PCPS USER GROUP MEETING
DECEMBER 1, 2015
AGENDA

- US Cellular Contract Changes
- Enterprise Rent-A-Car Contract Changes
- Requisition Reminders
- Vendor Registration Process Updates
- PCard Updates
- US Cellular representatives
- Enterprise Rent-A-Car representatives
WVU CELL PHONE STIPENDS UPDATE

- New stipend amounts: $25 or $50
- Dollar amount determined by Business Office based on business need
- New Cell Phone Stipend Authorization Form
- US Cellular is the preferred vendor, but no longer exclusive
US CELLULAR CONTRACT UPDATE

- Personal Responsibility Accounts/Employee Discounts:
  - 25% discount off all current and future rate plan offerings
  - Contract buyout up to $350 per subscriber, when subscriber is new
  - 25% off accessories list pricing

- University Responsible Accounts/Business Accounts:
  - 25% discount off all current and future business rate offerings
  - 50% discount off machine to machine rate plan offerings
  - Waived activations fees on all activations
  - Contract buyout up to $350 per subscriber line when switching from another provider
  - 20% off subsidized list price for all current handsets, tablets, and stocked connected devices
  - 30% off accessories list pricing
ENTERPRISE RENT-A-CAR CONTRACT

- Commercial auto liability & auto physical damage insurance now covered regardless of payment method
- Don Knotts Blvd location- no guaranteed parking
- Unlimited mileage on all vehicle classes
- All required vehicle fluids to be filled/checked and vehicle cleaned
- Full tank of fuel required upon rental
- One Way rentals through National Car Rental. No charge up to 500 miles
- 24 hour advance reservation guarantees car class
ENTERPRISE RENT-A-CAR CONTRACT

- Vehicle held for 3 hours after reservation
- 30 minute grace period for returns
- Charges start when renter takes possession. Charges stop when Enterprise/National has taken possession
- ‘Quick Start’- Last business hour $15/rental
  - Only available in West Virginia
  - Only applies to rentals from Enterprise Rent-A-Car locations
- 10% discount off retail for employee personal travel
  - User WVUPERS code when booking
REQUISITION REMINDERS

➢ Please do not enter a buyer name.

➢ Please always add a vendor.
  ▪ Include vendor representative.
  ▪ Include representative contact information (email address and telephone number) where possible.

➢ Always attach backup documentation (quotations, etc.)

➢ If the purchase is to be against an existing contract, please reference that contract number in the note to buyer field.
  ▪ Use the DFF field [ ] on the header to enter the Contract #
RECEIVING DEMO

- MAP Receiving
- WVUBUY Receiving
VENDOR REGISTRATION PROCESS

- What starts the process
- What does not start the process
- The vendor has been used in the past. Why aren’t they registered/active now?
WHAT IS NEEDED TO REGISTER A NEW VENDOR?

- Completed Vendor Registration Form
  - Vendor Information
  - WVU Department Contact Information
  - Funding – State or Research Corporation
  - Supporting documents (if available)

- Completed W-9 / W-8
  - Original vs Copy
  - Special Requirements for Employees / Students
  - Foreign Vendors
WHAT NEEDS TO BE CONSIDERED WHEN REACTIVATING A REGISTERED VENDOR?

- What type of vendor
- Current system data correct
- Foreign vendors
- Funding — state or research corporation
- Special handling for employees
WHAT NEEDS TO BE SUBMITTED TO REQUEST A CHANGE/MAINTENANCE ON A REGISTERED VENDOR?

- Changes to vendor name
- Changes to vendor address
- Changes applicable to an employee
- Changes to vendor type (i.e. from employee to individual)
WHAT IS THE PROCESS WHEN VENDOR REGISTRATION GETS A REGISTRATION REQUEST?

- Verify current vendor status in the applicable system
- Review information to ensure it is complete
- Foreign vendor info forwarded to Tax Department
- Work with department/vendor if additional info needed
- Enter data into applicable system
  - Vendors registered with state – approx. 3 weeks
  - Vendors registered in MAP only – approx. 2-3 days
SOMETIMES IT TAKES SO LONG!

ISSUES THAT CAN DELAY THE TIMELINE INCLUDE:

- Incomplete documentation
- Incorrect W-9 information
- Inconsistent payee name
  - Invoice vs W-9
- Lack of contact information
- Lack of response by vendor
- Waiting for state to approve
- Resolving state issues
- Employees not updated in HR
- Vendor not registered with SOS
- Vendor not in good standing
- Sheer volume at times
  - Year end closing
  - Beginning/end of term
WHAT KIND OF THINGS CAN HELP MAKE THE PROCESS MORE EFFICIENT?

- Realistic expectations for the registration timeline
- Information submitted is complete and legible
- W-9 forms are completed in ink and are legible
- Provide WVU department contact information
- Special circumstances requiring shorter timeline
WHO CAN ANSWER VENDOR REGISTRATION QUESTIONS?

- **Vendor Registration Process / Status**
  - Anne Burleigh 304-293-4147
    - aeburleigh@mail.wvu.edu
  - Beth Dalton 304-293-8476
    - badalton@mail.wvu.edu
  - Mary Roberge 304-293-7037
    - mtroberge@mail.wvu.edu
  - Fax Machine Numbers 304-293-7193

- **Foreign Vendors**
  - Tax Department (Marie Jackson or Melissa Henard-Hunt)
PCARD UPDATES

- RC PCard Online Training
- RC PCard Online Applications/Maintenances
  - Coming Soon!
- Reminders
  - Email State PCard forms—do not mail, fax, or hand deliver
  - PCard Exception Form—needs to be itemized and contain all needed information
  - Increase in declines due to inaccurate expiration dates
  - No invoices $5,000 or greater should be paid via PCard (except travel, dining services, and facilities’ warehouse)