Attendees: Lara Anderson, Julie Ballesteros, Patricia Esparza, Michelle FitzGerald, Daniel Hart, Mary McGuan, Irina Nikolaeva, Yasemin Norris, Jeri O’Mahoney, Robin Portune, Calli Price, Daniel Stack, Kathleen Yabsley,

Guests: Jacob Godfrey, Mike Moore, Heather Perry

Not in Attendance: Victoria Bebko, Vaughn Boyle, Terri Hille

Corrections: No corrections to the December 18th meeting notes.

Start Round Robin:

Patricia: What is the timeline for Amazon delivery? Kathleen: It is usually 2-day shipping (could be longer if a 3rd party is a third party is involved.) Most orders are delivered by USPS and are sent to the Goleta post office. Mail Services picks up the campus mail, sorts, then delivers it to the departments.

Julie: I can’t locate all of my requisition approvals. Kathleen: If you send a help desk ticket in we can help you do a document search. You can view all your department’s requisitions. From there you can look up the PR approval status.

Michelle FitzGerald: Swagelok has a new representative named Marco Puljic. Kathleen: We will update the spread sheet.

Gateway Updates:

- Praxair Punch-out: Catalog kick-off has been postponed until Friday, January 25, 2019. Robin will work on testing invoices.
- ControlCo: Ongoing testing problems; orders not going through

**Million LED Challenge and Sustainability - Heather Perry**

The Million LED Challenge is a collaboration between the University of California, California State University, California Community Colleges, and Department of General Services with the objective of deploying high-quality, high-efficacy LED light sources to students, staff, faculty, alumni and retirees.

The Million LED Challenge is championed by the UC Office of the President’s Carbon Neutrality Initiative which commits the UC to emitting net zero greenhouse gases from its buildings and vehicle fleet by 2025.

On Gateway’s homepage we have a link to the website. For replacing lights in your department you can filter using the new MLC 🌃 icon in the advanced catalog search to find all bulbs that qualify.
Mike Moore: Do you have marketing for this program and are the prices comparable to other places that carry these bulbs? Can you advertise this in UC Newsletter? Heather: We have the link to website, with additional information on our Procurement page. We also have a section dedicated on the homepage of Gateway under promotions. Daniel Hart: The prices are comparable to other places. Calil: Has FM tried to switch out their bulbs? Daniel Hart: No, and this is because All-phase goes through Burbank and we were receiving double, even triple orders. Kathleen: Daniel, will you try another order, we have done testing and the process has been improved. Daniel Hart: Yes, I will try it again.

**Sustainability and Ecomedes / Heather Perry**

- UC System wide is working on a green flag that meets the criteria.
- On our Procurement webpage, under Sustainable Procurement, we have the updated the UC policy and the associated guidelines.
- Ecomedes: This company helps organizations search and shop for products that meet their own sustainability criteria including certifications. Allow me to introduce Paul, via Zoom, for a short demonstration.

Paul: This is a demo to see if the GUG could use this platform and readily adopt it. Could this work for the group? Ecomedes is a tool that buyers can use to get all their data about the supplier and the transactions. We have over 600,000 products and we are the largest market place for easier searches. You can find product research and performance, and simplify your workflow. We have everything from indoor furniture to surface cleaners. Our company does the homework for you. You can find, compare, analyze, document, report, and shop. We want to have a simple search, for the category, brand, and score-card, product data mapping, and procurement performance. You can provide feedback regarding the demo site to paul@ecomedes.com.

**Final Comments from Jake**

- Jake – The UC is big enough to set priorities with our supply chain. Carbon neutral in category 1 & 2 is good, but with category 3 we have to think about how do we change the way we do business in the procurement culture. How do we best align ourselves with the UC values? What is the tool for this, and how can it be used on a daily basis to make educated and informed decisions?

**Packing Lists / Mike Moore**

- There are no guidelines or policies on how to handle packing lists
  This has become problematic for my department since we do over 2,000 POs a year and 3,000 invoices. We are spending too much time on low value invoices. I want to reach out to this group to see if they had any advice, including how they handle it in their own department.
Daniel Stack – Keeps every single PDF and attaches it inside the receipt. We have students review them, if they are correct they can throw the hard copy away. If there isn’t a packing list then we photo-copy the shipping label, print the Gateway PO and get a completed signature and attach it to the comments tab. On POs under 500.00 we have undergrads enter receipts and invoices get paid. We have all packages coming directly to my office.

Jeri: orders under 500.00 you are having students do the scanning and entering receipts? Do you make all students a receiver? Daniel: Yes.

Yasemin: Why are you creating a PDF? Doesn’t the receiver verify the order was received?

Daniel – We had a lot of people opening boxes, and picking up orders. We had to verify that is was really received. I thought all documentation needed to be kept if it was grant funded.

**Jake: Gateway Work Group for Packing Lists**

Jake: Auditors and the ONR don’t advise or want to set a formal best practice. You can form a work group and survey other campuses, find out the pain points. Find out what the Federal Government’s progressive standard is or policy, and best practice guideline. This group can make a recommendation moving forward.

Who would like to volunteer?

- Daniel Stack, Alyssa Warren Michelle Fitzgerald, Mike Moore, Mary McGuan, Julie Ballesteros, Daniel Hart.

**Payments Terms in Gateway Workgroup**

Gateway can now show the payment terms. We have to decide what data do you want to see, and where do you want to see it? What are your expectations?

One we define what we want, ETS can schedule time to work on it.

Who would like to volunteer?

- Yasemin, Irina, Daniel Stack, Kathleen, Lara

**New Shopping Cart experience:**

Jaggaer has a new shopping cart experience to offer. Kathleen will give the users in this group permission to try it. The shopping cart emulates the Amazon shopping cart experience.

You can access the new shopping cart by selecting the icon and choose your experience. Please give your feedback. It was noted the object codes are not in the first view, and these things can be reported to Jaggaer.

End of meeting