

# Buying Goods & Services 101

1:30-2:20 General Procurement  
Concepts

2:20-2:30 Break

2:30-3:30 General Marketplace  
Navigation

1:30-2:20

# General Procurement

- 1 What is Procurement
- 2 Who Manages It
- 3 Ways to Shop
- 4 Strategic Procurement
- 5 Purchasing Code of Ethics

# What is Procurement?

Develop strategic supplier relationships

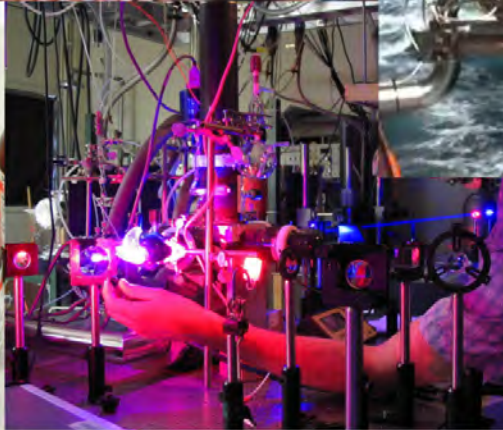
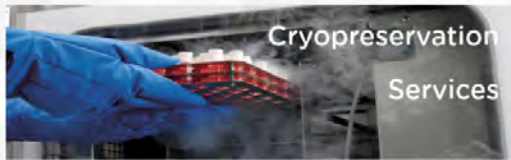
Adhering to sustainable practices & environmentally preferable purchasing

**Buying**  
Facilitates the purchase of goods & services

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

Manages contracts, agreements & competitive bid solicitations

# We buy a wide variety of stuff...



Simple

Complex

# Who makes up P&C?

## PROCUREMENT & CONTRACTS

ADMIN, ANALYTICS, BUSINESS CONTRACTS, MARKETPLACE, PROCUREMENT, SMALL BUSINESS, STRATEGIC SOURCING

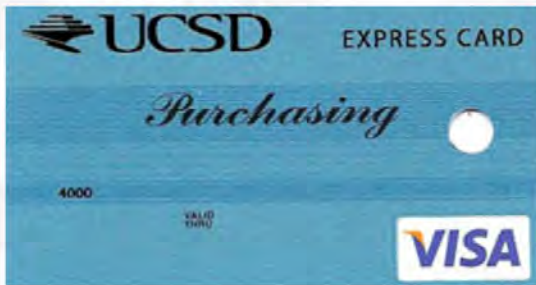
The Power of One, a unified organization making a positive difference in research and academics.

Accountable to our campus and supplier communities to deliver the right business solution through the creation of collaborative relationships which leverage our size and best practices.

How do  
I shop?

and...

marketplace



2 ways to  
shop



exceptions

# marketplace

Online buying site used to  
create & issue **Purchase  
Orders**

# What is a Purchase Order?



Purchase Order		
PO Date	PO Number	Revision No.
<b>7/30/2012</b>	<b>90473866</b>	<b>0</b>
Supplier Name	Jani-King of California, Inc - San Diego Region	
Address	6170 Cornerstone Court E Ste 330 San Diego, CA 92121 US	
F.O.B	Terms	
Payment Terms	0% 25, Net 25	
Contract No.	No Value	
RUA No.	No Value	

**Supplier Instructions:**

Send an order confirmation directly to the customer listed below on this UC San Diego Marketplace Purchase Order.

Delivery Address:	Send Order Confirmation To:	Send Invoices To:
COLLEEN LEACH Room No. UCSD Bookstore PRICE.CTR Price Ctr 7835 Trade St. Suite 100 San Diego, CA 92121 UNITED STATES	Customer Name COLLEEN LEACH Customer Fax No Value Customer Email cleach@ucsd.edu Customer Phone +1 (858) 534-5265 Department Book Store (Book Store) Purchasing Phone No. +1 (858) 534-3084	Accounts Payable Office 9500 Gilman Drive, MS 0955 La Jolla, CA 92093-0955 United States Contact for Invoice Related +1 (858) 534-4080 Inquiries

Line No.	Product/Service Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 1	iRequest: Recurring Services - First Service Service Description: - Monthly contract for cleaning services	SERVICE-RS		350.00 USD	4 EA	1,400.00 USD
<b>ADDITIONAL INFO</b> Period of Performance Start 7/2/2012 Date Period of Performance End 10/31/2012 Date Professional Buyer Comments to Supplier <b>**DO NOT FULFILL**</b> Do not render services or ship goods listed on this PO until authorized by the department Options Best Carrier-Best Way Taxable? No Title Vests w/Government? No						

Please update the shipping, handling and tax estimates and include on the order confirmation.	Subtotal	<b>1,400.00</b>
	CA Sales Tax	0.00
	Use Tax	0.00
	Shipping	0.00
	Handling	0.00
	<b>Total</b>	<b>1,400.00 USD</b>



# Terms & Conditions on a Purchase Order

Please update the shipping, handling and tax estimates and include on the order confirmation.

Subtotal	<b>1,400.00</b>
CA Sales Tax	0.00
Use Tax	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>1,400.00 USD</b>

Header	1
	2
Line1	PO0012
	PO0024
	PO0050
	PO0053
	PO0095
	PO0128
	PO0183

Make sure you have  
a Purchase Order  
**BEFORE** goods  
are sent or services  
are rendered

...this purchase order involves federal terms and conditions can be found at ...er this purchase order will be deemed ...ng shall have no force and effect. Any ... writing by a UCSD Purchasing

... ) of the Internal Revenue Code. If this ...empt. If you have any questions, contact

...he University of California, San Diego, ...he agreement period. Funds may be

...ersity of California, San Diego, prior to ...ee.

...olding over shall be permitted without ...hall not constitute a renewal or extension. ...commitments are implied or guaranteed by

...TIONS, includes an article titled ...pendix or supplement, and shall be kept in ...General Liability (Contractual Liability ...g Injury: \$1,000,000 -General Aggregate: ...ed, Scheduled, Non-Owned, or Hired ...as required under California State Law

...nce hereunder, it will comply with the ...s who desire to become full-time workers. ...employees. Medical benefits include, at a ...prescription drugs. The contractor is ...ep in place a paid sick-leave or time-off

...program. The contractor is required to provide company's written policy to the university. -Maintain practices consistent with the Family Medical Leave Act. The contractor is required to provide the company's written policy. -Maintain liability insurance for \$1M. The contractor's liability insurance must include The Regents of the University of CA as an additional insured under "Special Items." -Comply with all applicable CA Labor Code provisions including, but not limited to, the laws related to wages, hours, and working conditions. -Pay to its employees no less than the minimum wage established by UCSD for its own staff. Supplier understands and agrees that any duly authorized representative of the University of CA shall have the right to visit the business premises and audit any directly related books, documents, papers, and records, including financial records in connection with Supplier's services provided to University. It is required that the Supplier sign and return the attached acknowledgement page. If the acknowledgement is not returned and the Supplier begins to perform under this purchase order, the acknowledgment will be deemed signed by the Supplier (constructive acceptance).

# How is a PO generated?



**Requisition** Summary Shipping Payment Index(es) UCSD/FAB & RJA TAJER/SKH

Shipping To: Douglas Shih, Room No. 255, TPCS-Direct, TPCS, 10280 N. Torrey Pines Rd, La Jolla, CA 92037, United States

Shipping speed (if available): Options

Status: Completed

Submitted On: 5/25/2012 1:43 PM

PO No.: 90439246 view | print

Cart Name: 2010-11-08 shsh@ucsd.edu 01

Submitted By: BRYAN HURLEY

Requestor For: Douglas Shih

Mail Code: 0929

Lab / Work Group: ADMINISTRATIVE SYSTEMS

Department: ACT (ACT)

Customer FAX: +1 (858) 534-7656

Professional Buyer

Index (CAPS ONLY): MANUFACTURER - IF FOR APPL 00000 00000 00000 00000

Business Unit: 12204

Department: ACT

Submitted On: 5/25/2012 1:43 PM

PO No.: 90439246 view | print

Cart Name: 2010-11-08 shsh@ucsd.edu 01

Submitted By: BRYAN HURLEY

Requestor For: Douglas Shih

Mail Code: 0929

Lab / Work Group: ADMINISTRATIVE SYSTEMS

Department: ACT (ACT)

Customer FAX: +1 (858) 534-7656

Professional Buyer

Billing Info: Accounts Payable Office, 9500 Gilman Drive, MD 0955, La Jolla, CA 92093-0955, United States

Disbursements Phone No.: +1 (858) 534-4090

Purchasing Phone No.: +1 (858) 534-3094

## Requisition



## Approval



## Suppliers



**Purchase Orders**

Order Details: Order No., Order Date, Order Status, Order Type, Order Description, Order Location, Order Contact, Order Email, Order Phone, Order Fax, Order Address, Order City, Order State, Order Zip, Order Country, Order Currency, Order Language, Order Units, Order Terms, Order Notes, Order Attachments, Order History, Order Comments, Order Audit, Order Tracking, Order Reporting, Order Analytics, Order Integration, Order Automation, Order Optimization, Order Personalization, Order Recommendation, Order Discovery, Order Engagement, Order Retention, Order Loyalty, Order Advocacy, Order Referral, Order Conversion, Order Revenue, Order Profit, Order Growth, Order Innovation, Order Sustainability, Order Social, Order Mobile, Order Cloud, Order Big Data, Order Analytics, Order AI, Order ML, Order DL, Order Quantum, Order Blockchain, Order IoT, Order AR, Order VR, Order XR, Order MR, Order CR, Order BR, Order FR, Order GR, Order HR, Order IR, Order OR, Order PR, Order QR, Order SR, Order TR, Order UR, Order VR, Order WR, Order XR, Order YR, Order ZR.

Line Item Details: Line No., Description, Quantity, Unit Price, Total Price, Tax, Discount, Net Price, Status, Comments, Attachments, History, Comments, Audit, Tracking, Reporting, Analytics, Integration, Automation, Optimization, Personalization, Recommendation, Discovery, Engagement, Retention, Loyalty, Advocacy, Referral, Conversion, Revenue, Profit, Growth, Innovation, Sustainability, Social, Mobile, Cloud, Big Data, Analytics, AI, ML, DL, Quantum, Blockchain, IoT, AR, VR, XR, MR, CR, BR, FR, GR, HR, IR, OR, PR, QR, SR, TR, UR, VR, WR, XR, YR, ZR.

## Purchase Orders

# When to use a Purchase Order

- Frequent purchases
  - Lab/office orders more than **5x per year**
- High dollar purchases
  - Total order amount of the order **exceeds \$4,999**
- Requesting goods or services that are **restricted to a Purchase Order**

# To PO or Not to PO

Not every purchase makes sense on a PO

**Express Card** pairs with Marketplace to simplify buying and paying for **infrequent, low risk, and low value** purchases under \$4999

Express Cards are **necessary for purchases that fall outside the normal Purchase Order** circumstances



# Express Card Features

- Per transaction limit amount is **\$4,999**
- Monthly cycle limits are **\$10,000**. Cards cycle at the 15th of each month
- Accepted by all **Suppliers that take VISA**
- Although you must select an Index to default on the Express Card, **both Index and Account codes can be changed or split before costs hit the ledger.**

# Procure-to-Pay Toolkit

## Marketplace

Frequent (>5x year)

Restricted to a PO

All dollar thresholds

Supplier will not  
accept Express Card

## Express Card

Infrequent

Not on the restricted  
list

Under \$4999

Falls outside of normal  
PO circumstances

# Goods & Services with Purchasing Restrictions

## Goods & Services with Purchasing Restrictions

Last updated February 8, 2013 3:34:55 PM PST

[Give more feedback](#)

If you purchase goods or services for your department, read this page to learn about items with specific ordering processes.

Please refer to the [guidelines](#) before processing your order. **DO NOT SIGN A SUPPLIER CONTRACT.**

What is it?	What do I do?
Alcohol and/or bar service for a meeting or hosted event	Refer to <a href="#">guidance</a>
Alcohol for ships operations or specialized inventory	Refer to <a href="#">PPM 510-1, Section XIII</a> and use Marketplace iRequest for Restricted Goods
Animals	See <a href="#">Animal Acquisitions</a>  If you need to purchase animals, please contact <a href="mailto:animals@acp.ucsd.edu">animals@acp.ucsd.edu</a> , (858) 534-4263
Awards	See <a href="#">Gifts and Awards</a>  Submit a <a href="#">Payment Authorization</a> online
Building alterations, repairs, maintenance, cleaning, landscape, sign fabrication services or special refuse pickups	See <a href="#">How to Request Facilities Management Services</a>
Catering (On-Campus Recharge)	See <a href="#">Entertainment, Allowable Expenses and Occasions</a>  To use <a href="#">UCSD Catering Services</a> , see <a href="#">Recharging UCSD Catering or Faculty Club Expenses</a>



# PROCUREMENT & CONTRACTS

ADMIN, ANALYTICS, BUSINESS CONTRACTS, MARKETPLACE, PROCUREMENT, SMALL BUSINESS, STRATEGIC SOURCING

## Areas of Focus

Procurement policy  
compliance

Strategic procurement  
that emphasizes cost  
savings, sustainability &  
social responsibility



# Total Cost of Ownership



Terms & Conditions

Taxes & Fees

Maintenance

Minimize Shipping Fees

Return Process

Buying at

Depreciation

Extended warranty

Sustainability

Gas mileage

Monitor Price & Quality

Repairs

Warranty

Fuel Costs

Interest on your loan

Performance Expectations

UC San Diego

# So...what is an "Agreement Supplier"

- 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**

# A Few Key Agreements

## MARKETPLACE SUPPLIER SEARCH

UC San Diego

[Blink](#) [FinancialLink](#) [Marketplace](#) [Request a New Supplier](#) [Feedback](#)










### Marketplace Supplier Search

Use this search tool to find suppliers available in Marketplace. \* Note: Data is refreshed every 24 hours.

- Agreement Supplier 
- Subrecipient 
- California Supplier 
- Certified Small Business Concern 
- HUBZone Small Business 
- Minority-Owned Business 
- Service-Disabled Veteran-Owned 
- Small Business 
- Small Disadvantaged Business 
- Veteran-Owned Small Business 
- Women-Owned Small Business 

Show  entries

Search all columns:

Search Supplier	Search URL	Search Account Code	Search Know to Sell	Search Order	
Supplier Name	Web Site URL	Account Code	Known to Sell	Order by	Supplier Flags
Adecco USA	<a href="http://www.adeccousa.com">www.adeccousa.com</a>	637207-Professional & Consulting Services	Temporary Staffing, ...	iRequest Supplier	
Affymetrix Inc.	<a href="http://www.affymetrix.com">www.affymetrix.com</a>	638042-Laboratory Supplies	Gene Chip Analysis	iRequest Supplier	 
Agilent Technologies - Consumables	<a href="http://www.home.agilent.com/">http://www.home.agilent.com/</a>	638042-Laboratory Supplies	Measurement Services	iRequest Supplier	 
Airgas USA, LLC	<a href="http://AIRGAS.COM">AIRGAS.COM</a>	638010-Medical Supplies	Gases, Cylinders, Va...	iRequest Supplier	
Allele Biotech	<a href="http://www.allelebiotec.com">www.allelebiotec.com</a>	638042-Laboratory Supplies	Custom Oligos, Fluor...	Punchout Supplier	  

Look for  
the best  
**value**  
for your  
dollar

Give **fair & equal**  
consideration to all  
competitive suppliers

**Decline**  
personal gifts &  
favors

Demand  
**honesty** in  
sales  
representation

## Purchasing Code of Ethics

Foster **fair,**  
**ethical &**  
**legal** business  
practices

Be mindful of UC  
San Diego's  
**Mission &**  
**Principles of**  
**Community**

Conduct  
business with  
suppliers  
**ethically**

# Remember

- 1 You are buying on behalf of the University
- 2 Make sure you have a Purchase Order BEFORE goods are delivered or services rendered
- 3 Don't sign anything



# 10 MINUTE BREAK




(log into  
[marketplace.ucsd.edu](https://marketplace.ucsd.edu))

2:30-3:30

# General Marketplace

- 1 Introduction of Marketplace
- 2 Marketplace Roles
- 3 Marketplace Navigation - site demo
- 4 iRequest Overview
- 5 Checkout

# What is Marketplace?

- Tool brought to you by Procurement & Contracts
- Generates POs [Purchase Orders]
  - Order via an iRequest 
  - Shop through Agreement Supplier catalogs 
  - Shop via a Punchout 
- Not a supplier - no inventory



# 1. Search Bar

# 2. Punchout

# 3 Ways to Shop

UCSD version of a supplier site populated with UCSD

Forms to process more complex orders (like quotes)

The screenshot shows the MarketPlace Test website interface. The top navigation bar includes the logo, user information (BusinessUnit ApproverEleven), and utility links (My Action Items, My Notifications, 90.33 USD). The main content area features a search bar with a dropdown menu set to 'Products & Suppliers' and a 'Go' button. Below the search bar is a 'This Week's Features' section with six tiles for various suppliers: GRAINGER (Tools & Hardware), spectrum (General Lab Supplies), SafetySupply (Industrial/ Lab Safety Supplies), COR= (More Choices in DNA Prep & qPCR), Marketplace (Coming Soon: A New Marketplace), and Marketplace Help Desk (The New Help Desk: BFSupport). A 'Grainger view info...' popup is visible, showing a search bar and a 'Punchout' link. Below this is a row of six service tiles: One-Time Quote, Independent Contractor, Recurring Services, Restricted Goods/Services, Subaward with IDC(S), and PO Revision. The 'Everyday Essentials' section at the bottom features six tiles for OfficeMax (Office Supplies), CARROLL (Office Supplies), bkm (Office Furniture), top custom coffee place (Coffee), Hospitality Express Catering, and Link to Print Connections. The left sidebar contains navigation links for 'How to:', 'Self-Service:', 'Ways to Order:', and 'Suppliers:'. The 'Ways to Order:' section has a red box around the 'iRequests' link.

# marketplace Shopper Roles

Can purchase up to \$5,000 dollars on home department's Index without approval

Department Buyer  
5,000

Can purchase up to \$2500 dollars on home department's Index without approval

Department Buyer  
2,500

Can purchase up to \$500 dollars on home department's Index without approval

Department Buyer  
500

Assigns Index and Submits Cart

Index-Informed Shopper

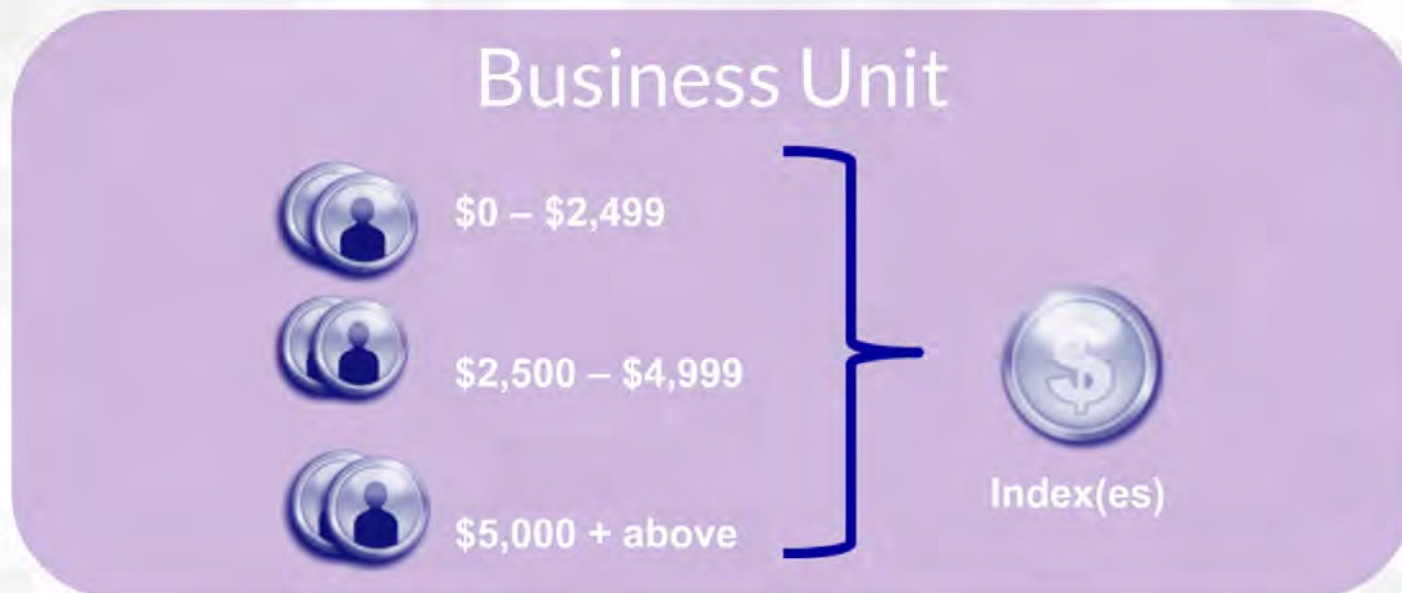
Window Shopper

Shops in Marketplace

## Approval Structure

### Business Unit

- Grouping of Indexes and people authorized to approve against those Indexes
- 3 approval levels
- Non-hierarchical approval process



# Logging In



- Must be a **UC San Diego employee**
- **Single Sign-On** required
  - [Marketplace.ucsd.edu](https://marketplace.ucsd.edu)
  - Accessible from [Blink](#)
- **Bookmark** once you've landed on the Marketplace homepage

# Profile

**Marketplace Test** Department BuyerEleven ★ My Action Items 1 My Notifications 1 70.19 USD

My Profile / My Profile ▾ / Username, Phone Number, Email, etc. ▾

**Department BuyerEleven**  
sshopper11  
Active

**MY PROFILE** <

**MY PROFILE AND PREFERENCES** ▾

**Username, Phone Number, Email, etc.**

Application Settings

My Notification Preferences

Change Password

**Username, Phone Number, Email, etc.**

First Name	Department
Last Name	BuyerEleven
Phone Number	+1 (919) 555-5555
	Country Code, Area, Phone Number, Extension
<b>E-mail Address</b>	nobody@sciquest.com
Profile Department	Facilities Management
<b>User Name</b>	sshopper11
Please enter a question and answer that we can prompt you with should you ever forget your password.	
Question	<input type="text"/>
Authentication Method	Local

Organization Terms and Conditions accepted on 3/6/2013 10:42 AM Marketplace Information

**Save**

- Pulls from Blink & Affiliate profile
- If you're an Approver, you can change your Email Approval code here

The screenshot displays the MarketPlace Test user interface. At the top, the logo 'marketplace Test' is visible on the left, and the user's name 'Department BuyerEleven' is shown in the top right navigation bar. Below the navigation bar, the breadcrumb trail reads 'My Profile / Access and Security / Assigned Roles'. The main content area is divided into two columns. The left column contains a user profile card for 'Department BuyerEleven' (username: sshopper11, status: Active) and a sidebar menu with options: 'ACCESS AND SECURITY', 'ROLES AND ACCESS', 'Assigned Roles' (highlighted in blue), 'Order Query Access', 'Fulfillment Center Access', and 'Chemical Access'. The right column displays the 'Assigned Roles' section, which contains a single role: 'Department Buyer - 500'.

- Department Administrator grants shopping roles
- To change your role, contact your Department Administrator

# Email Preferences

The screenshot shows the 'My Notification Preferences' page for a user named 'Department BuyerEleven'. The page is divided into sections for 'Shopping Carts & Requisitions' and 'Purchase Orders'. Each notification type has a corresponding dropdown menu to select the preferred notification method. The 'My Notification Preferences' menu item in the left sidebar is highlighted with a yellow box.

Notification Type	Selected Preference
Submitted By - Cart Assigned Notice	None (Default)
Submitted By - Requisition Line Item(s) Rejected (recommended)	Email (Default)
Submitted By - Requisition Rejected/Returned (recommended)	Email (Default)
Cart Assigned Notice (recommended)	Email & Notification (Default)
Receive Requisition/PO Notifications for Carts I Submitted (recommended)	Email & Notification (Default)
Assigned Cart Processed Notification	None (Default)
Assigned Cart Deleted Notification	None (Default)
Cart Shared Notice	None (Default)
Requisition Submitted	None (Default)
Requisition Pending Approval/Review (recommended)	None (Default)
Requisition Notification Available (recommended)	None (Default)
Requisition Complete / PO created	None (Default)
Requisition Line Item(s) Rejected (recommended)	Email & Notification
Requisition Rejected/Returned (recommended)	Email & Notification
Receive Requisition and PO notifications for Shared Carts I am a participant of (recommended)	Email (Default)
<b>Purchase Orders</b>	
Submitted By - PO Workflow complete	None (Default)
Submitted By - PO Sent to Supplier (recommended)	Email (Default)
Submitted By - PO Line Item(s) Rejected (recommended)	Email (Default)

- Emails that auto generate
  - PO sent to Supplier
  - Item rejected

- Receiving too many emails? Turn off a notification

# My Shipping Address

MarketPlace Test

Department BuyerEleven | My Action Items 1 | My Notifications 1 | 70.19 USD

My Profile / My Profile ▾ / My Addresses ▾

**Department BuyerEleven**  
sshopper11  
Active

MY PROFILE  
MY DEFAULT SETTINGS  
My Account and Index List  
**My Addresses**  
Cart Assignees  
Checkout Settings  
Financial Approvers  
Chemical Location Defaults

### My Addresses

Ship To | Bill To

Select an address to edit [Search for Addresses](#)

**Shipping Addresses**

- 6600-TS
- Torrey Pines Cntr SOUTH**

**Address Search**

Nickname / Address

Text

Results per Page 10

- Add multiple locations
- Default a frequently used address



# My Index List

MarketPlace Test

Department BuyerEleven | My Action Items 1 | My Notifications 1 | 70.19 USD

My Profile / My Profile ▾ / My Account and Index List ▾

**Department BuyerEleven**  
sshopper11  
Active

MY PROFILE  
MY DEFAULT SETTINGS  
**My Account and Index List**  
My Addresses  
Cart Assignees  
Checkout Settings  
Financial Approvers  
Chemical Location Defaults

### My Account and Index List

Contact Info | My Personal Info | **My Index List** | Index Favorites | BFS Use Only

Field	Default Value	Default Value Description	Add Value(s)
Index (CAPS ONLY)	PPS1011	PPS BUILDING OPERATIONS/GENERAL FUN-19900A-641001-640030	<a href="#">Edit</a>

[Add Value\(s\)](#) [Close](#)

**Search**

Value	Description
BFSPUOP	BFS-PURCHASING OPPORTUNITY FUNDS-07427A-661110-664000
<b>PPS1011</b>	<b>PPS BUILDING OPERATIONS/GENERAL</b>

**Search For Value**

Field Name: Index (CAPS ONLY)

Value:

Description:

Results per Page: 5

[Search](#)

\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

- Add multiple index numbers
- Default a frequently used index or index split

# iRequest Overview



- Form designed to support **complex, advanced** purchasing transactions
- **Any dollar** accepted on iRequests
- Routes to Professional Buyer based on Account Code and dollar amount

# iRequest Format

- Supplier must be available in Marketplace
- Prices are broken out by rate and unit of measure
  - No "BUCKETS O' MONEY"
- Multiple lines can be added to each iRequest
- Required documentation is embedded into each iRequest
  - Sole Source Justification
  - Pre Hire Checklist
  - Employee Vendor Relationship Disclosure

# miniRequest

## When to Use:

- For non-restricted, non-quoted items  
All purchases more than \$4999 should have a quote or two!
- Items not found in search results or punchout

## Examples:

- \$50 antibody not found in search results
- \$200 pipet calibration service

# PO Revision



- A change to a completed purchase order
- Requested by the Department via an iRequest
  - iRequest: PO Revision or Cancellation
  - iRequest: Index/Account Code-Only Change
  - iRequest: Subaward Modification
- Processed by a Professional Buyer in Procurement and Contracts

# When is a PO Revision appropriate?

- When the Supplier requires a revised PO for one of the following:
  - Cancellations
  - Adding new line items
  - Quantity or unit price increases/decreases
  - Changes to Period of Performance
  - Changes to Shipping Address, Taxable status, Shipping and Handling Charges
  - Changes to Index/Account Code information for the remaining balance of PO

# Checkout

Shipping 
  Payment: Index(es) 
  UCID/FAB/AWO & RUA 
  Final Review 
  or

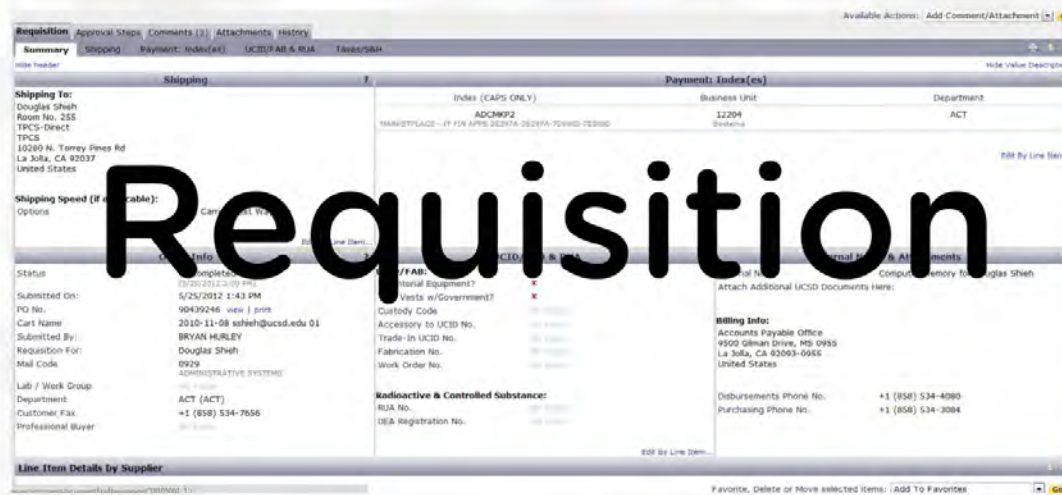
**All Done! You can now Submit or Assign your cart.**

Hide header Hide Value Descriptions

Shipping	Payment: Index(es)						
<b>Shipping To:</b> Shelly Smart Room No. 350 TPCS Torrey Pines Cntr SOUTH 7835 Trade St. Suite 100 San Diego, CA 92121 UNITED STATES	<table border="1"> <thead> <tr> <th>Index (CAPS ONLY)</th> <th>Business Unit</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>PPS1011 PPS BUILDING OPERATIONS/GENERAL FUN-19900A-641001-640030</td> <td>1411261054918356 FACILITIES MANAGEMENT ADMIN</td> <td>Facilities Management</td> </tr> </tbody> </table>	Index (CAPS ONLY)	Business Unit	Department	PPS1011 PPS BUILDING OPERATIONS/GENERAL FUN-19900A-641001-640030	1411261054918356 FACILITIES MANAGEMENT ADMIN	Facilities Management
Index (CAPS ONLY)	Business Unit	Department					
PPS1011 PPS BUILDING OPERATIONS/GENERAL FUN-19900A-641001-640030	1411261054918356 FACILITIES MANAGEMENT ADMIN	Facilities Management					
<b>Shipping Speed (if applicable):</b> Shipping Speed: Best Carrier-Best Way							

Order Info	UCID/FAB/AWO & RUA	Internal Notes & Attachments
Cart Name: 2013-09-10 sshopper11 01 Submitted By: Department BuyerEleven Requisition For: Department BuyerEleven Mail Code: 0914 PURCHASING & EQUIPMENT MANAGEMENT Lab / Work Group: Facilities Management Department: Facilities Management Customer Fax: 858-534-5803 Note for ALL Suppliers listed on this Requisition	<b>UCID/FAB/AWO:</b> Inventorial Equipment? <input checked="" type="checkbox"/> Custody Code: <input type="checkbox"/> Accessory to UCID No.: <input type="checkbox"/> Fabrication No.: <input type="checkbox"/> Work Order No.: CUSTD0002 BSB Overhead Indicator: <input checked="" type="checkbox"/>  <b>Radioactive &amp; Controlled Substance:</b> RUA No.: <input type="checkbox"/>	Internal Note: Attach Additional UCSD Documents Here: Add Attachment...  <b>Billing Info:</b> UC San Diego Disbursements 9500 Gilman Drive, MC 0955 La Jolla, CA 92093-0955 United States  Disbursements Phone No. +1 (858) 534-4080 Purchasing Email purchasinginfo@ucsd.edu For general questions about UCSD purchasing practices:

# Where does my shopping cart go?



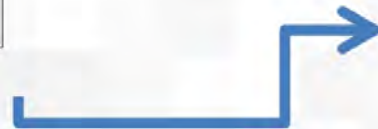
## Requisition



Approval



Suppliers





# What to do with invoices?

Send invoices to  
Disbursements  
MC 0955



Thank you  
for attending

[mphelp@ucsd.edu](mailto:mphelp@ucsd.edu)