
Supply Chain Management

MEMORANDUM

April 13, 2023

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

FROM: Robert Sharbaugh, Executive Director
Supply Chain Management

SUBJECT: FY23 Year End Close / FY24 Ordering Information

Please see below for important information about FY23 Year End Close and FY24 Ordering.

Fiscal Year 2023 Requisitions – All Indexes

All FY 2023 requisitions that require a new Alternative Procurement request and associated contract, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on **Friday, May 5, 2023**.

FY 2023 requisitions for between \$17,500 and \$150,000 with three (3) quotes attached must be received in Purchasing Services no later than **Friday, May 19, 2023**.

FY 2023 requisitions for \$17,500 or less, and all requisitions against an existing contract may be submitted as FY23 transactions until **Friday, June 9, 2023**.

Requisitions submitted after the above cut-off dates will be reviewed by Purchasing Management on a case-by-case basis and processed timely if possible.

Fiscal 2024 Transaction Processing

You may begin submitting FY 2024 requisitions via the MarketPlace e-procurement solution on **Monday, May 1, 2023**. You must indicate **“July 1, 2023”** as the transaction date for all FY24 requisitions, otherwise the funds will be taken out of your FY 2023 budget. In addition, please reference **“FY24 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 FY24 requisitions. The Contract status and term information are available in MarketPlace. For any questions, please contact Purchasing at uhpurchasing@uhnj.org or call the 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 that 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 for the standing order. You can obtain the current purchase order spend amount by querying the purchase order number in MarketPlace and/or checking the Banner encumbered total amount.

Supply Chain Management

Submission of FY 2024 Alternative Procurement Requests for Contracts with July 1, 2023 Start Date

ALL FY 2024 Alternative Procurement requests for contracts that must begin by July 1, 2023 (start of FY 2024) **must be submitted by Friday, May 5, 2023**. Departments are strongly encouraged not to wait until the deadline for submission of alternative procurement requests for contracts that must begin July 1, 2023. Alternative Procurement requests may be submitted without an accompanying requisition. Failure to submit alternative procurements and associated contracts by May 5, 2023 will cause a delay in processing. They will be put in a queue for completion after all timely requests, 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 uhpurchasing@uhnj.org and include Alternative Procurement Request and Executive Summary. Departments currently using Workflow to submit Alternative Procurements should continue to do so. The Alternative Procurement Request will be reviewed by the Alternative Procurement Coordinator. If additional information is required on the form or executive summary, Coordinator will contact the department. When complete, the request will be submitted to the Executive Director of Supply Chain Management for review and routed for all required approvals.

If you have any questions pertaining to the FY 2023 year-end closing or FY 2024 transaction processing, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates:

Description	Deadline Date
FY 2023 Requisitions and contracts over \$17,500 up to \$150,000 with Alternative Procurement	Friday, May 5, 2023
FY 2023 Requisitions and contracts between \$17,500 and \$150,000 with three (3) quotes attached	Friday, May 19, 2023
FY 2023 Requisitions below \$17,500	Friday, June 9, 2023
FY 2024 Alternative Procurements and contracts over \$17,500 and/or start date of July 1, 2021	Friday, May 5, 2023
FY 2024 Requisitions and contracts effective July 1, 2022 - Begin entering in system on Monday, May 1, 2023	

Thank you for your cooperation.

C: Ed Jimenez, CEO
 Robert Iannaccone, EVP
 J. Gary Huck, CFO
 McKenzie Wilson, CLO
 Maria Brennan, CNO
 William Holubek, CMO
 Paul Contino, CIO
 Lois Greene, Interim CSIHEO
 Eva Serruto, Acting CHRO
 Danette Slevinski, CCO