



Campus Purchasing and Accounts Payable

**Subdivision of Medicine
BruinBuy Refresher Training
5 June 2018
3 PM**



Campus Purchasing and Accounts Payable

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Campus Purchasing and Accounts Payable

AGENDA

- H and I Code Definitions and Corrective Actions
- New Vendor Setup Requests
- One Time Payees
- Proper Usage of Blankets
- Vendor Agreement List
- Proper Usage of Order Class
- Reimbursement Policy
- Policy Review



Campus Purchasing and Accounts Payable

H and I Code Definitions and Corrective Actions



Campus Purchasing and Accounts Payable

H and I Hold Reason Codes

H and I Hold Reason Codes List in BruinBuy

Log in to BruinBuy

Select “BruinBuy How To Documents”

Locate “Invoices – H and I Hold Reason Codes”

Select the Adobe Acrobat Icon

Open the Downloaded File



Campus Purchasing and Accounts Payable

H and I Hold Reason Codes

<https://ucla.app.box.com/v/ap-pdf-hold-reason-codes>

CODE	DESCRIPTION	NOTES
AE	BACKUP FORWARDED TO EFM FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AG	BACKUP FORWARDED TO GENERAL ACCOUNTING FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AP	BACKUP FORWARDED TO PAYROLL FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
AR	ATTACH RECEIPTS	
AT	BACKUP FORWARDED TO TRAVEL ACCOUNTING FOR EXCEPTION APPROVAL	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
CB	Check Cancelled - Wrong Invoice Number	
CC	Check Cancelled - Wrong VCR# or Wrong Vendor	
CD	Stale Check - Unclaimed Check	
CE	Stale Check - Reissue - Unclaimed Check	
CF	Stale Check - No Reissue - Unclaimed Check	
CG	Duplicate Payment - Key Error - No Reissue	
CH	Duplicate Payment - Per Dept - No Reissue	
CI	Various Mail Delivery Problem - Check Cancel	
CJ	Not Needed - Check Cancelled - No Reissue	
CK	REISSUE OTHERS	
CL	Reissue Others	
CM	Duplicate Payment Per Vendor - No Reissue	
CO	Offset Credit and Debit	
CR	Per Vendor Credit Offset Outstanding Debit	
CS	Check Received from Vendor for Credit Invoice	
CT	Stop Payment from Dept - Reissue	
CU	Stop Payment from Dept - No Reissue	
CV	Stop Payment from Vendor - Reissue	
CW	Stop Payment from Vendor - No Reissue	
CX	Write Off by Gen Acctg - No Reissue	
CZ	Refer to Credit File	
DA	NEED HOME ADDRESS OF PAYEE	
DB	ADDRESS IS MISSING ON DOCUMENT	WE CANNOT PAY USING PROVIDED DOCUMENTS WITHOUT AN ADDRESS
DC	INVOICE RETURNED TO DEPT FOR SIGNATURE	
DD	BLANKET AGREEMENT EXPIRED	
DE	CHANCELLOR'S APPROVAL REQUIRED	
DF	DEAN'S APPROVAL REQUIRED	IF FURTHER ACTION IS REQUIRED, YOU WILL BE NOTIFIED
DG	DIRECTOR'S SIGNATURE REQUIRED	YOU WILL BE NOTIFIED
DH	FOREIGN/NEED VISA INFORMATION	YOU WILL BE NOTIFIED
DJ	NEED ITEMIZED RECEIPTS	
DK	BUSINESS JUSTIFICATION REQUIRED	PLEASE PROVIDE A DETAILED BUSINESS JUSTIFICATION IN COMPLIANCE WITH UNIVERSITY



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code

Invoice Hold Reason

Invoice Hold Instruction

Invoice Representative



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code	DY
Invoice Hold Reason	ORIGINAL INVOICE REQUIRED
Invoice Hold Instruction	PLEASE FORWARD THE ORIGINAL DOCUMENT TO AP
Invoice Representative	LogOn ID Name Campus Telephone Number EMail Address



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code

EC

Invoice Hold Reason

BRUINBUY CATALOG PRICE MISMATCH
PURCHASING WILL RESOLVE WITH
VENDOR

Invoice Hold Instruction

NO ACTION NEEDED
**NOTE: THIS IS ONLY APPLICABLE TO
THE FIRST 30 DAYS**

Invoice Representative

LogOn ID
Name
Campus Telephone Number
EMail Address



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code

PA

Invoice Hold Reason

QUANTITY INVOICED > QUANTITY
ON PO

Invoice Hold Instruction

PLEASE ADJUST THE QUANTITY AND
NOTIFY AP

Invoice Representative

LogOn ID

Name

Campus Telephone Number

E-Mail Address



Campus Purchasing and Accounts Payable

Invoice Summary

<https://purchasing.ucla.edu/accounts-payable/how-to-resolve-invoice-purchase-order-price-mismatches>

Invoice Hold Reason Code

PB

Invoice Hold Reason

INVOICE UNIT PRICE IS > UNIT PRICE
ON PO

Invoice Hold Instruction

PLEASE ADJUST THE UNIT PRICE AND
NOTIFY AP

Invoice Representative

LogOn ID

Name

Campus Telephone Number

E-Mail Address



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code	PD
Invoice Hold Reason	INVOICE AMOUNT > PO AMOUNT
Invoice Hold Instruction	THE AMOUNT REMAINING IN THE PO IS NOT SUFFICIENT TO COVER THE INVOICE. PLEASE DO A CHANGE ORDER TO ADD MORE MONEY OR PROVIDE A NEW PO AND NOTIFY AP
Invoice Representative	LogOn ID Name Campus Telephone Number EMail Address



Campus Purchasing and Accounts Payable

Invoice Summary

<https://purchasing.ucla.edu/accounts-payable/how-to-review-a-closed-purchase-order>

Invoice Hold Reason Code

PE

Invoice Hold Reason

PO CLOSED

Invoice Hold Instruction

**PLEASE CREATE A NEW PO AND
NOTIFY AP**

Invoice Representative

LogOn ID

Name

Campus Telephone Number

EMail Address



Campus Purchasing and Accounts Payable

Invoice Summary

<https://purchasing.ucla.edu/accounts-payable/how-to-resolve-invoice-purchase-order-line-mismatches>

Invoice Hold Reason Code

PG

Invoice Hold Reason

LIINES ON INVOICE DO NOT MATCH PO

Invoice Hold Instruction

PLEASE CHECK THE ORD SCREEN TO
VERIFY WHAT WAS INVOICED AND
NOTIFY AP

Invoice Representative

LogOn ID

Name

Campus Telephone Number

Email Address



Campus Purchasing and Accounts Payable

Invoice Summary

Invoice Hold Reason Code	XX
Invoice Hold Reason	MULTIPLE ISSUES
Invoice Hold Instruction	PLEASE SEE INVOICE DETAIL
Invoice Representative	LogOn ID Name Campus Telephone Number EMail Address



Campus Purchasing and Accounts Payable

Purchasing and Accounts Payable Website

www.purchasing.ucla.edu



Campus Purchasing and Accounts Payable

Accounts Payable

Invoice Resolution - <https://purchasing.ucla.edu/accounts-payable/invoice-resolution>

Policies and Procedures - <https://purchasing.ucla.edu/policies-procedures>

AP Forms and Resources - <https://purchasing.ucla.edu/accounts-payable/forms/forms-resources>

Information for Vendors - <https://purchasing.ucla.edu/for-vendors/information-for-vendors>

BruinBuy Training - <https://www.finance.ucla.edu/e-learning/bruinbuy-training>

On Hold Incomplete - <https://purchasing.ucla.edu/accounts-payable/on-hold-incomplete/invoices-on-hold-or-incomplete>

Ask AP - ap@finance.ucla.edu



Campus Purchasing and Accounts Payable

Invoice Resolution

BruinBuy Change Order

How to Stop Payment and Cancel Checks

How to Reduce Payment Delays to Vendors and Employees

Invoice and Purchase Order Troubleshooting

Reimbursements

Releasing Encumbrances and Memo Liens



Campus Purchasing and Accounts Payable

Invoices on Hold or Incomplete

Hold [H] and Incomplete [I] invoices are invoices that are currently unpaid

Once you have determined that an invoice has been placed on H or I status, you must identify the reason for the processing delay

See Invoices and Purchase Order Troubleshooting for a partial list of possible hold reason codes along with links to the resolution for each



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Invoices on Hold Status

The department has set a receiving lock which prevents funds from being released on an order until the department manually enters into the system the items that were received in a satisfactory state [the receiving process]

Once the department documents receiving, the funds are released automatically, and the invoice is paid

Accounts Payable [AP] does not need to be contacted to release the payment

See BruinBuy User Guide Chapter 10 on Receiving



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Invoices on Hold Status

An invoice may also be placed on H status applies with an Electronic Data Interface (EDI) invoice for such vendors as OfficeMax and Fisher. H status is automatic when one of the following two scenarios occurs

- a. An invoice is created for a greater quantity than listed on the purchase order [PO]. The system will automatically generate a mismatch queue with the greater quantity and place it on H status.
- b. Two invoices are created on the same date, for the same PO, for the same item(s) and the PO only has enough quantity of item(s) to pay one invoice. The system will automatically process one of the invoices for payment and place it on P status [pending]. The second invoice will also be processed, but it will be placed on H status.



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Invoices on Incomplete Status

I status refers to invoices that cannot be authorized for payment for various reasons, including the following:

- The PO is closed.
- The PO has not been posted.
- The billing on the invoice does not match the billing on the PO.
- The quantity or price on the invoice cannot be matched with the PO's quantity or price.
- Only partial or insufficient documents were submitted for payment (such as missing pages or photocopies).



Campus Purchasing and Accounts Payable

New Vendor Setup Requests



Campus Purchasing and Accounts Payable

New Vendor Setup Request

This web page may be utilized to

- Set up a New Vendor
- Change Information on a Current Vendor
- Add a New Location for an Existing Vendor



Campus Purchasing and Accounts Payable

New Vendor Setup Request

You must have all of the required supplier and/or vendor information to complete the request

For existing suppliers and/or vendors you may retrieve the information from the vendor database



Campus Purchasing and Accounts Payable

New Vendor Setup Request

Locate the Suppliers and Catalogs Menu

Select New Vendor Setup Request



Campus Purchasing and Accounts Payable

New Vendor Setup Request

The screenshot shows a web browser window titled "Commerce One Procurement - Microsoft Internet Explorer". The address bar shows the URL: https://lab.bruinbuy.ucla.edu/procurement/WebDriver?ACT=UC_VendorRequestAct&EID=1&SID=8c709211904750a03ab679c1a71b473e|1&KIU=98191aa5119c. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Refresh, Home, Search, Favorites, History, Mail, Print, Edit, Discuss, Research, and Messenger. The page header includes a "training" logo, navigation links for home, help, and log off, and user information: "User: RICHARDSON, MARTIN N." and "Organization: BruinBuy". A secondary navigation bar contains links for Home, Orders, Suppliers & Catalogs, Queries & Reports, My Account, and Log Off. The main content area is titled "New Vendor Setup Request" with a reference number "Q30". Below the title are buttons for "Submit", "Reset", and "Delete". The form contains several input fields and options: "Queue Item Number:" with a text box and a help icon; three radio buttons for "New Location for an Existing Vendor", "Change the Current Vendor Info", and "Set up a New Vendor"; "Existing Vendor Base:" with a text box and help icon; "Vendor Record to be changed:" with a text box and help icon; "*Name:" with a text box; "*Address:" with three stacked text boxes; "*City:" with a text box; "State:" with a dropdown menu; "Zip Code:" with a text box; "Country:" with a dropdown menu and the text "Use blank for U.S."; "Income Reportable:" with a checkbox; "Income Reportable Code:" with a dropdown menu; "*Tax Id/Code:" with a text box; "Employer ID (xx-xxxxxxx)" with a radio button; "Social Security Number (xxx-xx-xxxx)" with a radio button; "Business Code:" with a dropdown menu; and "Business Contact:" with two text boxes separated by a slash. The browser's status bar at the bottom shows "Done" and "Internet".



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New Vendor Setup Request

Name and Address

Tax ID

Business Code

E-Mail Address

Telephone Number [Optional]

Fax Number [Optional]



Campus Purchasing and Accounts Payable

New Vendor Setup Request

Vendor Database Requests are coordinated by

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Vendor Database Specialist

Campus Purchasing

10920 Wilshire Center

Suite 650

Mail Code 148248

rvelasquez@finance.ucla.edu

[310] 206-6439



Campus Purchasing and Accounts Payable

New Vendor Setup Request

You will receive an **Information VCK** message in your queue when your request is processed by Accounts Payable Customer Service. If your request can not be processed or is not approved, you will receive a **Vetoed VCK** message in your queue.

If you do not receive a response in your queue within five [5] business days, call **Customer Service** in **Accounts Payable** and provide them *with your Queue Item Number* for assistance.



Campus Purchasing and Accounts Payable

New Vendor Setup Request

Vendors Required to Submit W-9

Purchasing and Accounts Payable require that ***all*** vendors upload a signed and dated W-9 Form directly to a secure server located at vendor.accounting.ucla.edu/w9 in order to complete the vendor setup in the BruinBuy system



Campus Purchasing and Accounts Payable

New Vendor Setup Request

UCLA W-9 System - Internet Explorer
http://vendor.accounting.ucla.edu/w9

UCLA
Purchasing & Accounts Payable

W-9 Upload

Welcome to Purchasing's W-9 Upload System. Now, it is an easy process to submit your W-9 documents to Purchasing.

* Enter the Vendor Name: <small>As it appears on line 1 of W-9</small>	<input type="text"/>
Enter DBA Name: <small>If applicable</small>	<input type="text"/>
Enter QUE number: <small>Given by department to expedite setup</small>	<input type="text"/>
Upload Document: <small>W-9 must be signed and dated.</small>	<input type="text"/> <input type="button" value="Browse"/>
<input type="button" value="Upload W-9"/>	

*** Fields are required.**
If you do not have a W-9 please fill out UCLA's substitute W-9.
Interested in receiving EFT payments? Please complete the [EFT Authorization form](#).

UCLA.edu | Purchasing & Accounts Payable | ap@finance.ucla.edu



Campus Purchasing and Accounts Payable

New Vendor Setup Request

The **IRS W9 Form** is available at <http://www.irs.gov/>.

More information regarding the **IRS W9 Form** is available in the **Campus Services** portal.



Campus Purchasing and Accounts Payable

New Vendor Setup Request

https://www.irs.gov/pub/irs-pdf/fw9.pdf - Internet Explorer
https://www.irs.gov/pub/irs-pdf/fw9.pdf

Print or type See Specific Instructions on page 2.

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____
Requester's name and address (optional) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
____ - ____ - _____
OR
Employer identification number
____ - _____

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am



Campus Purchasing and Accounts Payable

New Vendor Setup Request

A substitute W9 form is available in the **UCLA Accounts Payable** website located at <http://ucla.box.com/v/ap-pdf-ucla-w9>.



Campus Purchasing and Accounts Payable

New Vendor Setup Request

Commerce One Procure x UCLA W-9 System x ucla_w9.pdf | Powered by ...

Secure | https://ucla.app.box.com/v/ap-pdf-ucla-w9

ucla_w9.pdf Download Log in Sign up

UCLA Reset Form Print Form

Substitute W-9 form for U.S. companies and individuals

Legal Name
(As registered with the IRS)

Business Name
If Doing Business As (DBA) or business name of Sole Proprietorship

Taxpayer Identification Number (TIN)
The TIN provided must match the Legal Name given on Line 1 (Provide only ONE)

Federal Employer Identification Number (FEIN)
 Social Security Number
OR I do not have a DUNS number.

Check one:

Individual/Sole Proprietor Limited Liability Company Exempt Payee

Corporation Other

Partnership

I am a California vendor and collect sales tax in the State of California.

I am a non-California vendor and I am registered to collect sales tax in the State of California.
My CA Seller's Permit Number is:

I am a non-California vendor and I am not registered to collect sales tax in the State of California.
I do not have a CA Seller's Permit.

Check one: Large business Small business

Check one: Female-owned Not Female owned

NAICS Codes



Campus Purchasing and Accounts Payable

One Time Payee



Campus Purchasing and Accounts Payable

One Time Payee

Allowable to individuals:

- Honorariums, guest lectures/speakers, human subjects, refunds or expense reimbursements to non-UC employees, settlements approved by counsel

Allowable to companies:

- Refunds for companies without VCKs

Unallowable to individuals:

- That have an existing VCK, that are performing services that require a contract, performing services over a period longer than 1 week, performing a service that can be used by multiple departments excluding honorariums or guest lecturers/speakers



Campus Purchasing and Accounts Payable

One Time Payee

Effective January 1, 2017 a W9 form is required for all One Time Payee [OTP] transactions for income reportable payments \$300.00 or more

The payee will need to upload a completed W9 form, dated and signed, with the PO number written at the top of the W9 form, which the requesting department will provide to the vendor

Upload to: <https://vendor.accounting.ucla.edu/w9>

The payment can only be processed when the W9 has been received and the SSN has been verified

For more information, see BruinBuy How To Documents -> Purchase Orders – One Time Payee



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One Time Payee

When appropriate, request the establishment of a vendor record rather than submitting a One Time Payee request

Only use a One Time Payee request to pay an individual, never a company or a DBA [doing business as] business. The only exception is a refund to a company

Never use a One Time Payee request to reimburse an employee

Be careful with punctuation when creating the PO (see How-to Document for format guide)



Campus Purchasing and Accounts Payable

One Time Payee

Honorariums and guest speakers/lecturers can be paid as paperless transactions, but must satisfy the following requirements:

- X-Class PO
- Does not have a VCK (use VCK 000000 000)
- Doc to AP on PO = 'E'



Campus Purchasing and Accounts Payable

Proper Usage of Blankets



Campus Purchasing and Accounts Payable

Proper Usage of Blankets

Blanket Purchase Orders

Departmental and/or Restricted Blanket Agreements – Class of Order B



Campus Purchasing and Accounts Payable

Blanket Purchase Orders

Department blanket orders can be authorized for repetitive purchases

Orders should not be split to stay below the LVO threshold

Repetitive requirements may need to be addressed by establishing blanket orders through Purchasing



Campus Purchasing and Accounts Payable

Vendor Agreements List



Campus Purchasing and Accounts Payable

Vendor Agreements List

The Vendor Agreements List represents

Local Agreements

Strategic Sourcing Agreements

System Agreements



Campus Purchasing and Accounts Payable

Vendor Agreements List

The Vendor Agreement List is available in the Campus Purchasing and Accounts Payable website and includes

Commodity

Vendor Name

Commodity Manager/Buyer

Agreement Number

UC Campus

Expiration Date



Campus Purchasing and Accounts Payable

Vendor Agreement List

Commerce One Procure Invoice Resolution | UCLA Policy 741 Updates LVC UCLA Purchasing Commerce One Procure

staff.purchasing.ucla.edu/Portal/app/agreements/agreementssummary.aspx

UCLA CAMPUS PURCHASING Monday, June 4, 2018

Vendor Agreements List

Click the column headings to sort.
Click the agreement number for more details.

Commodity	Vendor	Commodity Manager/Buyer	Agreement #	Campus	Expires
Advertisement, Newspaper	Small Business Exchange (SBE)	Andrea Cooke	0000K7B022	ALL	07/31/2018
Advertisement, Newspaper	Small Business Exchange (SBE)	Andrea Cooke	0000K8B086	ALL	07/31/2018
Advertising & Creative Services	Career Builder.com	Andrea Cooke	0000KH037	UCLA	12/31/2017
Audio and Web Conferencing	READYTALK	Dominika Sorrells	0000KUA019	UCLA	12/31/2018
Audio/Visual Equipment	B and H Foto and Electronics Corp.	Dominika Sorrells	0000KVA030	UCLA	12/31/2018
Audio/Visual Equipment	LGS Innovations	Dominika Sorrells	0000KSA008	UCLA	08/31/2018
Audio/Visual Equipment, TV's, DVD's, DVR's, etc.	Bornstein Co. Inc	Dominika Sorrells	0000KKB074	UCLA	03/31/2018
Beverages	COCA-COLA COMPANY (dba Coca-Cola North America)	Tyrone Haubrich	0000KJA006	UCLA	08/31/2023
Beverages	Reyes Coca-Cola Bottling LLC	Tyrone Haubrich	0000KVA018	UCLA	08/31/2023
Biohoods, Testing of Biohoods, Clean Benches, Decontamination	Technical Safety Services Inc	Claire Tsai	0000K9B000	ALL	10/31/2018
Book Manufacturing	Sheridan Books	Dominika Sorrells	0000KTA014	UCLA	03/31/2018
Books/Publications/Periodicals	Barnes & Noble Booksellers Inc.	Suzanne Martin	0000KRA012	UCLA	10/01/2018
Books/Publications/Periodicals	ASUCLA	Dominika Sorrells	0000K7B006	UCLA	12/31/2020
Carpet	Shaw Industries Inc.	Cathy Gooderham	0000KMA048	ALL	09/30/2018
Carpet	Bentley Prince Street	Cathy Gooderham	0000KQA022	UCLA	09/30/2018
Carpet	Coit Cleaning and Restoration Services Inc.	Sandra Chang	0000KTA015	UCLA	12/31/2018
Carpet	Stanley Steemer	Sandra Chang	0000KTA016	UCLA	12/31/2018
Carpet	Interface Americas, INC	Cathy Gooderham	0000KVA002	ALL	01/31/2019
Carpet (Tile)	Mohawk Carpet Distribution LP	Cathy Gooderham	0000KTA029	UCOP	02/01/2019
Chemicals, BBL, Culture Media	Sigma Aldrich Corporation	Claire Tsai	0000KQA032	UCOP	12/31/2020
Chemicals, Biochemicals	Qjagen	Claire Tsai	0000KNA076	UCLA	08/30/2019
Chemicals, Biochemicals	Bio-Rad Labs	Claire Tsai	0000KBB051	ALL	12/31/2020
Chemicals, Biochemicals,					



Campus Purchasing and Accounts Payable

Vendor Agreements List

All of the Headings are sortable

You may view more details by selecting the 0000K Agreement Number to obtain

Contract Information

Purchasing Contact Information

Vendor Information



Campus Purchasing and Accounts Payable

Proper Usage of Order Class

<https://ucla.app.box.com/v/bruinbuy-quick-ref-guide>



Campus Purchasing and Accounts Payable

Proper Usage of Order Class

- F BruinBuy Catalog Volume Discount Contract
- U BruinBuy Catalog Discount Contract
- I Supplier Site Orders
- Q Procurement Card Orders



Campus Purchasing and Accounts Payable

Proper Usage of Order Class

Special Requests

A	Agreement Release
D	One Time Repair
J	Blanket Requisition
M	Educational Media
N	Low Value Orders [LVOs]
R	Requisition
T	Entertainment/Travel
X	Special Items



Campus Purchasing and Accounts Payable

Proper Usage of Order Class

Purchasing

- B Departmental or Restricted Blanket Agreement
- C Consultant Agreement
- G Sub Grant
- H Long Term Lease or Rental
- K Systemwide Agreements, Local Agreements
Strategic Sourcing Agreements
- P Purchase Orders
- S Sub Contracts



Campus Purchasing and Accounts Payable

Reimbursement Policy



Campus Purchasing and Accounts Payable

Reimbursement Policy

Use of employees' personal funds and reimbursements for procurement of goods and services is discouraged

A \$1,000 limit has been established for reimbursements for purchases

The \$1,000 limit does not apply to travel, entertainment, conference registrations, tuition reimbursement, journal publication fees and maintaining professional credentials

<https://purchasing.ucla.edu/accounts-payable/expense-reimbursement-guidelines>



Campus Purchasing and Accounts Payable

Reimbursement Policy

For non entertainment and non travel employee reimbursements the following procedure must be followed

- The reimbursement must be set up with an Employee VCK
- The Class or Order must be M or N – tangible goods only
- The Receipts must be uploaded as attachments in PDF format
- Doc to AP must be E – Exception to verify that it is a paperless transaction and the receipts are electronically attached



Campus Purchasing and Accounts Payable

Reimbursement Policy

Each receipt must be represented as a separate line on the PO

The receipts must be itemized

Do not include a Quantity or a Unit Price

Enter the Receipt Total as a Line Amount

Indicate the appropriate sales tax code

- I – Sales Tax Included
- S – Sales Tax Paid to the State of California
- E – Exempt from Sales Tax



Campus Purchasing and Accounts Payable

Policy Review



Campus Purchasing and Accounts Payable

Policy Review

Business and Finance Bulletin [G41](#) – Employee Non Cash Awards and Other Gifts

UCLA Policy 740 – Purchasing Goods and Services

UCLA Policy 741 – Low Value Purchases

Business and Finance Bulletin [BUS 79](#) – Expenditures for Business Meetings, Entertainment and Other Occasions



Campus Purchasing and Accounts Payable

Business and Finance Bulleting G-41 Employee Non Cash Awards and Other Gifts

Employee Recognition [including Spot Awards]	\$75
Employee Recognition: One Month Parking Permit	\$260
Employee Recognition: One Month Transit Pass	\$260
Length of Service	\$400
Retirement	\$400
Sympathy Gift – Tangible Personal Property	\$75
Sympathy Gift – Cash Contributions	\$200
Prizes and Other Gifts	\$75



Campus Purchasing and Accounts Payable

Business and Finance Bulletin G-41 Employee Non Cash Awards and Other Gifts

Unallowable Awards and Gifts

- Gifts of cash, except donations to a charity as an expression of sympathy
- Negotiable gift certificates and cards
- Gift certificates and cards for services
- Recreation memberships
- Season tickets to sporting or cultural events
- Gifts provided to employees in connection with birthdays, weddings, anniversaries, holidays, farewells, graduations and other occasions of a personal nature
- Properties described in Section III.B.2. that are not considered tangible personal property for purposes of Length of Service Awards under I.R.C. Section 274(j)(3)(A)(ii).



Campus Purchasing and Accounts Payable

Business and Finance Bulletin G-41 Employee Non Cash Awards and Other Gifts

2017 Tax Legislation

- Per tax legislation changes from late 2017, Gift cards given for Employee Achievement awards for **length of service or safety awards** are now considered taxable income to the recipient



Campus Purchasing and Accounts Payable

Policy Review

UCLA [Policy 740](#) – Purchasing Goods and Services

UCLA [Policy 741](#) – Low Value Purchases

Purchase Order & Low Value Order Restrictions

Restrictions & Prohibitions

<https://ucla.app.box.com/v/pur-pdf-policy-740-741-attA>

Purchases Requiring Special Approval

<https://ucla.app.box.com/v/pur-pdf-policy-740-741-attB>



Campus Purchasing and Accounts Payable

UCLA Policy 741 – Low Value Purchases

Items that may not be purchased using an LVO

- Goods or services that are listed under one of the other order classes – including goods and services covered by a Campuswide Agreement
- Firearms, explosives, radioactive and other hazardous materials
- Ethyl alcohol [except denatured], narcotics, dangerous drugs, or other controlled substances
- Precious metals
- Onsite construction
- Consulting services
- Items for personal or ornamental use
- Travel or entertainment [meals, airfare, hotels, car rental]
- Vehicle and real estate rentals / leases
- Goods or services from any officer or employee of the University or from a near relative of any officer or employee
- Services, repairs, or maintenance where the supplier performs the services on UCLA property unless the supplier has a current certificate of insurance and all necessary licenses or permits on file with Campus Purchasing
- Items requiring agreement to supplier terms (for example, software licenses and sales contracts)



Campus Purchasing and Accounts Payable

BUS 79

Expenditures for Business Meetings, Entertainment and Other Occasions

- Direct payment requests may be entered in the BruinBuy system by line item or in total to encumber funds in the system
- Create an order - **Class of Order T** - with detail line items
- Always use quantity, UOM and the unit price fields
- Include any tax in unit price and code **I** for the **sales tax code**
- Do not input separate line items for taxes