

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the main text is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grasses.

University of California, Irvine

Sales & Service Agreement and Open Forum

*Procurement Services Department Buyer Training Session
Thursday, February 24, 2022*

UCI Division of Finance and Administration | With U • For U

Procurement Training

Robust **training guides** are available on the Procurement website and can be

[UCI](#) [DFA | With U • For U](#) [About Us](#) [FAQs](#) [Policies](#) [Forms](#) [Training](#) [Trademarks](#) [For Suppliers](#)

UCI Procurement
Services



In addition to the PDF training guides, you may find our interactive online courses on UCLC. You can also request personalized individual or group training available via Zoom or in person.



Capital Asset



PALCard



UCIBuy



Requisition



Purchase Order

Procurement Training

UCI Procurement Services	Requisition
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In addition to our guides and micro-learnings, you can request a **one-on-one session** conducted via Zoom for a more personalized learning experience.

Please contact Shauna Niswonger at shauna.n@uci.edu.

Small Business First UCOP Training – March 30



SMALL BUSINESS FIRST
Training & Resources

WEBINAR TRAINING

WHAT: SIO Explorer: Supplier Search Upgrades
WHEN: Wednesday | March 30 | 11:00 am – noon

[Register for Webinar](#)

Searching for small and diverse suppliers just got easier and better! Join us for this review and demonstration of the latest updates to the SIO Explorer Professional supplier search platform. These improvements include a more logical layout, Power Search functionality, and a feature called 'TrustIQ' that helps you evaluate a supplier's track record.

WHO SHOULD ATTEND?

This webinar will help UC Campus / Systemwide Procurement Professionals, Contract Management Units and Department Purchasers with buying authorization above \$10,000.

Register:

<https://bit.ly/SIO-3-30>

Today's Agenda

- Welcome
- Review of the Sales & Service process, and key changes to collections
- Resources
- Q & A



UCI Procurement - Vision & Mission

Vision:

Lead the community as a strategic partner, providing innovative solutions that advance UCI's Brilliant Future.

Mission:

Procurement Services partners with UCI constituents and suppliers to provide collaborative, innovative, and leading best practices that deliver high quality expertise, significant value, process improvement, technology enhancement and excellent customer service.



Sourcing &
Procurement



PALCard



Contract
Services



Equipment
Management

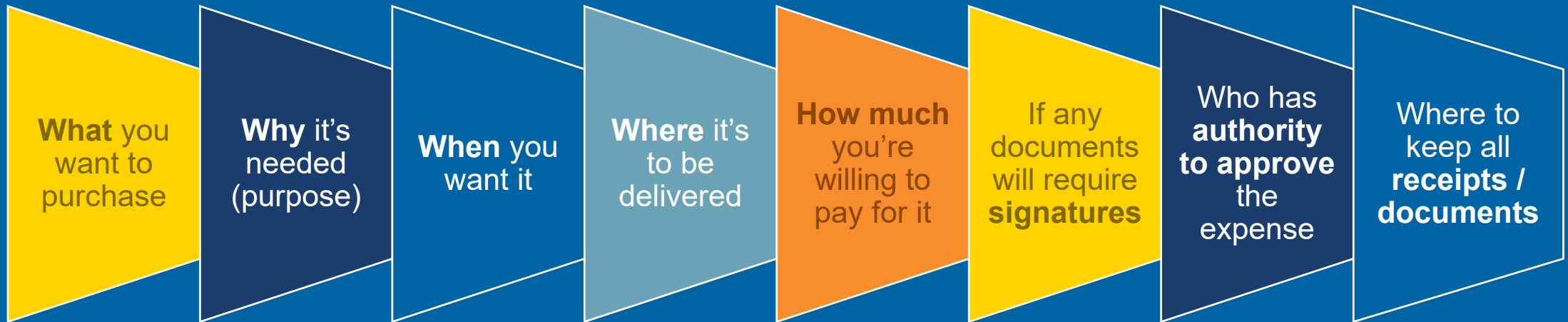


Strategic
Initiatives &
Communications



Trademarks &
Strategic
Contracts

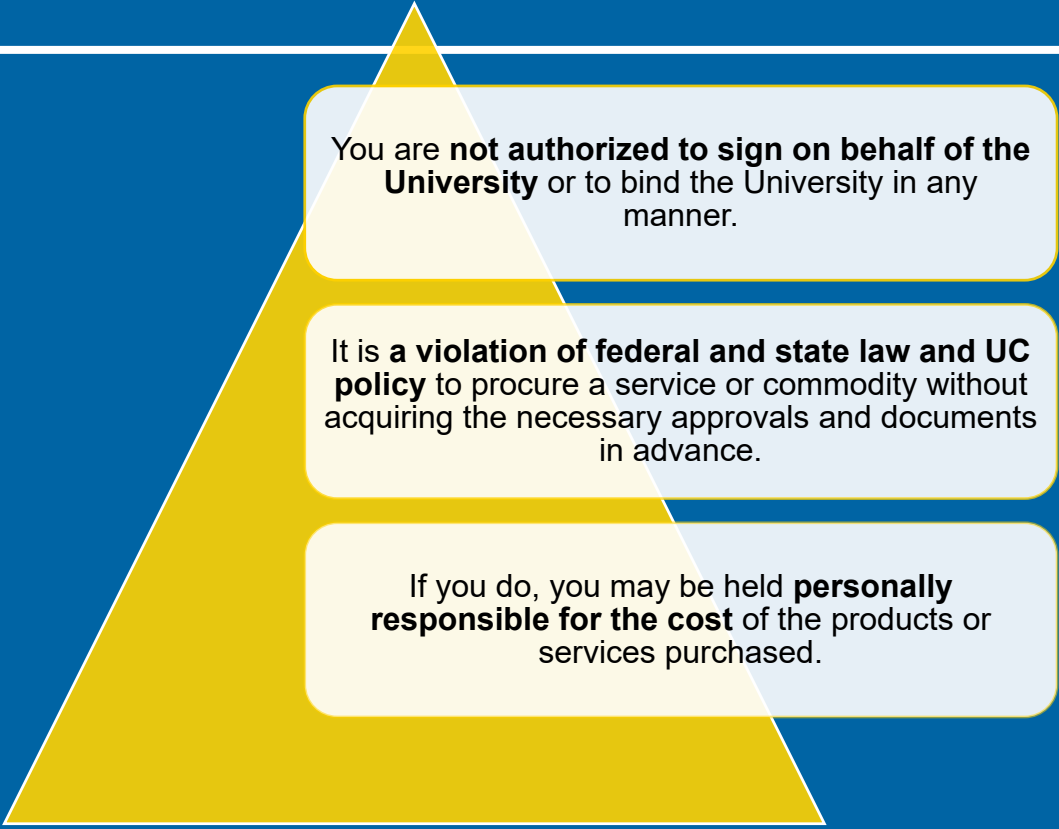
It's your responsibility to understand:



Remember

As an employee of a public university, it is your responsibility to comply with all procurement laws, rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services:

- UCOP BUS-43
- UCI 707-10
- UCI 701-23
- California Public Contract Code
- Uniform Guidance
- Small Business First
- Covered Services



You are **not authorized to sign on behalf of the University** or to bind the University in any manner.

It is a **violation of federal and state law and UC policy** to procure a service or commodity without acquiring the necessary approvals and documents in advance.

If you do, you may be held **personally responsible for the cost** of the products or services purchased.

Contracts Team

Andrew Calderon

Procurement Contracts Manager

Laura Moss

Principal Contracts Analyst

Andrew Lim

Principal Contracts Analyst

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Contracts Analyst

Sales & Service Agreements

What is Sales & Service?

Sales and Service activity involves a campus unit rendering goods or service to a non-UC entity, for which revenue is collected.

Sales and Service differs from recharge activities, which is for internal UC units. Providing goods or services to another UC campus is considered recharge activity.

Accounting and Fiscal Services:

- is the office of record for charges to non-University clients
- reviews and approves all requests to establish a Sales & Service unit

Key Features of Sales & Service

Provision of standardized goods or services to non-UC entities at a uniform pre-established price

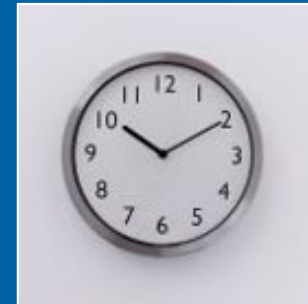
Sales of goods or services must be unique and not be in competition with private, commercial businesses

Process for Sales & Service

1) Obtain an approved Activity Information Worksheet from Accounting & Fiscal Services. (*Activity Info Worksheets are valid for 5-years. If you already obtained approval, skip this step.*)

2) Fill out the Sales & Service Agreement template on [Procurement's website](#).

3) E-mail both items to contracts@uci.edu. The assigned team member will assist with completion of the agreement and obtaining signatures.



UCI Sales and Service policy requires approval of the finances and execution of an agreement **before** services begin.

Recent Changes to the Sales & Service Agreement

As part of a recent audit finding, UCI is required to make a few changes to its Sales & Service process.

The key changes include:

1. Introduction of a new "Non-Student A/R Management Policy" 704-15
2. Review of potential customers creditworthiness that are not automatically extended credit*

***Credit is automatically extended to:**

- a. State and Federal Agencies
- b. Foundations
- c. Educational Institutions
- d. Medical Facilities
- e. Museums

Changes to the Sales & Service Agreement cont.

3. All University Invoices must be created using the Campus Billing System Online (CBSO)
4. Payments must be sent to Central Cashiering for deposit
5. Financial Services will assist in collection efforts of unpaid charges
6. Minor changes to the Sales & Service Agreement template

S&S Agreement "Exhibit A" Changes

Enter "Client" and "University" information in a format compatible with CBSO.

Billing schedule will default to "Monthly" and payments will be past due after 30 days of invoice presentment.

EXHIBIT A – STATEMENT OF WORK	
I. PARTIES	
CLIENT	
Full Legal Name:	Click to enter Client name
Business Address:	Address1 Address2 City: State: Country: Zip code:
Contact:	Enter Name
Phone Number:	Enter Phone Number
Email:	Enter Email
Billing Address:	ATTN: Address 1: Address 2: City: State: Country: Zip Code:
UNIVERSITY	
Department Name:	Enter name Address 1: Address 2: City: State: Country: Zip Code:
Contact:	Enter Name
Phone Number:	Enter Phone Number
Email:	Enter Email
III. STATEMENT OF WORK	
Scope of Work:	Click to enter scope of work.
Deliverables:	Click to enter deliverables. Enter "N/A" if none apply.
Information/Materials provided by client:	Click to enter information/materials the client will provide. Enter "N/A" if none apply.
Additional Client Responsibilities:	Click to enter additional information. Enter "N/A" if none apply.
IV. FEES AND PAYMENT SCHEDULE	
Fees (i.e., Rates/Cost):	Click or tap here to enter text
Billing Schedule:	Monthly
Payment Terms:	Invoices are due upon presentment, past due after 30 days.
Payments Accepted:	ACH, Wire Transfer, Paper Check
Payable to:	The Regents of the University of California
Remit to:	UCI Payment Services 228 Aldrich Hall Irvine, CA 92697-1975
All payments must reference the agreement number #_____.	

Recap

- Make sure to have the Sales & Service Agreement executed prior to providing services to the clients.
- All invoices need to be created in the CBSO system.
- Creditworthiness needs to be checked by the requesting department for those customers that are not extended automatic credit.
- All payments need to be sent to the Financial Services office
- Utilize the revised template for Statement of Work in the S&S Agreement

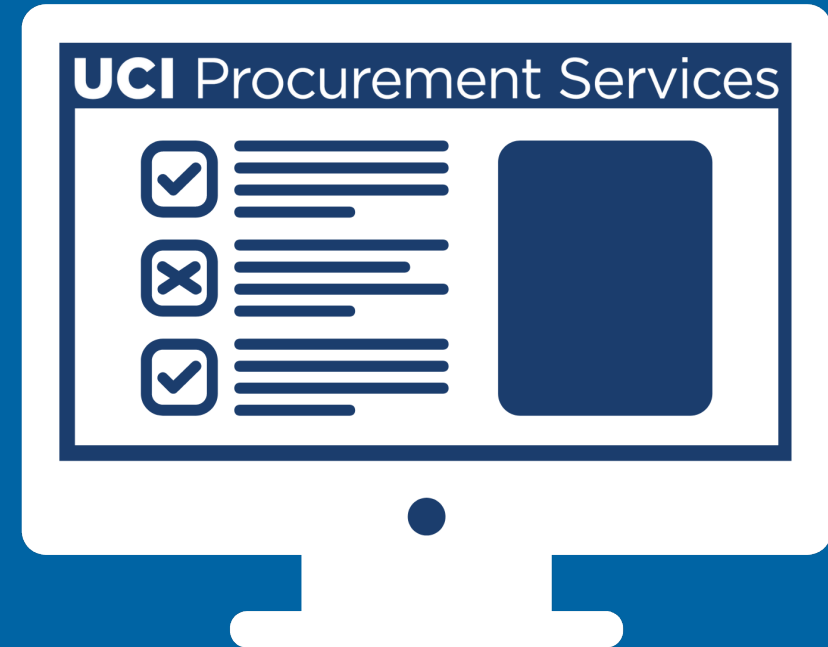
Resources

- **UCI Sales & Service policy** - <https://www.policies.uci.edu/policies/pols/701-23.php>
- **Accounting & Fiscal Services** - <https://accounting.uci.edu/cost-analysis/sales-and-service-activities.html>
- **Sales and Service Income Training (PDF)**
- **Sales & Service forms** - <https://procurement.uci.edu/contracts/sales-services-agreements.php>
- **704-15 Non-Student Accounts Receivable Management Procedures** - <https://www.policies.uci.edu/policies/procs/704-15.php>

Survey

Provide feedback on this event

<https://bit.ly/2-24-survey>



Questions



*Thank
You*