Supply Chain Management

MEMORANDUM

April 1, 2021

TO: Vice Presidents
Department Chairpersons
Directors and Facility Administrators
Department Administrators
Business Managers

FROM: Robert Sharbaugh, Interim Executive Director
Supply Chain Management

SUBJECT: FY21 Year End Close / FY22 Ordering Information

Please see below for important information about FY21 Year End Close and FY22 Ordering.

Fiscal Year 2021 Requisitions – All Indexes

All FY 2021 requisitions that require a new Alternative Procurement request and associated contract, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, April 23, 2021. Requisitions for between $17,500 and $150,000 with three (3) quotes attached must be received in Purchasing Services no later than Friday, May 14, 2021.

Requisitions for $17,500 or less, and all requisitions against an existing contract may be submitted as FY21 transactions until Friday, June 11, 2021.

Requisitions submitted after the above cut-off dates will be reviewed by Purchasing Management on a case-by-case basis and processed timely if possible.

Fiscal 2022 Transaction Processing

You may begin submitting FY22 requisitions via the MarketPlace e-procurement solution on Friday, April 30, 2021. You must indicate “July 1, 2021” as the transaction date for all FY21 requisitions, otherwise the funds will be taken out of your FY21 budget. In addition, please reference “FY22 order” under the Internal Notes area. Detailed transaction processing information is available directly from the MarketPlace home page, or at www.uhnj.org/purchweb.

Please review your Unit’s current Purchasing Contracts report, which can be obtained thru the Banner e-print report repository, when preparing your FY22 requisitions. The Contract status and term information are available in MarketPlace. For any questions, please contact Purchasing at uhpurchasing@uhnj.org or call main number 973-972-1109.

If you are preparing a requisition for a standing order or service that you used last fiscal year, and the contract is still in effect, you may want to copy your previous order in MarketPlace under the “Copy to New Cart” function from your last year’s requisition to a new one.

Standing orders must contain the entire anticipated spend amount for the fiscal year. Please be advised if you are copying a requisition from the previous fiscal year, the total spend amount will not contain the current total spend amount if order modifications have been processed for the standing order. You can obtain the current purchase order spend amount by querying the purchase order number in MarketPlace and/or checking the Banner encumbered total amount.
Submission of FY 2022 Alternative Procurement Requests for Contracts with July 1, 2021 Start Date

ALL FY 2022 Alternative Procurement requests for contracts that must begin by July 1, 2021 (start of FY 2022) must be submitted by Friday, May 7, 2021. Departments are strongly encouraged not to wait until the deadlines for submission of alternative procurement requests for contracts that must begin July 1, 2021. Alternative Procurement requests may be submitted without an accompanying requisition. Failure to submit expiring alternative procurement and associated contracts by May 7, 2021 will cause a delay in processing. They will be put in a queue for completion after 7/1/2021 and you will not have a contract in place to start the new fiscal year services.

REMINDER: All alternative procurement requests require the pre-approval of the Alternative procurement Coordinator before the alternative procurement and any associated contracts may be submitted for approval. Alternative procurement requests must be submitted through uhпurchasing@uhnj.org and include Alternative Procurement Request and Executive Summary. Once the Alternative procurement Application is received by the Alternative Procurement Coordinator, it will be reviewed. If additional information is required on the form or executive summary, Coordinator will contact the department. Upon receipt of the approved and signed Alternative Procurement Request and Executive Summary, the request will be submitted to the Executive Director of Supply Chain Management for review and routed for UH Legal and management approvals.

If you have any questions pertaining to the FY 2021 year-end closing or FY 2022 transaction processing, please submit them via e-mail to uhпurchasing@uhnj.org.

| Important Dates: |
| Description | Deadline Date |
| FY 2021 Requisitions and contracts over $17,500 up to $150,000 with Alternative Procurement | Friday, April 23, 2021 |
| FY 2021 Requisitions and contracts between $17,500 and $150,000 with three (3) quotes attached | Friday, May 14, 2021 |
| FY 2021 Requisitions below $17,500 | Friday, June 11, 2021 |
| FY 2022 Alternative Procurement and contracts over $17,500 and/or start date of July 1, 2021 | Friday, May 7, 2021 |
| FY 2022 Requisitions and contracts effective July 1, 2021 - Begin entering in system on Friday, April 30, 2021 |

Thank you for your cooperation.

C: Shareef Elnahal, CEO
   Robert C. Iannaccone, EVP
   J. Gary Huck, CFO
   Eve Borzon, COO
   Carl Kirton, CNO
   William Holubek, CMO
   Mary Maples, CLO
   Tomás Gregorio, CITO
   Chris Pernell, CSIHEO