Find out all about the exciting news and events of summer 2012 from Inside P&C, a thrice-annual newsletter. Our family of several divisions include: Administration, Analytics, Business Contracts, Marketplace, Small Business, Procurement (A&PS, Central, HDH & SIO), and Strategic Sourcing.

Read about the exciting changes to Marketplace since the FinancialLink Orders transition, learn a thing or two about our Professional Buyers and hear about how to win a prize!

IMPORTANT WEB SITES
Marketplace FAQs
New Training Videos:
How to complete an iRequest
How to Search & Shop
New! Supplier Search Tool

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Campus Procurement Expo 2012

August 1st marked the inaugural Campus Procurement Expo! Housed in the Price Center, the event showcased over fifty small & diverse businesses. A series of interactive workshops took place focusing on best practices and methods for purchasing on behalf of the University, optimizing department usage of Marketplace, and learning new technologies presented by Agreement suppliers. Departments also had an opportunity to engage with Professional Buyers, Business Contracts, Disbursements and others in P&C. If you would like to view the P&C workshop presentations, click here. We look forward to seeing you next year!

Sharecase 2012 is on August 29th. The theme this year is ‘Collaboration’! Register now by clicking here.
Strategic Sourcing is pleased to announce a new Agreement for Clinical Supplies with McKesson Medical-Surgical! This agreement will provide Medical Group facilities with a supplemental source for dressings, antiseptics, medications, and many other products in a catalog available through Marketplace search results. Non-patient areas using these types of products for research purposes will also have access to the catalog. For more information on accessing McKesson through Marketplace, please view the McKesson announcement.

McKesson Medical-Surgical Catalog Added to Marketplace!

Agreement Highlights:

Access to Premier contract pricing!
Shipping Included!
No-Hassle return policy!
Catalog orders placed by 2 PM delivered next business day!

Sharecase 2012

Mark your calendars on August 29th for Sharecase 2012 at the Price Center! This annual event, sponsored by suppliers such as BKM, CDW-G, Dell and TIG, is organized around a theme. This year, attendees will ‘Surf the Wave of Collaboration’!

Registration is now open; click the picture to register. Sharecase is a great opportunity for UC San Diego staff to learn more about the best business practices in an interactive environment.

Procurement and Contracts will have several tables to showcase all that Marketplace has to offer with Professional Buyers, Business Contracts, Strategic Sourcing, Small Business and the Marketplace team available to answer questions. We’re also hosting a series of workshops, which are listed to the right. You can register for the workshops in the UC Learning Center.

Please stop by our booth or attend a workshop to say hi and meet all of us!
Want to streamline Search Results in Marketplace?

- Try searching by categories like Office Supplies, Lab Supplies, Furniture and more! Simply select a category from the “Products & Suppliers” menu before starting a search.
- The Search logic was updated to reduce times when no search results are returned.

Don’t forget to add iRequests to their own carts.

iRequests often require special review and/or handling, which can unnecessarily delay non-iRequest items.

Approvers: Do you manage large Marketplace approval queues? Approvals just got faster:

- You can now navigate between approval documents with new ‘next’ and ‘previous’ links on Requisitions and Invoices.
- New ‘Approve/Complete and Show Next’ option will instantly bring up the next document in the approval folder.

Notice a new paperclip icon in Order Query results?

Marketplace added a paperclip icon on the results page to indicate when attachments are added to Marketplace documents (Requisitions, POs and Invoices). Click the icon next to the document number to view the attachments.

Getting Started

1. Training materials are available to help explain key features of Marketplace.
   - Click the open book icon in the top right corner of key pages to view helpful information.

2. A variety of training videos are available on Blink.
   Topics include:
   - How to: Shop
   - How to: Check Out
   - How to: Run Order Queries

   (*Don’t forget: set up your Marketplace profile before shopping.
   Click the icon above for the training video and to get started!)

3. Short webinars are available on the following topics:
   - Marketplace Site Orientation
   - iRequests Overview
   - PO Revisions (Formerly Change Orders)
   - Processing Subawards
   - Adding Suppliers
   - Approving in Marketplace

   (*Don’t forget: set up your Marketplace profile before shopping. Click the icon above for the training video and to get started!)

iRequest: Restricted Goods & Services

This iRequest is for purchasing items such as Precious Metals and Firearms, as well as, Charter/Transportation services, among others. This iRequest is also used for a one-time/single transaction purchase less than $4,999 where the Supplier is requiring a signed contract.

For a more detailed list of goods and services with purchasing restrictions, follow this link.