

SEPTEMBER 2021



**Oracle iProcurement Upgrade**

In October the Oracle e-Business system will be getting an upgrade. As part of that upgrade there are several changes to the iProcurement order process that we want to share and train staff on. We will be creating new reference docs that will be added to the iProcurement resource area and we will be holding training sessions as well. More information on those trainings will be coming as soon as the final testing is completed.

**Coke Reminder**

In 2018, UNI started a ten-year relationship with Coca-Cola as the exclusive beverage provider for the University. As the exclusive provider UNI receives sponsorships, student internships, product donations, and other marketing opportunities. Because of this relationship, only Coke products can be purchased on campus (and off campus if using University funds).

Please reference the [Coke FAQs](#) for more information. Contact Molly Unga at [molly.unga@uni.edu](mailto:molly.unga@uni.edu) with further questions or concerns.



**Timely Timecard Submission**

Untimely submission of timecards can result in over/underpayment of wages and can have an impact on W2 reporting. In addition, timecards are instrumental in accurate leave balance reporting. Please ensure all timecards have been submitted and approved in a timely manner. Weekly timecards should be submitted at the end of each work week. Monthly timecards, no later than the 3rd of the month.

**Homecoming Supplies**

Just as a reminder, only non-general funds can be used to purchase supplies or candy for floats to be used in the homecoming parade (or for supplies for window painting or office decorating). New this year, these items will be available for pick up at the UNI Parade Store in Maucker Union (ground floor beneath Chats Coffee Shop) from 10 a.m. to 3 p.m. on Monday, Sept. 27 through Thursday, Sept. 30. Materials are available to any UNI parade entrant (student organizations and departments/offices).

[Homecoming Details](#)



**Receiving on Your Orders**

Procurement would like to remind departments to receive on their orders as soon as they come in. Receiving on an order includes receiving goods from the supplier, checking them against the details outlined in the order and identifying any damage that may have occurred during shipment. Receiving in iProcurement also helps complete the Procure to Pay cycle. If you need any assistance or training please feel free to contact procurement at [uni\\_procurement\\_services@uni.edu](mailto:uni_procurement_services@uni.edu) or review training guides and videos found in MyUNiverse (under the Work at UNI tab)