an invoice, online**. You can see if an invoice has been entered in Marketplace/FIN by following instructions on our comprehensive Payment Resource Center website.
- **If you need assistance looking up an invoice**, contact the FinPro Help Desk.

Why hasn't an invoice paid?

- Purchase Orders over $10,000 need online receiving in order for an invoice to pay.
- PO invoice price/quantity must match PO.
- Standing Purchase Orders need SPO Voucher Approval for an invoice to pay.
- SPO invoice date must be within the SPO start/end dates and the SPO must have enough money to cover the invoice.

Why does an invoice come in at a higher price or a different quantity than the PO? This can require some research. If you need assistance, contact FinPro Help Desk; they'll refer you to PSC Payables, Purchasing, or Strategic Procurement, as appropriate.