

**UCDAVIS**

Supply Chain  
Management

# Registering and Doing Business With UC Davis

UC Davis Small and Diverse Supplier Expo  
April 25, 2022



# Today's Presenter and Moderator

## ■ Presenter:

- Mike Morgan is the Procurement Director in Supply Chain Management at UC Davis.
- Mike has managed the negotiation and implementation of many university purchasing agreements over the years.

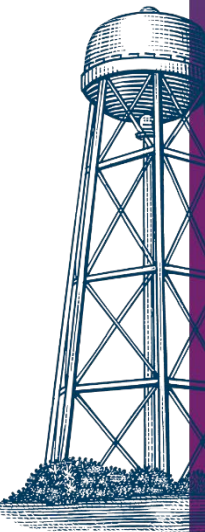
## ■ Moderator:

- Britany Duyanovich is an IT Sourcing Manager in Strategic Sourcing, UC Davis Supply Management.
- Please send any questions in chat to Britany, and they will be addressed as appropriate. There will also be time for questions at the end of the presentation.



# Doing Business with UC Davis

- This presentation provides an overview of the supplier registration process, as well as how UC Davis processes purchase orders and payments to suppliers.
- Please note that supplier registration does not guarantee future business opportunities with UC Davis, but can expedite any future business transactions.
- We look forward to working with you!



# CalUSource Registration is the First Step!

- If you haven't done business with the University of California before, visit the CalUSource website first at <http://calusource.net/login/>, to register your business.
- On the CalUSource site, click on the **For Suppliers** header, and select **How to Do Business With Us**.



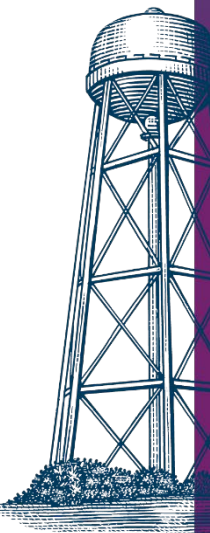
FOR STAFF ▾

FOR SUPPLIERS ▾

PUBLIC BID SITE

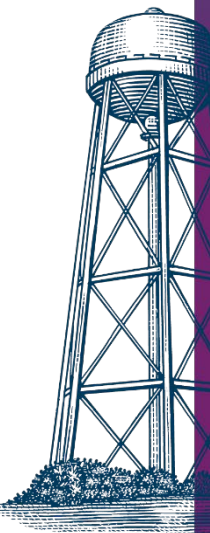
SUPPORT ▾

PLATFORM LOGIN



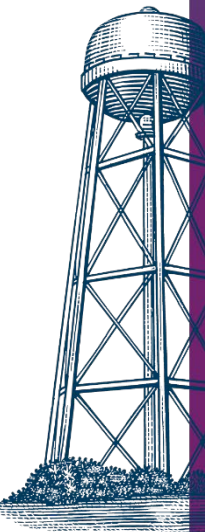
# CalUSource Registration is the First Step!

- The process of registering with CalUSource creates a supplier record for your business with the University of California, but not UC Davis specifically. We'll discuss that process next.
- The CalUSource registration process also gives you access to see public bid opportunities for each of the UC campuses.
- We'll discuss those bid opportunities in more detail later!



# Registering with UC Davis is the Second Step!

- Certified Small and Diverse Businesses should register on the UC Davis website at <https://supplychain.ucdavis.edu/form/uc-davis-supplier-registration>.
  - This form is restricted to those suppliers that are certified small or diverse businesses.
  - Completing this form assists UC Davis buyers when searching for a certified small or diverse business in the future.
  - Completing this form also assists UC Davis in expediting future purchasing transactions, since it records much of the required information for those transactions.

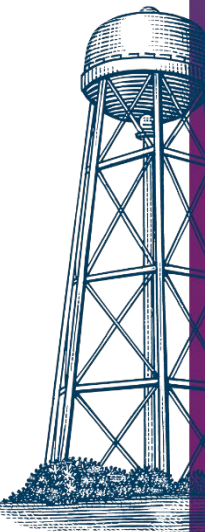


# Registering with UC Davis Medical Center

- Visit the UC Davis Health website for Small and Diverse Suppliers:
  - <https://health.ucdavis.edu/supplychain/supplierdiversity.html>
  - Completed Supplier form on website should be emailed to:  
[hs-SmallBusinessFirst@ucdavis.edu](mailto:hs-SmallBusinessFirst@ucdavis.edu)
  - Register on Supplier IO (UC Health supplier database):  
<https://uchealth.supplierone.co>
- View Open Solicitations for UC Davis Health Departments:  
<https://health.ucdavis.edu/supplychain/opensolicitations.html>

# How to Become a Certified Business

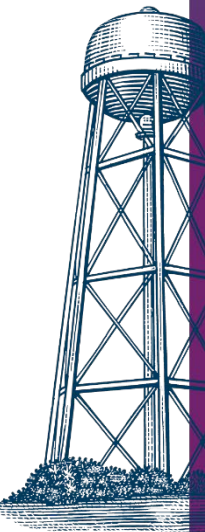
- State of California certification program – suppliers are required to provide specific documents.
  - <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>
  - <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>
- United States Federal government small business certification information - supporting documentation is also required for their program
  - <https://certify.sba.gov/>





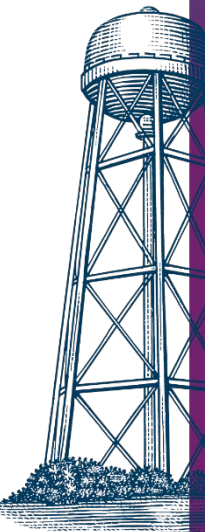
# Certification Can Increase Possibilities

- Getting certified gives your business preferred status for government contracts and access to more contract opportunities.
- The Federal Government is the largest buyer of products and services in the US.
  - The Small Business Administration has a variety of programs to help small businesses compete for these federal contracts.



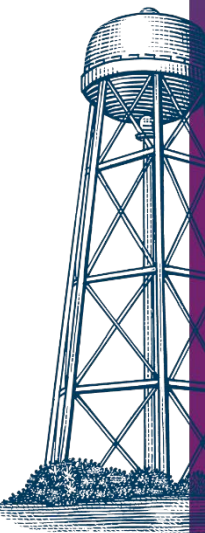
# Locating Public Bid Opportunities

- Public bid opportunities can be found on the CalUSource platform.
- Bid opportunities are listed for each of the UC campuses.
- Current opportunities, and how suppliers can respond to them are available on the CalUSource Public Bid Site:  
<https://smart.gep.com/publicRFx/ucal?oloc=215#/>



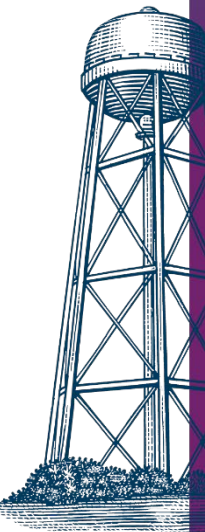
# Purchasing Methods at UC Davis

- Suppliers must not make sales to the university without an official UC Davis Purchase Order (PO) or UC Davis Procurement Card.
- UC Davis Campus PO numbers begin with the prefix UCD (e.g., UCD814795) or four-digit alpha/numeric department code (e.g., APOM623780).
- UC Davis Medical Center PO numbers:
  - Operational POs: 10 digits, begin with 108, 106, or 101
  - Capital POs: 10 digits, begin with 4444
  - Service Contract POs: 8 digits, begin with 9000



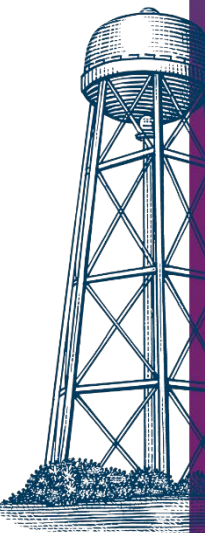
# Beware of Fraudulent Purchasing Attempts

- Emails purporting to be from our Chief Procurement Officer, UC Davis buyers, and other senior leaders are often received by our suppliers.
- These fraudulent emails usually contain typos and other grammatical errors.
- Unsure of the legitimacy of an email or Purchase Order? Contact UC Davis campus Procurement and Contracting Services at (530) 752-0370 or UC Davis Medical Center Purchasing at (916) 734-2475 **before** attempting to fulfill the order.



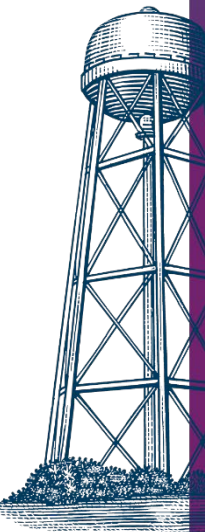
# Successful Invoicing

- UC Davis strongly encourages electronic transmission of invoice PDFs. Suppliers should email invoices to [invoicing@ucdavis.edu](mailto:invoicing@ucdavis.edu).
- UC Davis Health suppliers should send invoices to [hs-ucdhsap@ucdavis.edu](mailto:hs-ucdhsap@ucdavis.edu)
- Supplier Invoices must always include:
  - Complete Description of Goods or Services Furnished
  - UC Davis Purchase Order Number
  - Quantities
  - Unit Prices and Total Price
  - Remittance information



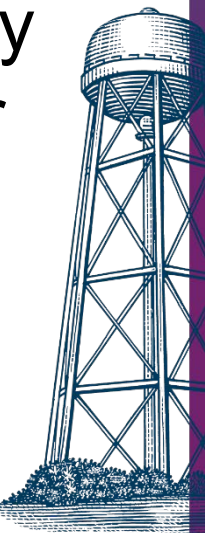
# Payment Methods

- Credit card payment through US Bank's PaymentPlus program is UC Davis' preferred payment method. We offer NET terms for this method and will disburse payment immediately upon invoice approval.
- PayMode-X: Electronic settlement network that offers faster, more efficient electronic payments and comprehensive remittance advice. Similar to ACH, but more secure.
- Other Methods:
  - ACH/EFT payment with 2/10 NET 30 terms
  - ACH/EFT payment with NET 45 terms
  - Paper check with NET 60 terms (least preferable)



# Ensuring a Successful Relationship

- Keep us updated with latest catalogs and price lists in electronic format.
- Keep us informed of situations that may delay order fulfillment (e.g., back order situations, plant closures, impending shortages or strikes).
- Do not offer gifts or gratuities that may influence or affect university purchasing decisions. Incentives should take the form of quality or price considerations.
- Promptly provide us with an accurate certificate of insurance and proof of workers' compensation whenever requested.

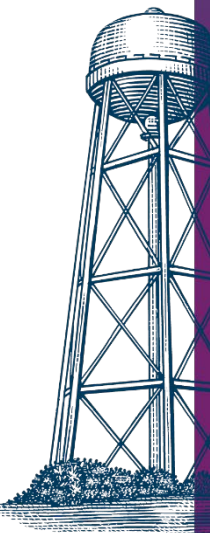


# Supplier Web Resources

- Visit the UC Davis Supply Chain Management website at <https://supplychain.ucdavis.edu/> and click on the **Suppliers** header for UC Davis campus information.



- Information for the UC Davis Health campus in Sacramento is available at <https://health.ucdavis.edu/supplychain/vendorsguide.html>.





# Questions? Thank You!

- Any questions?
- We appreciate your interest in doing business with UC Davis and look forward to working with you in the future!

