CAMP IPPS 2016
CAMP BUYING: PROVIDING EXCELLENCE

A Backcountry Way into Buying Goods and Services

Presented by Tony Esquer and Brian Wardell

PC West: Earl Warren College Room | 11:00 – 11:45
WHAT IS PROCUREMENT?

Develop strategic supplier relationships

Facilitates the purchase of goods & services

Helps you source the highest quality products & services at the lowest cost

Adhering to sustainable practices & environmentally preferable purchasing

Initiates, reviews, and manages contracts, agreements & competitive bid solicitations

eProcurement Systems
WHAT IS PROCUREMENT?

BUYING
WE BUY A WIDE VARIETY OF STUFF...
HOW DO WE BUY AND PAY FOR GOODS AND SERVICES?

- Marketplace
- Express Card
- MyPayments
- Connexxus
- Travel Card
- MyEvents
- MyTravel
Online buying site used to create Requisitions and issue Purchase Orders (PO)
SEARCH RESULTS & PUNCHOUTS

Total Cost of Ownership

- Insurance Premiums
- Depreciation
- Fuel Costs
- Extended Warranty
- Gas Mileage
- Taxes and Fees
- Repairs
- Maintenance
- Interest on Your Loan
SEARCH RESULTS & PUNCHOUTS

Total Cost of Ownership

- Return Process
- Monitor Price and Quality
- Terms and Conditions
- Performance Expectations
- Sustainability
- Minimize Shipping Fees
- Warranty

Buying at UC San Diego
HOW IS STRATEGIC PROCUREMENT INVOLVED?

1. Search results and Punchouts
• Long term contract outlining the mutual responsibilities of the University and Supplier to ensure the supply, quality and reasonable pricing of goods and services

• Outlines on-going related requirements and performance expectations needed now and in the future

• Outlines what happens when things go wrong
HOW IS STRATEGIC PROCUREMENT INVOLVED?

1. Search results and Punchouts
2. High dollar and/or high risk purchases
Price Rationale:
The lowest price obtained represents the best value.
Of the pricing options presented to you, did you choose the lowest price?

- No
- Yes

- If yes, you are done. Select “Complete iRequest and Go to Cart” at the top right and click Go.
- If the purchase will be made with non-federal funds and is less than $100,000, you are done. Select “Complete iRequest and Go to Cart” at the top right and click Go.
- **If no, complete the Source Justification section below.**
**Source Justification:**
Price other than the lowest price represents the best value.
WHEN COMPLETING A HIGH DOLLAR ORDER MAKE SURE TO HAVE:

- A Quotation
- Price Rationale
  - Attach all supporting documentation
- Source Justification, if applicable
  - Attach all supporting documentation
So, what is a Purchase Order?
WHAT IS A PURCHASE ORDER (PO)?

Contract between a supplier and the university
WHY HAVE A PURCHASE ORDER (PO)?

Make sure you have a Purchase Order before goods are delivered or services are rendered.
Use a Purchase Order:

• For any dollar amount

• If your total purchase amount exceeds $4,999

• For Frequent purchases
  • Orders more than 5x per year

• When requesting goods or services that are restricted
HOW IS A PO GENERATED IN MARKETPLACE?

1. Requisition
2. Approval
3. Supplier
4. Purchase Order
PURCHASING CODE OF ETHICS

- Look for the best value for your dollar
- Give fair and equal consideration to all competitive suppliers
- Decline personal gifts and favors
- Be mindful of UC San Diego’s Mission & Principles of Community
- Demand honesty in sales representation
- Foster fair, ethical, and legal business practices
- Conduct business with suppliers ethically
A FEW KEY THINGS TO REMEMBER...

- Do not sign anything
- Make sure to have a Purchase Order before goods are delivered or services are rendered
- You are buying on behalf of the university
Don’t forget to stop by and visit us in the Price Center East Ballroom