

# Procurement Services Newsletter

December 2015

## PROCUREMENT ANNOUNCEMENTS

### Dell Purchases:

To ensure departments receive the contract discount, the PCard and PA01 form can no longer be used as a payment method for Dell computer equipment and service purchases. All Dell orders must be placed in eVA with a copy of the Dell E-Quote attached and contract number **UVA845196** referenced. The link to the Dell Premier website is [www.dell.com/account](http://www.dell.com/account). Please contact Jerri Kemp if you need assistance with Dell purchases or to request an ODU Dell Premier account.



### Printing:

Procurement has teamed up with Publications to provide a "Ready, Set, Print" workshop. This workshop takes approximately one hour and covers the printing process from design layout and proofing, editorial and design review, printing specifications, through the procurement process, PO award, and delivery. Please contact [Jerri Kemp](#) if you are interested in this workshop.

Procurement Services successfully completed its first training for the Procurement Services Certificate Program! This newly developed program is designed to underscore the importance of the various policies, procedures, functions, roles and responsibilities associated with purchasing activities. The intent of the training sessions is to provide employees with the essential information to ensure their awareness and understanding of the University's purchasing guidelines and requirements. Registration and schedule information for spring classes will be provided January 2016.

### eVA Reminders:

**eVA Fee:** The University pays a fee to eVA based on the value of the purchase orders issued. Please help us keep those costs down by choosing the proper PO Category and by using a self-registered vendor. The [PO Category Guidelines](#) are located on our website as well as the link for [vendors to register with eVA](#).

#### When creating a change order:

- Please note the reason for change in the overall PO comments section
- Do NOT change any vendor information
- Do NOT delete any line items
- Change orders are for monetary reasons only



### Coming Soon:

- Frequently used SWaM vendor list.
  - *Send us the small dollar categories you need SWaM vendors for.*
- ETF Guidelines will be distributed to those impacted departments.
- Procurement Certificate Training Dates for Spring 2016

### PCard Reminders:

- Remember: Signing off weekly can keep the halfway discretionary limit from causing transactions to decline.
- Did you know? Signing off on transactions by the end of the billing cycle allows comments to be included on the reconciliation report. This eliminates the need to re-run the report to include them.

## Upcoming Trainings

### eVA Training:

- December 10<sup>th</sup> 8:30 - 11 am
- January 21<sup>st</sup> 8:30 - 11 am
- To register please go to our [Training Page](#)

### PCard Training:

- Conducted once a month. Please contact [Heather Somervail](#) for more information.
- Department Specific Training can be provided per request.

**Procurement Services saved the University \$51,165 for FY16 YTD.**  
These are direct cost savings for individual requesting departments.