

Integrated Procure-to-Pay Solutions

Holiday Schedule 2017

The following holiday schedule represents the Thanksgiving holiday and the holiday break from December 25, 2017 – January 2, 2018. Please plan accordingly and if there are any questions and/or concerns, contact IPPS via ASK (<https://ask.ucsd.edu>).

Winter Holiday Break

Deadlines:

- New Marketplace Supplier Request Forms: Completed online supplier request forms should be received no later than **Monday, December 5, 2017**, to ensure the supplier profile is created in Marketplace before the break. Note the iRequest deadline below.
- iRequests should be submitted no later than **Monday, December 11, 2017** to be reviewed by a Commodity Manager or Professional Buyer before the holiday break
- Requests for Small Business Plans should be submitted no later than **Monday, December 4, 2017**.
- Note: Supplier Request Forms, iRequests, and Small Business Plans received after these deadlines will be reviewed after the campus re-opens for business on Wednesday, January 3, 2018.
- **Friday, December 8, 2017** is the deadline to include the following payments in the 2017 calendar year:
 - MyPayments transactions received by the Payment Request team
 - Human Subject Payment requests including Scrip orders, Visa Gift Card requests and Cash Advance requests must be submitted and have approval
 - Wire Transfer payment requests must be submitted
 - Sub-recipient invoices: Faxed with required review and approvals. Resuming on January 3, 2018.
 - Note: Vendor invoices will be processed as usual within terms prior to the campus closure and processing will resume on January 3, 2018.
 - Meetings, entertainment, and programmatic activities; MyPayments: Completed and approved with required attachments
 - Travel prepayment requests, and claims, including mileage; MyTravel: Completed and approved with required attachments
 - Note: Due to Payroll reporting deadlines, claims for employee moves, or trips including taxable payments/reimbursements must be received by **Saturday, November 16th**. Claims with taxable amounts submitted after deadlines will be processed for payment in January 2018.
- Travel Event Planner (TEP) Card transactions with an IFIS posting date of December 22, 2017 through December 29, 2017 will be modified to reflect the new posting date of January 10, 2018.
- To allow campus customers additional time for redistribution of transactions due to the closure period, the following information applies for Express Card:
 - Transactions with an IFIS posting date of December 22, 2017 through December 29, 2017 are being modified to extend the IFIS posting date to January 10, 2018.

Monday, December 25th

UC San Diego Designated Christmas Holiday

- All areas of IPPS (including all of Logistics) will be closed.

Tuesday, December 26th

UC San Diego Designated Christmas Holiday

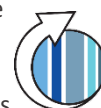
- Central Receiving will accept incoming packages between 7:00AM - 12:00PM. Customers can pick up packages between 8:00AM – 12:00PM.
- Moving Services will be available to provide relocation services from 7:30AM - 4:00PM. Upon request, Moving Services will provide relocation services before and after working hours.
- All other areas of IPPS will be closed.

Wednesday, December 27th

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
 - Distribution will attempt delivery of priority and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:00PM. Cylinders will be delivered during the same hours.
- Moving Services will be available to provide relocation services from 7:30AM - 4:00PM. Upon request, Moving Services will provide relocation services before and after working hours.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Marketplace by 11:30AM (keep in mind if approval is required, Approvers may or may not be available to approve requisitions during the holiday closure).
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick-up will be done during this time.
- Outbound Shipping will operate between 8:00AM - 12:00PM.
- Outbound Mail (USPS) will be closed.
- Campus Mail will operate between 8:00AM - 1:00PM. Must have an I.D. to pick up mail.
- The Postal Center will be closed. The Mailing Center opens January 3, 2018 at the Campus Services Complex Bldg. A.
- To request assistance with a procurement emergency please:
 1. Report the emergency via [ASK](#) and include “Urgent – Procurement” in the subject line
 2. State the reason for the procurement emergency and submit the case
- For Express Card, Travel Card, or Travel Event Planner (TEP) Card emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
- For Express Card declines or card limit questions please submit an [ASK](#) case. During the closure there will be limited monitoring of incoming requests.
- For Travel Card or Travel Event Planner (TEP) Card declines, contact Travel through travelcard@ucsd.edu. During the closure there will be limited monitoring of incoming requests.

Thursday, December 28th

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
 - Distribution will attempt delivery of priority and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:00PM. Cylinders will be delivered during the same hours.
- Moving Services will be available to provide relocation services from 7:30AM - 4:00PM. Upon request, Moving Services will provide relocation services before and after working hours.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Marketplace by 11:30AM. (keep in mind if approval is required, Approvers may or may not be available to approve requisitions during the holiday closure).
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick up will be done during this time.
- Outbound Shipping will operate between 8:00AM - 12:00PM.
- Outbound Mail (USPS) will be closed.
- Campus Mail will operate between 8:00AM - 1:00PM. Must have an I.D. to pick up mail.
- The Postal Center will be closed. The Mailing Center opens January 3, 2018 at the Campus Services Complex Bldg. A.
- To request assistance with a procurement emergency please:
 1. Report the emergency via [ASK](#) and include “Urgent – Procurement” in the subject line
 2. State the reason for the procurement emergency and submit the case
- For Express Card, Travel Card, or Travel Event Planner (TEP) Card emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
- For Express Card declines or card limit questions please submit an [ASK](#) case. During the closure there will be limited monitoring of incoming requests.
- For Travel Card or Travel Event Planner (TEP) Card declines, contact Travel through travelcard@ucsd.edu. During the closure there will be limited monitoring of incoming requests.



Friday, December 29th

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
 - Distribution will attempt delivery of priority and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:00PM. Cylinders will be delivered during the same hours.
- Moving Services will be available to provide relocation services from 7:30AM - 4:00PM. Upon request, Moving Services will provide relocation services before and after working hours.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Marketplace by 11:30PM (keep in mind if approval is required, Approvers may or may not be available to approve requisitions during the holiday closure).
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick up will be done during this time.
- Outbound Shipping will operate between 8:00AM - 12:00PM.
- Outbound Mail (USPS) will operate between 7:30AM - 4:00PM.
- Campus Mail will operate between 8:00AM - 1:00PM. Must have an I.D. to pick up mail.
- The Postal Center will be closed. The Mailing Center opens January 3, 2018 at the Campus Services Complex Bldg. A.
- To request assistance with a procurement emergency please:
 1. Report the emergency via [ASK](#) and include "Urgent – Procurement" in the subject line
 2. State the reason for the procurement emergency and submit the case
- For Express Card, Travel Card, or Travel Event Planner (TEP) Card emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
- For Express Card declines or card limit questions please submit an [ASK](#) case. During the closure there will be limited monitoring of incoming requests.
- For Travel Card or Travel Event Planner (TEP) Card declines, contact Travel through travelcard@ucsd.edu. During the closure there will be limited monitoring of incoming requests.

Monday, January 1st, 2018

UC San Diego Designated New Year's Holiday

- All areas of IPPS (including all of Logistics) will be closed.

Tuesday, January 2nd, 2018

UC San Diego Designated New Year's Holiday

- Central Receiving will accept incoming packages between 7:00AM - 12:00PM. Customers can pick up packages between 8:00AM – 12:00PM.
- Moving Services is available to provide relocation services from 7:30AM - 4:00PM. Upon request, Moving Services will provide relocation services before and after working hours.
- All other areas of IPPS will be closed.

Wednesday, January 3rd, 2018*

- All IPPS business will resume normal operations

***Please Note:** Receiving & Distribution will be managing the large volume of packages that were held during the holiday break. We apologize for any inconveniences that may occur in the delay of delivery.

Other Notes & References:

- Self-Store units in the main warehouse will ONLY be accessible when Central Receiving is open.
- The Lab Coat program will be suspended during the holiday break (12/25/2017 - 01/2/2018).
- FedEx Holiday Schedule <http://www.fedex.com/us/holiday/holiday-service-schedule.html>
- UPS Holiday Schedule <http://compass.ups.com/ups-holiday-calendar/>