

UNIVERSITY OF CALIFORNIA
MERCED

CENTER FOR BUSINESS
SERVICES & SOLUTIONS

SSHA NEW INSTRUCTOR ORIENTATION

JULY 21, 2022

UNIVERSITY OF CALIFORNIA
MERCED



CBS2 ADMINISTRATIVE SUPPORT

The Center for Business Services and Solutions (CBS2) is unique in its ability to effectively centralize administrative support across the UC Merced campus.

CBS2 has been continuously expanding on the University's vision of achieving efficiencies that benefit the entire campus.

CBS2 is committed to forming lasting partnerships that allow our campus community to be innovative in their approach to administrative support.

CBS2 continues to thrive in bringing our expertise right to your desk, with a dedication to customer service, centralized administrative support and a commitment to UC Merced's core mission of teaching, research and public service.

CBS2 REQUEST TYPES

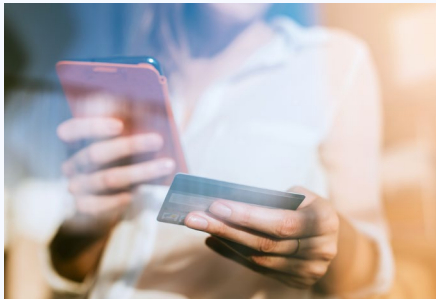
TRAVEL & EXPENSE REIMBURSEMENT

Plan a Trip

- Airline flights
- Vehicle Rental
- Hotel

Expense Reimbursements*

- Travel related
- Non-travel related



PURCHASING

Purchasing

- Goods
- Services
 - [How To Pay an Individual](#)

Software

FedEx Shipping Labels

Mobile Devices (Cell/MiFi)

Procurement Card (Pcard) Receipts

*UC Merced has systems and processes in place so out-of-pocket expenses should be rare. Please Contact us for more information.

ORACLE REQUESTION TRAINING

CBS2 (interactive option)

Shop punchout catalog suppliers

Create requisition



Visit the [UC Learning Center](#) (Search CBS2)

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PUNCHOUT CATALOGS

Procurement Services Now Offers!

Punchout Catalogs

- AIRGAS
- AMAZON
- AMERICA TO GO
- ANIXTER
- B & H FOTO & ELECTRONICS
- BIORAD
- CDWG – Only CBS2 can process this request for [Apple, HP, IT Peripherals](#)
- DELL
- FASTENAL
- FISHER SCIENTIFIC
- GRAINGER
- GRAYBAR
- HD SUPPLY
- LINDE formerly PRAXAIR
- MEDLINE
- NEW ENGLAND BIOLABS
- ODP – formerly OFFICE DEPOT
- QIAGEN
- SIGMA-ALDRICH
- [SPECTRUM LABORATORY SERVICES](#)
- TANGRAM
- THERMO FISHER (aka Life Technologies)
- VWR INTERNATIONAL
- WAXIE

UCM Campus Bookstore is an authorized Apple Reseller and is glad to provide all your Apple requirements for a quote visit

[University of California, Merced Desktop Computers, PCs, Laptops, Macs and Tablets \(bkstr.com\)](#)

PROCUREMENT & CONTRACTS DIVISION

PROCUREMENT & CONTRACTS DIVISION

WHO IS PROCUREMENT? BUSINESS CONTRACTS? EQUIPMENT MANAGEMENT? LOGISTICS?

WE ARE THE SUPPLY CHAIN CENTER OF EXCELLENCE!!

WWW.SUPPLYCHAIN.UCMERCED.EDU

1. All Procurement over \$10k is processed by a Commodity Manager specializing in Life Sciences, Information Technology, Maintenance and Repair, and Professional Services.
2. Business Contracts – All Procurement Contracts need to be reviewed, negotiated and signed by the Procurement or Business Contracts team. Campus Faculty or Staff cannot sign contracts on behalf of the University.
3. Equipment Management – All inventorial equipment over \$5K needs to be processed as inventorial equipment and an asset tag will be issued by this department. Fabricated equipment is defined as a specialized piece of equipment that is constructed in-house by university personnel. Funding sources may include awards and/or campus funds. Follow the steps below to initiate a fabrication project: Submit a request for a Fabrication Number using the [DFA Service Catalog](#). Go to Equipment Management and select Fabrications.
4. Logistics – These are the dedicated staff that receive and deliver your packages. ****Important**** Accuracy of the requisition will help ensure that the delivery is handled properly.
5. For more information please visit our [website](#):

SMALL BUSINESS FIRST POLICY

1. Small Business First (SB1st), the University of California is committing to providing more easily accessible business opportunities for certified Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE).
2. This policy helps UC invest in and enrich our local communities with jobs and economic stability while furthering our sustainability goals and mission of teaching, research and public service.
3. All non-construction UC contracts and procurements between \$10,000 to \$250,000 that cannot be procured via an existing strategically-sourced agreement must be awarded to a SB or DVBE, wherever practicable.
4. The informal solicitation process* requires only one (1) quote for purchases from **\$10,000 up to \$100,000**, and only two (2) quotes for procurements of **\$100,000 up to \$250,000**.

Exemptions and waivers allowed (see below).

- A. Sole Source (one of a kind, unique) SSPR form is required (contact CBS2)
- B. Unique Professional/Personal Services
- C. Emergency
- D. Purchase through the Punch Out (all our strategically source systemwide agreements)
- E. Federally Funded purchase
- F. Design and Construction
- G. Interagency Agreements
- H. Federal/local Government Agreements
- I. Research Sub-Awards
- J. Higher Education Institution Agreements
- K. Concessions
- L. Revenue/Reimbursement contracts
- M. Medical and Patient care

CONTACT INFORMATION

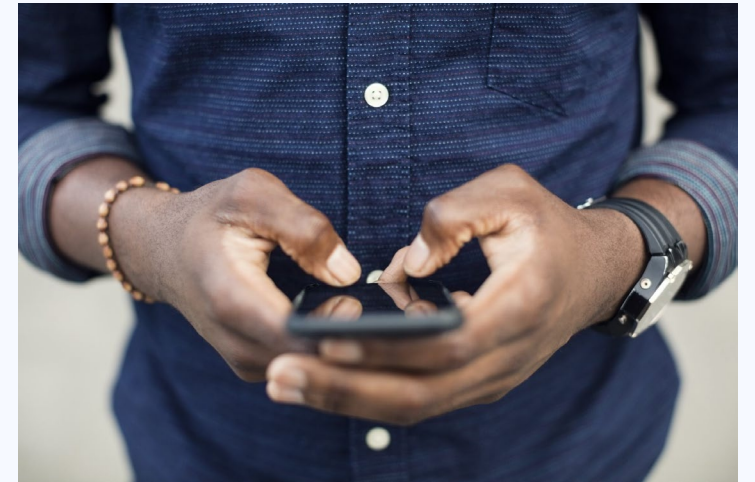
CBS2 Website: <https://cbs2.ucmerced.edu/>

CBS2 Email: CBS2@ucmerced.edu

CBS2 Service Desk: 209-228-3600

SUPPLY CHAIN CENTER OF EXCELLENCE WEBSITE:
<https://supplychain.ucmerced.edu/>

PROCUREMENT Email: procurement@ucmerced.edu



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