

UCR CAMPUS PROFILE

STANDARDIZED INFORMATION

Location Info: Riverside, CA
1200 acres

Population: Students: Undergraduates: 14,571
Graduates: 2,051
Faculty & Staff: 6,641 (Full-time & Part-time)

Campus web address: <http://www.ucr.edu>

Brief overview:

The roots of the campus date back to 1907 when the California State Legislature established the Citrus Experiment Station to conduct research on the agricultural problems of Southern California. Graduate work was conducted early in the station's history, and today, graduate education is central to its mission.

In 1948 the Regents approved the establishment of the College of Letters and Science. Necessary legislation was passed by the Academic Senate in 1951, and the college opened for classes in February 1954. The Riverside campus was declared a general campus by act of the Regents in 1959, with a mandate to develop appropriate areas of study. In 1960, the Graduate Division was established, and graduate and professional programs were added.

UC Riverside has a history of relevant research with an unbroken string of high-impact scientific innovations from saving crops to pioneering genomics. It is a living laboratory for the exploration of issues critical to growing communities - air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

Academic Programs: UCR offers Bachelor degree programs in 78 majors, 50 Master's degree programs, 38 PhD. Programs and 17 state teaching credentials. Academic units are: the College of Humanities, Arts and Social Sciences; the College of Natural and Agricultural Sciences; the Marlan and Rosemary Bourns College of Engineering; the A. Gary Anderson Graduate School of Management; and the Graduate School of Education. The Division of Biomedical Sciences partners with UCLA to offer a path to a medical degree. University Extension offers continuing education to the community as well as English Instruction to thousands of international students each year.

Addresses & websites for:

Campus Purchasing: <http://www.matmgt.ucr.edu/>
Accounts Payable: <http://www.accounting.ucr.edu/payable.htm>
Administrative Calendar: <http://www.classes.ucr.edu/enrollment/calendar.htm>

UCR CAMPUS PROFILE

LOCAL INFORMATION: CURRENT SITUATION ON CAMPUS

Campus Customers/End-Users

Transactions between Animal Care suppliers are principally through the Office of Campus Veterinarian. Orders are placed by the Office of Campus Veterinarian for animals, feed, bedding, equipment and supplies for delivery to our end users or to our central receiving.

Supplier Customer Service

Centralized

Customer Service for product information is decentralized to the end-user.

On-Campus

Describe specific restrictions or minimum performance requirements for:

- On-campus Account Rep and service/install technicians (if applicable)
 - Desired frequency of contact: **as requested by end-user**
 - Desired turn-around time for phone calls & emails: **same day**
 - Supplier conduct shall conform to the University of California Business and Finance Bulletin BUS 43 viewable to the general public at: <http://www.ucop.edu/ucophome/policies/bfb/bus43.html>
 - A single point of contact with someone who visits key departments and has the expertise and authority to resolve disputes.

- Vehicles/traffic on campus (restricted times for visits, delivery, etc., restrictions on vehicle size, etc.)

Access can be difficult. Campus parking facilities are very limited. Parking passes are required for department visits. Deliveries to our receiving dock do not require permits.

- How to buy a parking permit (daily or longer usage)

Suppliers should refer to the following link regarding rates for available parking:

<http://www.parking.ucr.edu/>

UCR CAMPUS PROFILE

Ordering

Orders are placed by phone and accompanied by fax or mail confirmation. UCR also utilizes an e-procurement system to generate purchase orders. UCR operates PeopleSoft for financial transactions, book keeping and purchase orders. Currently, departments use Procurement cards (P-cards) for transactions up to \$2,500.00 a day. Additionally, Department Authorized Purchase Orders (DAPO's) are used for orders up to \$2,500.00. Orders of greater value are forwarded to the Purchasing Department, placed with suppliers and recorded using PeopleSoft. EDI is preferred and available for vendors who support it. EDI requires coordination with UCR Accounts Payable.

Sellers receive orders from departments or purchasing by phone, fax or online ordering.

Logistics/Receiving (Shipping & Delivery)

Describe your receiving process requirements and quantify what percentage of the spend follows which process as there may be a combination of these being used at your location

X Storehouse/resale model

X Desk top/JIT model with Central Dock for Bulk Items

Cross dock/one or several receiving areas then redistribute JIT model internally (flow through)

Feed, Bedding, Animals, and general supplies can be delivered directly to end-user by suppliers or third-party common carrier. Bulk items require shipment to the Central Receiving location at 3401 Watkins Drive, Riverside, CA 92521. These items are received, uncrated and checked for damage. Shipment to the end-user usually occurs the next day. UCR encourages a storehouse model, as well as a single central delivery location.

Central receiving hours of operation are from 8:00 a.m. to 4:30 p.m., closed from 12:00 p.m. to 1:00 p.m. Monday through Friday. Central receiving dock can accommodate delivery trucks up to 53 feet long.

UCR CAMPUS PROFILE

Invoicing & Payment

Standard UCR payment terms are Net 30. All invoices are submitted directly to the Accounts Payable Department for payment. If the invoice matches the Purchase Order, the invoice is processed for payment. If the invoice does not match the Purchase Order, an e-mail is sent to the ordering department for reconciliation. Campus settlement preferences are EDI and P-Card.

LOCAL INFORMATION: FUTURE/DESIRED SITUATION ON CAMPUS

Implementation

UCR presents successful suppliers through many avenues, including Purchasing web page development, and vendor fairs. Purchasing will endeavor to connect a supplier with the prime audience for their goods and services.

Webpage development requires access to all contract information, supplier contacts, price lists, information to educate end-users on the best buying practice and value offerings suppliers can provide.

Ongoing Supply Chain Management

Supplier's representatives should meet regularly and often with Purchasing, Strategic Sourcing and end-users for the successful start-up and growth of each Strategic Sourcing Initiative. Suppliers need to provide timely information on existing accounts, new accounts, existing sales, sales trends, product offerings, opportunities for value propositions, and strategic partnerships with other suppliers. UCR expects suppliers will support continuous improvement in the value relationship with UC.