Attendees: Lara Anderson, Julie Ballesteros, Victoria Bebko, Patricia Esparza, Daniel Hart, Irina Nikolaeva, Yasemin Norris, Robin Fortune, Daniel Stack, Kathleen Yabsley

Guests: Fadi Sakr

Not in Attendance: Terri Hill, Mary McGuan, Jeri O’Mahoney, Alyssa Warren

Corrections to last meeting notes: None

Start Round Robin:

Daniel Hart: Is there any movement towards adding Lowes as a vendor?

Victoria: Arts & Lectures would prefer Home Depot.

Kathleen: We are looking at both suppliers. Lowes would deliver to campus under the service area of Ventura, both offer similar products, and we will look into which supplier has the best integration and enablement.

Yasemin: Home Depot’s customer service has been poor in the past.

Kathleen: We would be looking for higher level of service, such as service for the professional. We are weighing both suppliers and asking all the questions.

Daniel Stack: When a vendor is first contacted, do they get sent the terms & conditions of the PO when they are vendored in?

Kathleen: No the vendor receives the terms and conditions when the PO is sent.

Victoria: When a PO has been fully received and fully invoiced what does that mean?

Kathleen: For a one time purchase order, one PO, one invoice. With a vendor blanket the form is an estimate so you won’t see any matching on those.

Patricia: Dell and Office Depot always match. KY: Electronic invoices reach the PO before the product is received.

Yasemin: We purchased an IT license using a FlexCard, the payment went through, but the supplier is asking us for a signature on Terms & Conditions and the License Agreement. KY: Please forward that over to our contracts team in the help desk and they can take a look at it.

Julie: Is there a rule or criteria when a PO is needed vs. a Contract? KY: A contract requires a signature. Some suppliers ask for a signature on the agreement, but in the end they decide a regular PO is ok. If your department wants to have a contract in place to represent milestones, or the nature of the work is complex, you can use the Contract Request Form. Our contracts team can write a contract on your department’s behalf.
Victoria: We submitted a PO to a vendor that changed their name. What should we do? KY: You can submit a ticket / to the help desk to we would reach out to the supplier to confirm it was only a name change, and you could submit the documentation that showed the change. If they have become a new entity, then we would handle it as request for new supplier.

**End Round Robin**

**Gateway Enablement Updates:**
- ePlus Punch-out, cXML POs and Invoices Live on 10/21, with Cisco products and shipping will be included.
- Illumina - in the credit memo testing phase
- Medline Punch-out cXML POs and Invoices – testing
- Praxair-Kathleen sent a message to Praxair and they were putting us on their schedule

**New Charter 2019 - Vote**
- Voting members capped at 14
- Member service time increased to 2 years for continuity

Daniel Stack: Wanted to clarify if accounting would be added to the voting membership.KY: No, anyone in Business and Financial Services, will not be a voting member, however Ex Officio members offer valuable input and share information, but they do not get a vote. Daniel will you send a message to Calli and ask her to add an explanation of the role of Ex Officio Member to the Charter?

KY: Would the group like to delay the vote on the charter until next month? Daniel Stack made a motion to delay the votes until the next meeting. Daniel Hart seconds the motion. Unanimous decision to delay charter vote until next month.

**New Training: “How to” Guides – Lara**

Quick description of the newest documents and where to find them. We have requests for “When my Cart is Returned, how do I find it?” “Best practices for receiving/receipts.”

**Training Needs Survey for GWUG Members:**

In the near future Kathleen will send out a survey asking for your feedback regarding training materials and what you think your department needs are. We will be adding short video sessions that are 3-5 minutes long, and she will use the training documents that Lara has worked on as her script.
Final Comments:

For 2020 - Please consider asking people if they would like to serve as a possible member for the increased charter membership number.

Our last two meetings for this year are Tues., November 19th and Tues., Dec. 17th (the last meeting is in the Education Building for our party.)

Meeting Adjourned.