Purchasing Advisory Council
PAC Meeting Minutes
Lighty 405, 11/20/2013, 11a-12p

- Intros
  o Welcome from Purchasing Director Eric Rogers and Data Analyst Lauralea Edwards.
    ▪ Event hosted by Lauralea
  o Sign-in sheet sent around for attendance, and to let us know if you want to be on the mailing list.
  o Bob Ames intro, discussed commodity types he covers and a few tips on existing vendors and contracts for equipment service.
  o Kerry Johnson intro, went over IS contract info.
  o Patty Gropp intro, covered PaymentNet-4 (PNet4) details, roll-out date is 02/17/2014.
    ▪ 4 E’s of PNet4:
      • Easier – ease of use and interface
      • Empowerment – more ability in the hands of PNet users
      • Enhancement – better reporting features
      • Education – all Reconcilers will be trained on the new system
  o Joy intro, more Object code support is coming, searchable tool among those to be delivered.
- Eric discussed a few announcements not on the agenda.
  o The consolidation of departments. Purchasing + Central Stores + Receiving are now one unit.
  o More flexibility coming for furniture purchases in the future. Be able to work closer with the vendor to setup installations and buy things without exception.
- Purchasing Activities - Lauralea
  o Will conduct listening tours to departments. Helps to find out what is important to each dept.
  o Also will have a survey to solicit feedback on the dept. requisition process.
  o Website will expand soon to include a searchable vendor tool for assistance.
- Spend Compass – Lauralea
  o Reminder of the tool and its availability to anyone at WSU who would like to take advantage of the info it can provide. Contact Lauralea for help getting started.
  o Gives pricing info on products, and allows market comparison of transaction items.
  o Is free to use.
- Questions
  o Question on website searching – will contract info be viewable through the new search tool?
    ▪ Yes
  o When will PNet4 training begin?
    ▪ Late JAN, early FEB
  o What is the best web browser to use for PNet4?
    ▪ ACTION ITEM – need to look into to answer.
  o Is there a schedule of when the trainings will occur?
    ▪ Not at this time.
  o Buyer Question – Why do users purchase from Budget when we have an Enterprise contract (rental cars)?
    ▪ Budget terminal is closer to arrival location.
    ▪ Budget is open hours Enterprise is not.
    ▪ Users are simply not aware
  o What are the current furniture rules?
    ▪ Freestanding with minimal assembly is ok.
    ▪ Note – Office Depot is not a good source for furniture as we do not have a contract with them for furniture specifically.
- Contact Buyer Paul Papiese for additional help.

- **Are there and changes in confirming requisitions?**
  - Issue was about advertising, and come to find out that type of purchase is subject to different rules due to it being a service contract. Cannot be done at the dept. level.

- **How do blankets and sharing them work?**
  - Should move towards Master Contracts if at all possible.
  - Blankets are not preferred due to their lack of visibility in the transactions.
  - Sundry blankets cause the most issues/headaches for those overseeing them.

- **Are there any blankets or contracts with local vendors?**
  - **ACTION ITEM** – need to look into to answer.

- **Buyer Question** – how are users processing FedEx/UPS with the Pcard?
  - Setup an account online, connect Pcard to that account.
    - Ensure it is from the “Government” listings, and not just the regular business page
  - Send all shipments through Central Receiving for a localized hub.
  - **ACTION ITEM** – need to create exact instructions on how to setup.
    - look into the exact website to login from, contact info for representatives, and info on best ways to pay for services

- **Is the use of online Cloud ok for data?**
  - We need to be mindful of what organization will be holding the data, and what data is being held (i.e. personal info?). Ensure these are trustworthy sources and that we are not putting sensitive info in their systems.

- **Office Depot discussion**
  - Contract pricing is not always the lowest.
    - Be mindful of the furniture, as we have no contractual pricing for those objects.
    - Contact our Rep. or our office with issues.

- **Are sub-Purchasing groups a possibility?**
  - For example: IT-Purchasing group for all tech related transactions.
  - **ACTION ITEM** – need to look into in the future as the idea sounded good.