

In this Edition:

From the Director's Desk

Greetings All!!! I am excited to share our first quarterly newsletter with you for the 2020 new year and during the month of March, which is proclaimed as **Procurement month** by Governor Hutchinson.

Each year, the residing governor of Arkansas declares the month of March as Procurement month to recognize the important role procurement employees play in the purchasing of goods and services needed by the state, government and businesses.

I personally would like to publically Thank each of my Procurement family members for all the hard work they perform each day to ensure that our customers, the campus and patients needs are met.

Join us on Thursday, March 19th in our **3rd Annual Meet Your Buyer Day** in the Hospital Gallery from 1:00pm—2:30pm to show your appreciation to your department's buyer.

"To give real service, you must add something which cannot be brought or measured with money, and that is sincerity and integrity."

Douglas Adams



Procurement Services will like to

Welcome

Curtis Broughton

Assistant VC for Supply Chain Mgmt.

3rd Annual

*Meet Your
Procurement Services*

Buyer

Thursday, March 19, 2019

Hospital Gallery

1:00 pm–2:30 pm

*Joining Us will also be Chancellor Cam Patterson, and
Amanda George*

We look forward to seeing YOU!

Light refreshments will be served



How do I check the payment status of a purchase order?

Look at the Purchase Order History tab, if there is no tab then no invoice “IR” or “GR” has posted yet. Send invoice to AP for payment and/or MIGO..

If only a GR is needed, send the invoice to AP for payment.

If only a IR—L, may need to MIGO (check “Delivery” tab to see if “Goods Receipt” is checked.

How do I check if actual payment has been made?

Transaction ZCHECK shows the payment and the method of payment. The payment method will indicate a “C” for check or “T” for direct deposit. The clearing date is the check run date in year/month/day format. The Encashment date indicates the date it cleared the bank.

Running the following reports on a regular basis will prevent your purchase orders from being blocked for any reason and to ensure payments of invoices are remitted in a timely basis. [ZREQS, ZMMBLOCK and ZOCCR].

FY19’ and FY20’ Frameworks

Remember to run your **Transaction Report ZSERVLIM** to monitor the remaining funds for FY20’ frameworks.

Be on the look out for the FY21’ framework informative email with instructions. You may begin entering frameworks on April 1st, be sure to reference last year’s PO number when creating your new requisition.

Note: With the time frame of the US Bank P-Card statement falling on the 15th of the month and all charges must be reconciled by the month’s end; all P-Card requisitions must be entered and released for payment before May 15, 2020, to be processed on the FY20 budget.

REMINDER

Effectived 2/24/2020, UPS and FedEx will no longer make inside deliveries on the UAMS “Little Rock” Campus.

These deliveries will now come to the UAMS Central Receiving dock at 800 Cottage Drive.



Congratulations Whitney Bowen

on your promotion to Procurement Specialist—Associate!

**COMING
SOON**

Purchase Requisitioner Training Class—Advanced

These will be small classes geared for those new to UAMS and the requisition process.

Departments with **new** requisitioners needing additional training and those needing to be re-freshed are encouraged to attend.

Interested persons and/or departments should contact Jayme White via email at JSWhite2@uams.edu stating your interest and to be informed when classes begins.

PROCUREMENT SERVICES

4120 W. Markham St., Westmark Bldg., Room 111

Phone: 501-686-6130

Mitel ext.: 57121

Email us at: ProcurementServicesDepartment@uams.edu

Pre-Approval of personal reimbursements/official functions must be emailed to: ProcurementPreApprovalRequestsOnly@uams.edu.

For updated forms and instructions, please visit our website: <http://supplychain.uams.edu/hom/procurement/>.