



# UPPWords

News from University Procurement Professionals

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### So What is a Crosswalk?

by Vicki Soren

So what the heck is a crosswalk? I grew up knowing it was the safe place to cross a busy street. Yes, that's true. But in the Banner/SDezBuy world we have determined that a crosswalk is a very important tool to find information. Let's go through the 5 W's:

**WHAT** is a crosswalk? It is an informational tool to guide you through all the necessary information required on a purchase requisition.

**WHY** do we have a crosswalk? If you know what commodity you want to purchase you can do a search on this Excel spreadsheet and find your choice of account codes and your commodity code to process a purchase requisition in SDezBuy. Even if you don't know what commodity you can use, you can do a search by a key word and hopefully find it. For example if you did a search by the word "service" you would get several hits – and that process would allow you to see the number of different "services" you could categorize your purchase.

**WHEN** should I use the crosswalk? Anytime you are lacking information for your requisition! Besides supplying you an account code and commodity code, it also has information on which commodities are considered "shared", what buyer will be processing your order and even how to contact those buyers! The columns at the top of the crosswalk are self-explanatory, but don't hesitate to contact your purchasing office if you get stuck.

**WHO** should use it? Any requestor that is processing a purchase requisition.

**WHERE** can I find it? When in SDezBuy, go to the Home/shop screen and scroll down to the Purchasing Forms & Related Links section. It is the first button in the top row titled "Purchasing Commodity Code to Account Code Crosswalk". Click on the button, then click on the [Click Here](#) link to open the crosswalk. It is a large file, so be patient as it might take a minute or so to open up!

Here is a section of the crosswalk:

COMM CODE	DESCRIPTION	ITEMS THAT FALL IN THIS COMMODITY	SHARED SERVICE? **	SHARED SERVICE BUYER ***	REQUIRE I.T. APPROVAL? ****	Related Account Cod
10000	Advertising	Any type of advertising	No			744350 Advertising-Magazines 744360 Advertising-Newsletters 744370 Advertising-Radio 744380 Advertising-TV 744390 Livestock Insp. & Serv
10600	Animal Care/Service	Veterinary services	No			744270 Livestock Indemnity Pmnt. 744280 Livestock Testing Service 777760 Livestock-PA
10700	Animal Feed & Animal Care Supplies	Feed, fencing, vet medicine	No			755430 Animal & Fish Feeds PA 755435 Animal & Fish Feeds
10800	Animal Equipment	Livestock equipment, fencing	No			777770 Livestock Equipment PA 777772 Livestock Equipment CAP 777777 Livestock Equipment CAP

If you need ANY help on using this crosswalk, contact your University Purchasing Office. Have fun!!

# UPP Member Spotlight



Lorraine Talks, Purchasing  
Black Hills State University

Lorraine Talks, a native Californian, was born a child of the 60's...which could explain some things. Her parents, both native South Dakotans, made the decision, in the early 70's, to move the family to South Dakota, a much safer place to raise children.

Lorraine graduated from Bismarck HS, at the age of 17. Lorraine went on to get married and had one child, from that marriage. From there, Lorraine continued her education and received her A.S. in Human Services. After working for the Federal Government, for a year, she decided to continue with her education, which brought her to the Black Hills. She attended BHSU, where she received her B.S. in Sociology with a triple minor in Human Services, Native American Studies and Psychology, all while working part time, attending school M-F, volunteering in her community, participating in intramural volleyball and clubs, at BHSU, and being a single parent.

Lorraine has worked for the State of South Dakota for 18 years. Eleven of those with the Department of Social Services and the last seven years with the SDBOR, at BHSU, in Purchasing.

Lorraine loves working in her yard and digging in the dirt, laughing and telling jokes, spending time with her family and friends and loves all kinds of animals.

Lorraine just found out that she will be a first time grandma, in May of 2013. This is very exciting news, for her, and she says, laughingly, that she intends to spoil the little one and let his parents deal with the aftermath. She says "it's about time it comes around"...ha ha ha.

**Happy Holidays  
from UPP!**

## Procurement Card Use

by Darby Ganschow

Recently the State of South Dakota implemented a change in the procurement card use policies to allow certain services to be paid for with the procurement card. Travel related expenses including registration fees continue to be restricted and cannot be paid with the procurement card.



Other services that may be paid for with the procurement card include but are not limited to: advertising services; repairs; shipping charges; and rental fees. The total cost of the transaction is limited to \$1,000.

The procurement card may also be used for supplies and small equipment needs with a total cost not to exceed \$1,000. Computer hardware and software continue to be restricted items and cannot be paid with the procurement card.

Please contact your local purchasing department for further instruction regarding the use of procurement cards on your campus.

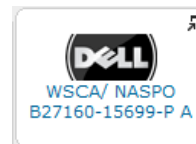
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## What's Coming in SDezBuy?

by Linda Van De Rostyne

Dell Punchout Catalog – based on our WSCA contract should be ready to roll-out to campuses in the next several weeks.



Fujitsu Punchout Catalog - based on our WSCA contract should be available in January 2013.

Life Technologies Punchout Catalog – based on negotiated discounted pricing will be ready Spring 2013.

Banner Change Order Integration – this should be completed sometime in the spring of 2013 after Banner Finance upgrade to 8.8.

## SDezBuy Catalog Update

by Linda Van De Rostyne

The purpose of this ongoing article is to keep you informed about SDezBuy catalog additions and changes. Here is a list of the State contracts we currently have loaded in either a hosted or punchout catalog.

STATE CONTRACT TITLE	SUPPLIER	CATALOG	STATE	Expiration
		TYPE	CONTRACT #	Date
CLEANING PRODUCTS	Chemco	Hosted	15985	5/31/2013
CLEANING PRODUCTS	Cole Paper	Hosted	15986	5/31/2013
CLEANING PRODUCTS	Heartland Paper	Hosted	15987	5/31/2013
CLEANING PRODUCTS	Northland Chemical Corp.	Hosted	15989	5/31/2013
CLEANING PRODUCTS	Hillyard	Hosted	15988	5/31/2013
ELECTRICAL LAMPS ANNUAL	Crescent Electric	Hosted	15783	12/31/2012
ELECTRICAL LAMPS ANNUAL	Graybar Electric	Hosted	15785	12/31/2012
ELECTRICAL LAMPS ANNUAL	Voss Lighting	Hosted	15787	12/31/2012
FINE PAPER - Recycled	Heartland Paper	Hosted	16236	11/14/2013
FINE PAPER - Recycled	Cole Papers	Hosted	16235	11/14/2013
FINE PAPER - Non-Recycled	Cole Papers	Hosted	16237	11/14/2013
OFFICE SUPPLIES	Officemax	Punchout	16229	10/31/2013
PAPER AND PLASTICS ANNUAL	Chemco	Hosted	16337	5/31/2013
PAPER AND PLASTICS ANNUAL	Cole Paper	Hosted	16338	5/31/2013
PAPER AND PLASTICS ANNUAL	Heartland Paper	Hosted	16340	5/31/2013
PAPER AND PLASTICS ANNUAL	Hillyard	Hosted	16341	5/31/2013
PAPER AND PLASTICS ANNUAL	Hillyard-BOR Specific	Hosted	16151	5/31/2013
PAPER AND PLASTICS ANNUAL	Interboro Packaging	Hosted	16342	5/31/2013
PRINTERS AND ACCESSORIES	A&B Business, Inc	Hosted	13666	Updated on 6/27/12
PRINTERS AND ACCESSORIES	Kyocera Mita America	Hosted	15726	Updated on 6/27/12
PROJECTOR REPLACEMENT LAMPS	My Projector Lamps Int'l	Hosted	16321	3/31/2013
TELEPHONE EQUIPMENT & SUPPLIES	Graybar Electric	Hosted	15978	7/31/2013
TELEPHONE EQUIPMENT & SUPPLIES	Call One	Hosted	15979	7/31/2013
TONER, HP PRINTERS, REMANUFACTURED BIOBASED	Reach (Bow-Boeck) Technologies	Hosted	15825	1/31/2013
UNINTERRUPTIBLE POWER SUPPLIES	Wholesale Electronics, Inc.	Hosted	14379	Current as of 11/14/12

## UPP Members

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\*denotes shared service buyer



# Deck the halls with boughs of holly



# Getting Started Guide Now Available


by Linda Van De Rostyne

A new Getting Started Guide is now available within the Purchasing Training Resources site. This 4-page guide was created to assist new users on the basics of purchasing within SDezBuy and the receiving process in Banner.

### SDezBuy Getting Started Guide

**ACCESSING THE SYSTEM**

- Go to the SNAP portal.
- Click on the Finance tab.
- Click on the **Purchasing Tools (SDezBuy)** link
- Enter your User Name and Password and click **LOGIN**.

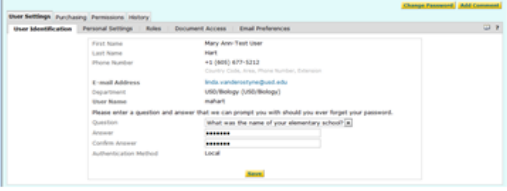


**UPDATING YOUR PROFILE**

Your profile contains information about yourself, your default settings, and allows you to change the email notifications you need.

**SETTING YOUR PROFILE AND PASSWORD RESET QUESTION**

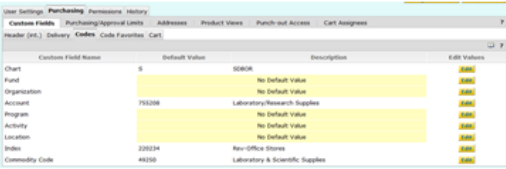
- Click on **Profile** link in the upper left-hand portion of the screen (next to your name). This will take you to the User Identification tab.
- Review your name, phone number, email address and department and report any discrepancy to your purchasing office.
- Select a security question from the drop-down list and answer in the space below. Then, confirm the answer to your question.
- Click on the **Save** button.



**ADDING ACCOUNTING AND OTHER CODES TO YOUR PROFILE**

Your profile may be loaded with certain pre-set codes used by the Banner budget system and by SDezBuy to route the order to the appropriate approvers. In addition to these "defaults", you may add other codes such as account code (FOAPAL elements) or commodity codes.

- Click on the **Profile** link.
- Click on the **Purchasing** sub-tab.
- Click on the **Codes** sub-tab.
- Click on the **Edit** button to the right of the code you wish to change/add.

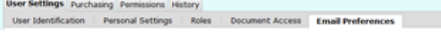


- Click on **Create New Value** and search by description or a known code.
- Click on the **Save** button to add it to your profile.

**ADDING A NEW SHIP-TO ADDRESS TO YOUR PROFILE**

You may add a ship-to address that has been set up in Banner by your campus administrator to your profile so that it will be easy to populate your requisition(s).

- From your profile, click on the **Purchasing** tab.
- Click on the **Addresses** sub-tab.
- Click the **Select Addresses for Profile** sub-tab.
- Enter address or nickname text, then click on the **Search** button.
- Click in the **radio** button to select an address or addresses.
- Click on the **Save** button to add the address to your profile.



**UPDATING YOUR PROFILE'S EMAIL PREFERENCES**

Your profile was loaded with certain events triggering an automatic email to your email account. You can update the preferences by:

- From your **Profile**, click on the **User Settings** tab followed by the **Email Preferences** tab.
- Click the **check boxes** of any email notifications you wish to add or uncheck those you no longer wish to receive.
- You may click on each line to learn more about that particular preference.
- Click the **Save** button.

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## UPP Members at Purchasing Workshop in August (Hosted by BHSU)



Back Row (standing): Linda Van De Rostyne (USD), Earl Weisenburger (NSU), Brenda DenOtter (SDSM&T), Barbara Mustard (SDSM&T), Vicki Soren (SDSU), Karen Bravek (SDSU)

Front Row (sitting): Darby Ganschow (USD), Kyra Blatchford (USD), Ellen Walker (SDBOR), Lorraine Talks (BHSU), Anne Langdell (BHSU), Rob Houdek (BHSU), Missing: Karen Alfson (DSU), Nancy McKenzie (SDSD)