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## Supply Chain Management

### MEMORANDUM

April 28, 2020

TO: Vice Presidents  
Department Chairpersons  
Directors and Facility Administrators  
Department Administrators  
Business Managers

FROM: Robert Sharbaugh, Interim Executive Director  
Supply Chain Management

**SUBJECT: FY20 Year End Close / FY21 Ordering Information**

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Please see below for important information about FY20 Year End Close and FY21 Ordering. We understand how difficult it is to accomplish all of our regular work in the midst of the current crisis, but the calendar waits for no one and the end of FY20 is fast approaching. Understanding what the operating units are dealing with, we have pushed back the due dates as much as possible and will endeavor to support you as much as possible.

### **Fiscal Year 2020 Requisitions – All Indexes**

All FY 2020 requisitions for \$17,500 or more that require a new Alternative Procurement approval or contract review must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, May 15, 2020. Requisitions for between \$17,500 and \$150,000 with three quotes attached must be received in Purchasing Services no later than Monday, June 1, 2020. Exceptions will be reviewed by Purchasing Management on a case-by-case basis.

Requisitions for \$17,500 or less, and all requisitions against an existing contract may be submitted as FY20 transactions until Friday, June 12, 2020.

### **Fiscal 2021 Transaction Processing**

You may begin submitting FY 2021 requisitions via MarketPlace on **Monday, May 4, 2020**. Please indicate "**July 1, 2020**" as the transaction date for all FY21 requisitions, otherwise the funds will be taken from your 2020 budget. In addition, please reference "**FY21 order**" under the Internal Notes area. Detailed transaction processing information is available directly from the MarketPlace home page, or at [www.uhnj.org/purchweb](http://www.uhnj.org/purchweb).

Please review your Unit's current Purchasing Contracts report, which can be obtained thru the Banner e-print report repository, when preparing your FY21 requisitions. The Contract status and term information are provided and updated monthly. For any questions, please contact Purchasing at [uhpurchasing@uhnj.org](mailto:uhpurchasing@uhnj.org) or call main number 973-972-1109.

If you are preparing a requisition for a standing order or service that you used last fiscal year, and the contract is still in effect, you may want to copy your previous order in MarketPlace under the "Copy to New Cart" function from your last year's requisition to a new one.

Standing orders must contain the entire anticipated spend amount for the fiscal year. Please be advised if you are copying a requisition from the previous fiscal year, the total spend amount will not contain the current total spend amount if order modifications have been processed during the year. You can obtain the current purchase order spend amount by querying the purchase order number in MarketPlace and/or by checking the Banner encumbered total amount.

**Supply Chain Management**
**Submission of FY 2021 Alternative Procurement Requests for Contracts with July 1, 2020 Start Date**

All FY 2021 Alternative Procurement requests for contracts that must begin by July 1, 2020 (start of FY 2021) **must be submitted by Friday, May 15, 2020**. Departments are strongly encouraged not to wait until the deadline for submission of alternative procurement requests for contracts that must begin July 1, 2020. Alternative procurement requests may be submitted without an accompanying requisition. Failure to submit expiring alternative procurements and associated contracts by May 15, 2020 will cause a delay in processing. They will be put in a queue for completion after all timely requests have been processed, and you may not have a contract in place to start the new fiscal year services.

**REMINDER:** All alternative procurement requests require the pre-approval of the Alternative procurement Coordinator before the alternative procurement and any associated contracts may be submitted for approval. Alternative procurement requests must be submitted through [purchasing@uhnj.org](mailto:purchasing@uhnj.org) and include both the Alternative Procurement Request form and the Executive Summary. Once the Alternative procurement Application is received by the Alternative procurement Coordinator, it will be reviewed. If additional information is required on the form or executive summary, the Coordinator will contact the department. Upon receipt of the approved and signed Alternative Procurement Request and Executive Summary, the request will be submitted to the Executive Director of Supply Chain Management for review, and routed for UH legal and management approvals.

If you have any questions pertaining to the FY 2020 year-end closing or FY 2021 transaction processing, please submit them via e-mail to [uhpurchasing@uhnj.org](mailto:uhpurchasing@uhnj.org).

**Important Dates:**

<b>Description</b>	<b>Deadline Date</b>
FY2020 Requisitions and contracts over \$17,500 up to \$150,000 with Alternative Procurement	Friday, May 15, 2020
FY2020 Requisitions and contracts between \$17,500 and \$150,000 with three quotes attached	Friday, June 1, 2020
FY2020 Requisitions below \$17,500 and all requisitions on an existing contract	Friday, June 12, 2020
FY2021 Alternative Procurements and contracts over \$17,500 with start date of July 1, 2020	Friday, May 15, 2020
FY2021 Requisitions and contracts effective July 1, 2020 - Begin entering in system on Monday, May 4, 2020	

Thank you for your cooperation.

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C: Shareef Elnahal, CEO  
 Eve Borzon, COO  
 Robert Iannaccone, EVP  
 J. Gary Huck, Interim CFO