

News from Procurement Services – September 2017

The Procurement Services Team

James Tanzosch - james.tanzosch@uni.edu – 319 273-5811
Molly Unga - molly.unga@uni.edu – 319 273-6448
Jon Westhoff - jon.westhoff@uni.edu – 319 273-6246

Webpage - [Procurement Services Homepage](#)

2017 Vendor Fair

Please join Procurement Services on September 14, 2017 for the 2017 Vendor Fair in the Central Ballroom of Maucker Union. Stop by anytime from 10:00 am until 2:00 pm to meet University contracted suppliers, share experiences, try new and alternative products, and learn about the capabilities of each vendor. Please contact a member of The Procurement Services Team to request products for demonstration.



FY17 is Closed Please Update Your Accounts in iProcurement

Many users save general fund accounts as favorites in iProcurement and those accounts need to be updated for FY18. If you process a transaction using the FY17 account string, the Office of Business Operations has to create a journal entry to repair the mistake. Step-by-step instructions can be found on the [iProcurement Resources Page](#), with a link to a PDF document titled, [How to Update Your Favorite Charge Accounts in iProcurement](#).

Category Codes in the Request for Payment (RFP) Process

Category codes are now required when an RFP is created. This data provides Procurement Services with strategic information used to improve University bargaining power. To help identify the appropriate category code, a link to a searchable list of codes is available on the [iProcurement Resources Page](#). Clicking on “UNI Category Codes” provides an excel spreadsheet containing common category codes with additional descriptive information available by clicking on the upper right hand arrow of the “Description” field (See “1” below).

Updated 7/1/17

Grouping	Description	Code
Scientific	Live animals	10100000
Scientific	Seeds and bulbs and seedlings and cuttings	10150000
Facilities	Trees and shrubs	10101500
Facilities	Fertilizers and plant nutrients	11111500
Facilities	Dirt & Soil	11111600
Facilities	Stone	11121600
Facilities	Wood	11121600

A red circle with the number '1' is placed over the arrow icon in the 'Description' column of the 'Fertilizers and plant nutrients' row. A red arrow points from this circle to a tooltip box that contains the text 'Compost, fertilizers, etc'.