



Announcements

Welcome!

Greetings from your Purchasing Department, serving the Academic and Research community. Covid 19 has certainly changed the way we do business and life! We in Purchasing have been very busy sourcing and buying PPE products, assembling welcome back kits for students and helping in the distribution of them across campus. On the following pages, you will find some new things going on in Purchasing like obtaining an Amazon Prime Business Account, Members of South Florida Anchor Alliance and GovSpend to obtain bids to facilitate minority spend in the acquisition of goods and services, and how the Corporate Card department now reports into Purchasing.

Susan Montes, Executive Director of Purchasing

Check Out Our Website Resources

Purchasing.miami.edu

Find contacts, forms, training resources, policy links and more...



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](#) to request a report.

Boyd Bartow, Director Application Systems Development



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Minority Initiatives

Here are a few of the many minority initiatives Purchasing has been working on this Fall

GovSpend

Purchasing is using GovSpend software for benchmarking and bidding. We can compare all government and Higher Ed spend, and initiate the electronic bidding process. This will allow us to focus on specific minority suppliers for bids up to \$75,000.

Amazon Prime

We are in the process of implementing Amazon Prime Business. Amazon will have a virtual meeting for minority suppliers to become sellers in Amazon while allowing them free sign up. This initiative will not only increase our minority spend for UM but will expand their business opportunities for all potential buyers that use Amazon Prime Business.

South Florida Anchorage Alliance (SFAA)

In 2019, UM became part of the South Florida Anchorage Alliance which includes members from Dade and Broward counties, including UM, FIU, and Baptist. SFAA focuses on expanding and deepening collaborative supplier diversity efforts to increase opportunities for local, small and minority-owned businesses. Last month SFAA held the first virtual business forum with over 400 minorities participating. All Anchor members presented bids that are coming up in the next 6 months and provided contacts to those interested. They are also launching a website where we will be able to post all our bids as well as Supplier Toolkits, which explain how to do business with each Anchor.

Susan Montes, Executive Director of Purchasing

Reminders:

- A purchase order is required for the purchase of all goods and services.
- Contracts can only be signed by authorized signers. Departments should review, initial and attach all documentation to the requisition.



Announcements

Corporate Cards Now Managed by the Purchasing Department

Following an organizational and functional review of the UM Corporate Card Program and with Brandon Gilliland’s support, the Corporate Card department has transferred between units in Financial Affairs, from Treasury to Purchasing, effective September 1st and is headed up by Heidi Tyre.

Susan Montes, Executive Director of Purchasing

Purchasing Bottled Water or Maps?

- All bottled water must be ordered through Canteen.
- All campus maps can be purchased through Print Farm. Departments will be charged.

Amazon Prime Business Account

We recently entered into a contract with Amazon Prime Business. Currently the university has over 106 accounts costing individual membership fees and taxes since they are personal. Between UHealth and Academy our spend last year was over \$1M via the Pcard and we have no idea what we bought. With Amazon Prime Business, we will have access to all our spend data and can consolidate all accounts into one main one with unlimited users. The agreement is for the provision of a Workday integrated punch out catalog. We are currently in the implementation phase and expect full deployment during November.

Susan Montes, Executive Director of Purchasing

The University of Miami has entered into the following contracts for the purchase of goods and services:

Shred-It

The company provides secure and efficient end-to-end destruction of documents. This is a three year agreement. If your department needs help setting up services, please contact [Maita Beguiristain](#).

Staples

A three year contract for office supplies has been awarded to Staples. The company has a punchout catalog in UMarketplace with links to eco-friendly products and products manufactured or distributed by MBEs. If you have questions regarding Staples, contact [Jeaneth Jaramillo](#).

VWR

VWR has been awarded a five year contract for the research laboratory consumables and supplies. The company will be fulfilling the orders for Corning products. If you have any questions regarding this contract, please contact [Tonya Rainey](#).

Maita Beguiristain, Director of Sourcing

Who’s Who in Purchasing

Getting to know everyone in a large University isn’t always easy. Find contacts such as Susan Montes, Executive Director of Purchasing and each of her team members: [Leadership](#), [Corporate Cards](#), [Buyers](#), [Trainers](#), [Sourcing](#), and [Data](#).



Covid Tips

FDA Advisory - Hand Sanitizer Recall

Manufacturer Harmonic Nature Test Positive or 1-Propanol Contamination

The FDA is warning consumers and health care professionals about certain hand sanitizer products, including those manufactured by Harmonic Nature S de RL de MI in Mexico, that are labeled to contain ethanol or isopropyl alcohol but have tested positive for 1-propanol contamination. 1-propanol, not to be confused with 2-propanol/isopropanol/isopropyl alcohol, is not an acceptable ingredient for hand sanitizer products marketed in the United States and can be toxic and life-threatening when ingested.

purchasing.miami.edu

Suppliers Are Required to Wear Face Masks or Coverings On Campus

Pandemic Practices Continue for all Suppliers

The University of Miami now requires masks/face coverings to be worn at all times while on University campuses. To ensure we provide a safe and healthy work environment, it is expected that all University of Miami suppliers adhere to this requirement and wear a mask/face covering while moving around the campus, buildings, and offices. If you see a supplier not complying with this requirement please contact the Purchasing department at 305-284-5751.

Heidi Tyre, Training, Marketing and Corporate Card Manager



Covid Tips

Catering During Covid:

Due to the current financial mitigation we are requesting departments to submit via a purchase requisition a request to Chartwells for their catering needs, if Chartwells cannot fulfill the order; a request must be submitted to purchasing and Auxiliary Services for review and approval. Please send your request to the [Purchasing Buyer's Help Desk Email](#).

Ignacio Calle, Director of Purchasing

The PPE Ordering Process

PPE Supply Requests for Gables and Rosenstiel Campus

We continue to strategically plan for the "return to campus" while safeguarding the health of our students, faculty, and staff members. To help in this process, Purchasing and the Distribution Committee will fulfill PPE orders and distribute them until 9/30/2020. Starting 10/1/2020, individual units will be responsible for procuring these supplies from qualified vendors. When placing the order, the departments' PG/Cost Center number is required. To ensure adequate access for all stakeholders, limit your order to what is required to cover your operations for two weeks. Important: At the end of FY21, all charges for orders placed for PPE supplies will be passed along to departments based on the unit cost paid per item. Note that the cost may be higher than normal based on the limited supply available through traditional suppliers. Please visit contact [Nora Armas](#) for assistance.

Heidi Tyre, Training, Marketing and Corporate Card Manager



Purchasing Tips

Looking for a list of Common Suppliers or Common Spend Categories?

Sometimes we know what needs to be purchased, but aren't sure which supplier or spend category to use. Check out the list of [Common Suppliers](#) and [Common Spend Categories](#).

Ordering Restricted Items from Staples

Staples orders must be processed via PO, if an item is restricted please send an email for review to [Jeaneth Jaramillo](#).



Purchasing Tips

FAQs

Q: I want to enter into an agreement with a company and the contract has an automatic renewal clause. Is that a good business practice?

A: The University of Miami does not accept automatic renewal clauses because agreements can be automatically renewed for another term if a cancellation notice is not given on time.

Q: How can I move my UM Corporate cellphone to a personal account?

A: Contact [Carlos Fayad](#) for more information.

Q: How do I purchase a new department vehicle?

A: Due to financial mitigation vehicles will be purchased through the Florida State Vehicle discount program and could take up to 180 days for delivery. For further details contact [Annette Arriera](#).

Q: Who can I contact to get competitive pricing for an item?

A: Purchasing has acquired a new tool for competitive pricing called GovSpend. If your department needs price analytics contact: [Annette Arriera](#).

Q: Who should I contact for procurement assistance regarding the Diversity Initiative program?

A: Contact [Ignacio Calle](#).

Q: How do I check the status of my Apple order?

A: Go to UMarketplace and enter the Apple catalog. Click "Order Status," select "Search Again." Enter the PO number and set the creation date to "Last 8 months."

Q: I submitted a New Supplier Request form, then received a notification saying the request was "Closed" or "Incomplete." If the supplier still doesn't appear in Workday, why am I receiving this email?

A: Think of this as a work ticket only for sending an invitation to the supplier, not as a work ticket to complete the entire onboarding process. These notifications are sent when a supplier takes more than 5 days to open or submit the onboarding form. At this point, contact the supplier to see if they need the invitation re-sent or if they can provide an estimate as to when it will be submitted.



Purchasing Tips

Supplier Onboarding Tutorials

- [New Supplier Requests](#)
- [Supplier Information in UMarketplace](#)

Purchasing 101 Webinar Now Offered

Take the next step in building your UM skill-set by learning about the Purchasing Department’s processes and related tasks. To register, log into [ULearn](#) and search for “Purchasing 101.” Wellness points are not included.

Schedule A Virtual 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 [Ignacio Calle](#).

Workday Video Tutorials Are Online at

purchasing.miami.edu/tutorials

Tax Exemption Certificate

The [2020 Tax Exemption Certificate](#) is now on the Purchasing website.



Corporate Card Tips

FAQs

Q: I used the UM issued PCard / Travel Card to make a personal charge (or the card was charged in error). How do I rectify the situation?

A: Contact the Corporate Cards Office immediately at 305-284-2417 or send an email to pcard.ap@miami.edu or travelcard.ap@miami.edu. We will provide instructions on the repayment process. The cardholder will need to reimburse the University as soon as the error is discovered as Treasury Department pays US Bank on a weekly basis. Note, if the error is caught early, a merchant may agree to issue a refund for the error charge. Then reimbursement to UM will not be required.

Q: I tried to make a purchase and the charge was declined.

A: Contact pcard.ap@miami.edu for an override or an alternate process.

Renting Vehicles with a Travel Card.

Automatic Collision Damage Waiver

By using the Travel Card when renting an automobile, drivers will automatically receive Collision Damage Waiver (CDW) insurance coverage. Be aware, the travel card must be used to pay for the rental and basic liability insurance will need to be purchased. Coverage does not include the rental of trucks, trailers, vehicles with a retail price of \$50,000 or greater, and vehicles rented for more than 30 days. When renting internationally, please confirm in advance that this coverage applies. See the full [MasterCard Guide to Benefits](#) for further details and exclusions. 1-800-MC-ASSIST.

Heidi Tyre, Training, Marketing and Corporate Card Manager

Reminder - Misuse of the PCard

Cardholders assume the responsibility for the protection and proper use of the PCard, which is only intended for purchases related to University business. Use of the card for personal purchases is strictly prohibited. Review the PCard User Guide for details. Some examples of "misuse" are:

- Assignment or transfer of a PCard to an unauthorized person
- Purchases of restricted commodities as stipulated in the [PCard User’s Guide](#) and [Payment Matrix](#)
- Lack of proper and timely reconciliation in Workday
- Pyramiding (Splitting transactions to stay within the limits of \$2,500)

When pyramiding occurs, cardholder, cardholders are now required to complete the [PCard Misuse Acknowledgment Form](#) containing an explanation why the transaction was split, and signatures from both the cardholder and supervisor acknowledging the violation of policy.

Heidi Tyre, Training, Marketing and Corporate Card Manager



Recognition

Purchasing Department Helps Pack PPE kits for Safe Employee Return to Campus

Thank you to the Purchasing crew that helped pack and distribute PPE Welcome back kits for employees! The volunteers are: Maita Beguiristain, Irene Perusina, Tonya Rainey, Ignacio Calle, Keneth Pallais, Annette Arriera, Jeaneth Jaramillo, Renee Wendeln, Nora Armas, Jaya Bhagchandani, Gracia Matute Murillo, Arienne Garcia and Carlos Fayad.



Annette Arriera and Carlos Fayad.

Welcome New Purchasing Hires!

[Kimberly Jiminson](#)
IT Trainer

[Stephanie Yunis](#)
Office Assistant

[Arienne Garcia](#)
Assistant Buyer

The Purchasing Family is Growing

Congratulations to Kimberly Jiminson on giving birth to a girl and to Ken Pallais for having a boy. Both babies are adorable and we look forward to meeting them some day.

Welcome Corporate Card Team Employees, Altermese and Tanya!

With the transition of Corporate Cards now reporting under Purchasing we want to welcome our new teammates!

Tanya Tran has been at the “U” for almost 12 years. She has always worked in the Corporate Cards Office. Her first 5 years was as a Customer Service Representative and has since transferred to Senior Accounting Assistant. Prior to working at the “U” her background was in retail. She enjoys helping people. She loves animals, especially cats and dogs. Loves nature walks and enjoys being near the water. Her hobby is restoring and painting old furniture pieces.

Altermese Johnson has been at the “U” for 8 years. Her first 3 years was as a Customer Service Representative through the temp services before transferring into Corporate Cards as a Customer Service Representative. Prior to working at the “U”, she was an Assistant Manager at a Walmart Supercenter for 11 years. She enjoys working with and helping others. She mentors and cares for people that come from broken homes and families. She also is a foster parent.

We look forward to working with you!

Heidi Tyre, Training, Marketing and Corporate Card Manager

Essentials of Leadership

Congratulations to Boyd Bartow on graduating from the [Essentials of Leadership](#) program in December 2019!

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Thank you to all Purchasing Department employees for your contributions!