

UNIVERSITY OF CALIFORNIA
MERCED

CENTER FOR BUSINESS
SERVICES & SOLUTIONS

SSHA NEW INSTRUCTOR ORIENTATION

AUGUST 8, 2023

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

PURCHASING

- Goods
 - * Conference registrations
 - * Instructional materials
 - * Software/Mobile Devices
- Services:
 - * Honoraria
 - * Independent contractors, etc.
 - * [How To Pay an Individual](#)
- Unauthorized Purchases

CUSTOMER RELATIONSHIP

- Training
- FedEx Shipping Labels
- Order status
- Vendor Support

TRAVEL & EXPENSE REIMBURSEMENT

Plan a Trip

- Airline flights
- Vehicle Rental
- Hotel

Expense Reimbursements**

- Travel related
- Non-travel related
- 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.

Systems

ServiceNow

- Sends request to CBS2
- Access point: CBS2.ucmerced.edu
- Utilized by many departments
- Demonstration after presentation.

Concur (self-service)

- Travel and Expense Management System
- Expense reimbursement and Pcard reconciliation
- No training required for access
- [Concur Resources Page](#)

Oracle Cloud Financials (self-service)

- Offers self-ordering system – over 25 approved catalogs
- Training required for access
- You can review the various self-help options available
 - * Self-Service Videos: [Oracle Toolkit](#)
 - * Oracle Cloud Financials: Requisition Creating and Management [UC Learning Center](#)
 - * CBS2 [Training and Resources Page](#)
 - * One-on-one Zoom sessions with CBS2 Customer Relations Team

**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

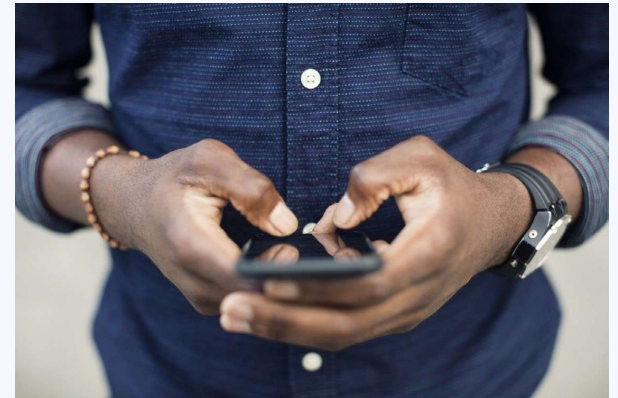
CBS2 Website: <https://cbs2.ucmerced.edu/>

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



UNIVERSITY OF CALIFORNIA
MERCED

