



Procurement Matters... *We Aim for Exemplary Customer Service*

<http://uwf.edu/procurement>

Procurement Services
September 22, 2006

New Vendor Search

Have you ever known the name of the company but couldn't remember the name of the Contact? Frustrating, isn't it! There's a new way to search for vendors on Procurement's newly designed web site: by vendor number or company name. And, this new search tool gives you all of the vendor's addresses. This link is available at the "Go Shopping" tab in Argus or at <https://nautical.uwf.edu/utility/vendor/banner/>



PCard Training 2 Classes Available

PCard classes for Cardholders and Approvers/Managers are now available as two separate classes. This will allow the class time to be shortened while providing complete coverage of the information. Please check the training calendar located on the "Banner Information Center" link on the Banner ERP System Argus/My Office Channel.

New Requisition Training and Guides

The new, updated Requisitioner and Requisition Approver classes are now in full swing and are available on a monthly basis. New customer friendly guides are available on our web site for those who have had previous training. Please visit our site at: <http://uwf.edu/procurement/> to obtain the most current guides to aid in the keying and approving of your requisitions. Reserve your space for the next class on the training located on the "Banner Information Center" link on the Banner ERP System Channel.



Cardholder and Manager/Approver Changes

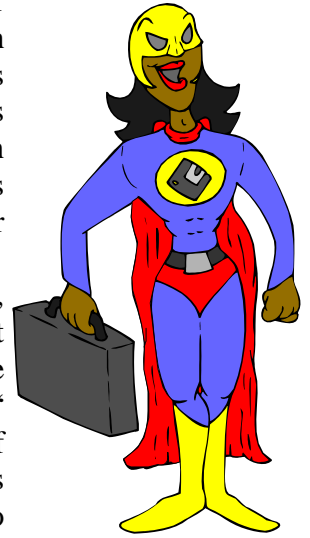
Whenever it is necessary to make an information change to a Cardholder's or Manager/Approver's file for the PCard program, the Cardholder or Manager/Approver Application must be completed and sent to your PCard Administrator. The most common changes are:

- An employee termination or transfer
- A fund
- A cycle dollar limit
- A new manager/approver.

The forms are located at Procurement's web site:
http://uwf.edu/procurement/PCard_Form_CardholderApplication.pdf
http://uwf.edu/procurement/PCard_Form_ManagerApplication.pdf

New Procurement Web Site

Procurement's web site has been redesigned to meet the new University web site standards along with being more customer friendly. The site is much easier to maneuver and has additional features, such as the new vendor search function. Bookmark this new site address for your future reference, <http://uwf.edu/procurement>, or click on the Procurement Services Link located at the top of your "Go Shopping" tab in Argus. The List of Commodity and Services are now located on the "Go Shopping" tab in Argus. Contact us if you need instructions on how to set up your "Go Shopping" tab.



Bye Bye LPO's



The antiquated hard copy LPO (Limited Purchase Order) has retired and is no longer available as a purchasing tool. The LPO manual process lacked efficiency and effectiveness, therefore, is a process to be eliminated. The use of the PCard is definitely a more cost-saving tool while providing quicker and better service. Please return all unused LPO's to Procurement Services, Building 8.

Adding A Vendor In Banner



When the vendor information you need for your Requisition or PCard Purchase is not in Banner, a completed Vendor Registration Form should be completed by the department or the vendor and submitted to procurement@uwf.edu or faxed to 474-2090. This will expedite the process and ensure accuracy when the pertinent vendor information is keyed and made available. The form is located at Procurement's web site: http://uwf.edu/procurement/Vendor_InfoForm.pdf.



Few things are impossible to diligence and skill... Great works are performed, not by strength, but perseverance.

Samuel Johnson