Purchasing Advisory Council
PAC Meeting Minutes
Lighty 405, 4/15/2014, 11a-12p

• Introduction – Lauralea Edwards
  o Led by Data Analyst Lauralea Edwards.
  o Sign-in sheet sent around for attendance.
  o Covered the agenda.
• Special Interest Groups – Patty Gropp
  o Led by Associate Director Patty Gropp.
  o Purchasing Card
    ▪ Got a very good turnout for volunteers.
    ▪ First action for group is to test the new Receipt Imaging abilities of PaymentNet4 (PNet4). A communication was sent to those involved outlining the request.
      • The new feature should not be used for receipts. Program is intended for Exception Requests and Restricted Purchase documentation.
      • Will set a meeting for next month to discuss the results of the group’s experiences and any other new topics.
  o Furniture
    ▪ Need more people who want to be in the loop on policies concerning this topic and don’t mind answering a few questions about it.
    ▪ Please reach out to Patty if you are interested.
• Fuel Card – Patty Gropp
  o Led by Associate Director Patty Gropp.
  o The state contract with Comdata was not renewed and will expire sometime in the late summer.
  o WSU will be transitioning back to US Bank and their Voyager program.
    ▪ Note – WSU has previously used this card as the fuel card.
  o Details and instructions will be sent out well in advance to the change.
  o If interested in being part of the beta group to test the new Voyager cards, please contact Patty.
• Adobe Contracts – Kerry Johnson
  o Led by Buyer Supervisor Kerry Johnson.
  o Links for ordering from Adobe Cumulative Licensing Program (CLP) are now available.
    ▪ http://purchasing.wsu.edu/vendoragreements.html
    ▪ Enterprise License Agreement (ELA) is still within the realm of Information Systems.
    ▪ Other vendor agreements are listed on the vendor agreement page
      • 1-stop shop for vendor contract information and page has a search function.
    ▪ More tools to come.
    ▪ Vendors are being updated all the time. Keep checking the website for updates.
  o Contact Kerry with any questions or feedback.
• Spend Compass – Lauralea Edwards
  o Led by Data Analyst Lauralea Edwards.
  o Delivered some info on how to best utilize the software program to maximize your savings potential.
    ▪ Program can show a chart of savings that could have been potentially captured.
      • Showed $100k+ possible in WSU savings.
  o Went through a visual walkthrough of how to look for savings opportunities on specific items.
  o Email Lauralea (Lauralea.edwards@wsu.edu) if you need access setup for you.
• AiM Migration and the University Stores Online Ordering Website – Jeff Gossard
  o Led by Supply Management Services Director Jeff Gossard.
  o Migrating to a new system (AiM) for inventory for University Stores
  o University Stores is currently using SCBAIMS and Facility Focus for inventory management and POS.
  o Goal for the upcoming migration to be completed is 7/1/14.
Online shopping cart coming once new system is in place.
  - Will replace the current University Stores online ordering site with an online shopping cart. Departments will order needed materials by loading into an online shopping cart.
  - Online orders will be expensed to the appropriate departmental budgets-projects.

AIM will have unique IDs on all items, meaning there is only one unit of sale measure (each/pack/case) per item. SCBAIMS recognized 3 units of sale measure per item.

University Stores is working with departments to ensure that we have the most appropriate unit of sale measure on all items to suit customer needs.

- Will continue to pass the savings from bulk pricing purchases onto the end user.

**Reminders – Eric Rogers**
- Led by Purchasing Director Eric Rogers.
- Fiscal year ends in 75 days.
  - Get any big purchases that require time and continued efforts started as soon as you can to ensure that they finish on time.
  - Be mindful of expiring blanket orders.
  - Plan Ahead.

**Questions**

- **How do transaction IDs work in PNet4?**
  - Both the Pcard and the CTA card use the middle 6 numbers of the PNet4 transaction ID # as the AIS ID#
    - The middle 6 digits of the PNet4 Trans ID# is the Trans ID# from our AIS-BALANCES system, with the left 4 digits and the right 3 digits both removed (i.e. AIS Trans ID# U123456 = PNet4 Trans ID# 000123456001).
  - Spend Compass will soon be loaded with info that will enable the matching of Legacy and PNet4 transactions.

- **Follow-up Q: how to make changes in PNet4 after marking something reviewed?**
  - Email the Pcard ADMIN team for assistance. If the transaction has not been exported yet, we can still change it at the AP level, otherwise an ETR will need to be done.

- **Follow-up Q: when AP makes a change to the coding of a Pcard transaction, can the cardholder be notified?**
  - **ACTION ITEM:** We will look into the possibility of this.

- **Spend Compass – New vendor contact information?**
  - Look at the vendor agreement page.
    - If not on the page, and you want to know more, contact the Purchasing dept. and we can look it up for you.
    - Let us know if you see any big variances.

- **Spend Compass – able to make a “basket” of goods?**
  - Possibly. You can by item (i.e. different petri dishes) but doing it by different items is much harder. If you need to do multiple items, please reach out to us and we will see what is possible.

**Helpful Links**

- Meeting Minutes
  - [http://purchasing.wsu.edu/PACmeetings.html](http://purchasing.wsu.edu/PACmeetings.html)

- Vendor Agreements Tool
  - [http://purchasing.wsu.edu/vendoragreements.html](http://purchasing.wsu.edu/vendoragreements.html)

- Special Interest Group Sign-up