Welcome!
Greetings from your Purchasing Department, servicing the Academic and Research community. We are excited to present the relaunch of our Purchasing Newsletter! The goal is to provide information that helps you complete your daily tasks in a timely and streamlined manner. We hope this relaunch provides valuable information and becomes a tool that adds to the success of your department. Along with the University of Miami’s mission to transform lives, we strive for excellence in providing exceptional customer service by delivering competitive and innovative procurement solutions that propel the University into the centennial.

Susan Montes, Executive Director of Purchasing

Check Out Our New Website
Purchasing.miami.edu
Find contacts, forms, training resources, policy links and more...

Who’s Who in Purchasing
Getting to know everyone in a large University isn’t always easy. Find contacts such as Susan Montes, Director of Purchasing and each of her team members: Leadership, Buyers, Trainers, Sourcing, and Data.

Schedule A Meet and Greet with Financial Affairs Representatives
Keep Your Department Up to Date with:
Time saving tips, policies & procedures, best practices, and spend analytics. For questions and scheduling, contact Claudette Alexander at 305-284-5368.

Know Your Spend
We understand the importance of good financial reporting, in helping departments understand their spend. They help managers stay on budget by clarifying problem areas as well as pinpointing ways to save money. Contact Anitha Raghavendrarao at 305-284-8891 to request a report.

Heidi Tyre, IT Training Manager

Coming 2020: Supplier Expo
Dates, times and locations to be announced.

https://purchasing.miami.edu
Competitive Bids

Understanding Dollar Thresholds

- Goods and Services less than $75,000 may be obtained by means of reasonable business judgment and must be submitted with at least one quote.
- Goods and services over $75,000 need a competitive quote or a Sole Source Justification. Quotes may be obtained by means of a completed Request for Quotation (RFQ) and/or Request for Proposal (RFP).
- Federal grant goods and services between $10,000 and $75,000 must be submitted with 3 quotes.
- Multi-year agreements for services over $75,000 need to be rebid every five years.
- Any annual agreement except those involving sponsored programs, which exceeds $10M in full or exceeds $15M during the term, needs to get the University of Miami Board of Trustee’s approval.

Susan Montes, Executive Director of Purchasing

Iron Mountain

New Document Storage & Destruction Agreement

The University has entered into a three year agreement for off site secure document storage and destruction with Iron Mountain. In order to keep costs down, comply with regulations, and minimize risks, departments should destroy records based on the retention policy. Should you have any questions regarding your service, contact our Contract Administrator, Derek Lawrence.

Maita Beguiristain, Director of Sourcing

Policy Stat

Purchasing Has Moved All Policies

The Division of Business and Finance is pleased to announce the launch of Policy Stat, a new cloud-based policy management system for all Business and Finance policies. This new single-platform system uses a search algorithm to provide quick and easy access to business and finance policies by name or search term, and can be accessed through any browser on or off campus.

Quick Start Tutorials Are Online at Purchasing.miami.edu/tutorials

Find Common Suppliers and Common Spend Categories Online at Purchasing.miami.edu/tutorials

Roaming Charges

Traveling with Piece of Mind

Before traveling, check with your provider to see if coverage includes an international plan. AT&T and Verizon offer International Day Passes for $10 to customers with the unlimited domestic corporate bundle. This includes voice, data, and messaging.

Use Chrome in UMarketplace

End users who access UMarketplace are advised to use the Chrome browser. The newest release no longer supports access via Internet Explorer versions 6-10.

Reminder

A purchase order is required for the purchase of all goods and services.

Hear It First

Purchasing eNEWS Updates

Interested in receiving the latest news? Request to be added to our email list.

https://purchasing.miami.edu

Department of Purchasing
Purchasing 101 Classes Now Being Offered
Take the next step in building your UM skillset by learning about the Purchasing Department’s processes and related tasks. To register, log into ULearn and search for “Purchasing 101.” Attendees with UM Aetna insurance will receive 200 Wellness points.

Vehicles, Tags and Maintenance
Save Time and Money with the Buyer’s Checklist
• Each department is responsible for their fleet.
• We suggest visiting a dealership to confirm that vehicle specifications meet the department’s needs.
• Quotes expire after 3 days.
• For insurance, contact the Department of Risk Management.
• For advanced purchases, buy off the Department of Management Services State Contract to save money.
• SunPasses are recommended to avoid toll violations, additional fines, and delays with tag renewals. Contact the PCard office for more SunPass information.
• Tag renewals require a purchase order from Bird Road Auto Tag Agency. Processing tag renewals may take up to 5 days.
• Vehicle maintenance requires a purchase order.

Annette Arriera, Purchasing Buyer

FAQs
Q: I am buying an optimization software that costs $2,000. The software will store student and credit card information. Why can’t the limitation of liability be capped to two times the cost of the software?
A: The University of Miami does not accept caps on liability. If an exception is made and the University agrees to cap the vendor’s liability, a risk assessment of the contract must be performed. In this instance, the risk will be particularly high because we will be sharing sensitive information with the vendor.

Q: Can departments sign quotes or estimates from vendors? Are these considered contracts?
A: Departments should not sign quotes or estimates. Any document that binds the University is considered a contract. You can initial the quote if you agree to the terms and conditions, but can not sign. Purchasing can assist if the vendor requires a signature.

Q: Is there a quick way to search for a shipping address? It takes a long time to scroll through all the addresses.
A: Type the street address numbers and the room number. For example, type only “1320 400” when searching for 1320 South Dixie Hwy., Suite 400.”

Q: Can I use a supplier that has an “SUP” ID to create a Purchase Requisition?
A: No, those suppliers can only be used for Check Requests. Instead, find a supplier ID that starts with a “P” or contact the Purchasing Department for assistance.
Essentials of Leadership
Congratulations to Maita Beguiristain, Jessica Gorecki, Roy Henry, and Heidi Tyre on their graduation from the Essentials of Leadership program in June, 2019!

Send Back Notifications
Initiators now receive notifications in Workday when a requisition has been sent back. Depending on the user’s settings, the notification may arrive instantaneously in Workday or as a daily summary in Outlook.

Frequently Used Supplier List
View our list of Frequently Used Suppliers by commodity.

Service Excellence At Its Best
Thank you Nora Armas for assisting Athletics in July with successfully shipping a pole vault overseas to England in time for the Muller Anniversary Games. Nora ended up working with 4 carriers before finding one that was willing to ship an object with a fixed length of 15 feet long and a 1 foot circumference, as well as pick up from a business with a residential drop off. Not only was Nora able to find a solution for this time-sensitive issue, she also saved the University thousands of dollars.

Thank You Grace Uncal-Perez
We would like to recognize the Diabetes Research Institute’s Senior Buyer, Grace Uncal-Perez. When we began online purchasing back in 2002, she volunteered to be part of our first pilot program. Over the years she has consistently been one of the highest volume purchase order creators every year. We appreciate that you understand and abide by our policies and procedures, and would like to say thank you for always being a true partner with Purchasing!

Chief Editors
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Heidi Tyre

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Thank you to all Purchasing Department employees for your contributions!

https://purchasing.miami.edu