

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)

