




Supply Chain Management

MEMORANDUM

March 16, 2016

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

FROM: Douglas Dennis, Executive Director 
Supply Chain Management

SUBJECT: FY16 Year End Close / FY17 Ordering Information

Please see below for important information about FY16 Year End Close and FY17 Ordering.

Fiscal Year 2016 Requisitions – All Indexes

All FY 2016 requisitions for \$40,000 or more, including requisitions for FY 2016 waiver requests and associated contract, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, April 22, 2016. Requisitions and associated contracts between \$10,000 and \$39,999 must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, June 3, 2016. Exceptions will be reviewed by Purchasing Management on a case-by-case basis. **Note: all requisitions must be submitted in MarketPlace with the Hospital "H" vendor numbers.**

Requisitions for \$10,000 or less may be submitted as FY16 transactions until Friday, June 17, 2016.

Fiscal 2017 Transaction Processing

You may begin submitting FY17 requisitions via the MarketPlace e-procurement solution thru the My.UHNJ Portal on **Monday, April 25, 2016**. Please indicate "**July 1, 2016**" as the transaction date for all FY17 requisitions, otherwise the funds will be taken out of your 2016 budget. In addition, please reference "**FY17 order**" under the Internal Notes area. Detailed transaction processing information is available directly from the MarketPlace home page, or at 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 FY17 requisitions. The Contract status and term information are provided and updated monthly.

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, we strongly encourage you to use the MarketPlace "Copy to New cart" function to copy last year's requisition to a new one.

Supply Chain Management

Submission of FY 2017 Waiver Requests for Contracts with July 1, 2016 Start Date

Please note that FY 2017 waiver requests for contracts \$40,000 or greater that must begin by July 1, 2016 (start of FY 2017) **must be submitted by Friday, April 22, 2016**. All waivers \$100,000 or more must be reviewed and approved by the Finance Department and requests over \$1M by the Board of Trustees. These waivers must be submitted to Supply Chain Management for approval at the May Board meeting in order for the contracts to be effective July 1, 2016. Failure to submit these waivers and associated contracts by the **Friday, April 22, 2016** will result in the waivers being deferred for approval until, at the earliest, the July meeting of both the Finance Committee and the Board of Trustees.

Waiver requests for contracts less than \$100,000 that must begin by July 1, 2016 (start of FY17) **must be submitted by Monday, May 2, 2016** to allow sufficient time for the contract approval process and for Purchasing Services to obtain the required compliance documents from the vendor in order to issue a purchase order for the contract.

Departments are strongly encouraged not to wait until the deadlines for submission of waiver requests for contracts that must begin July 1, 2016. Submitting the waiver and associated contract before the deadlines will allow more time for the Waiver Coordinator and Purchasing Services to address issues that may arise and delay the processing of the waiver. Waiver requests may be submitted without an accompanying requisition.

REMINDER: All waiver requests require the pre-approval of the Waiver Coordinator before the waivers and any associated contracts may be submitted for approval. Waiver requests must submitted using the “**Procurement Intake Form**” which can be found on the Purchasing web page at: http://www.uhnj.org/purchweb/employees/procurement_requests.htm. Once the Procurement Intake Form is received by the Waiver Coordinator, it will be reviewed and if acceptable the Waiver application form will be prepared and returned to the department for signatures and an Executive Summary. If additional information is required on the Procurement Intake Form, the Waiver Coordinator will contact the department. Upon receipt of the signed Waiver form and executive summary, the request will be submitted to the Executive Director of Supply Chain Management for review, approvals and signatures through UH Management.

If you have any questions pertaining to the FY 2016 year-end closing or FY 2017 transaction processing, please submit them via e-mail to purchasing@uhnj.org.

Important Dates:

Description	Deadline Date
FY2016 Requisitions and contracts over \$40,000	Friday, April 22, 2016
FY2016 Requisitions and contracts between \$10,000 and \$39,999	Friday, June 3, 2016
FY2016 Requisitions below \$10,000	Friday, June 17, 2016
FY2017 Bid Waivers and contracts over \$40,000 and/or start date of July 1, 2016	Friday, April 22, 2016
FY2017 Requisitions and contracts effective July 1, 2016 - Begin entering in system on	Monday, April 25, 2016

Thanks for your cooperation.

/edc

c: John N. Kastanis, FACHE
Nancy Hamstra
Thomas Daly