

Purchasing Updates

Answers to Participant Questions | July 22, 2020

PPE Supplies

1 We need a cost list please.

The items shall be billed at the cost we paid for them. These prices are not fixed and are not always provided by the same supplier. For these reasons, we cannot provide a list.

2 Can we get pricing for PPE?

The items shall be billed at the cost we paid for them. These prices are not fixed and are not always provided by the same supplier. For these reasons, we cannot provide a list.

3 I was told at consolidated that they are backed up on orders, so the turnaround time is not quick right now.

We will work to get all orders out as quickly as possible. In many cases, it takes several weeks for delivery. Even if we have a delay, you should still get your items quicker than you would from an outside supplier. Also, if you have an immediate need, the Warehouse may be able to accommodate your picking the supplies up.

4 Will the face shields be added to the PPE supply order form?

Yes, however, in the meantime, you may still order them simply by making the request in the blank order line.

5 All PPE must be ordered from here correct?

PPE should be ordered through Consolidated Services. The University ordered these items in bulk to initiate cost savings.

6 Do you have touchless hand sanitizer dispensers?

Yes, there are multiple types in the warehouse.

7 Can we get hand wipe dispenser stations for the classrooms like they have in the gyms?

The Purchasing Team has ordered these types of wipes for every classroom on campus. Our orders were placed with multiple suppliers, all of which have notified us that there is a delay. We will have these items in the classrooms and lecture halls as soon as we get them; and we are also working on alternatives for you to have in the meantime.

8 Are all the hand sanitizer the same brand? Our experience has been that the hand sanitizer is sticky and has a bad smell.

The hand sanitizers are not all the same brand.

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P-Card

- 9 Is an order confirmation an acceptable form of documentation if it matches the statement and has all the detailed information such as item, quantity, tax, shipping, etc?**

Pro forma documents, quotes, sales slips, order summaries, order confirmations, and packing slips should not be used in lieu of detailed transaction receipts/invoices. You may certainly include/upload to the expense report as supporting documentation.

Amazon Business

- 10 Can we get these procedure documents posted online or emailed to us?**

The Terms of Use form, as well as several other documents, are located in the Amazon Business Section of the [Purchasing Toolbox](#) our website.

- 11 Where should I buy batteries from. Our dept uses a lot of these. Should it always be Staples or can I order from Amazon?**

If Staples has a comparable product that Amazon also sells, it is required that Staples has the opportunity to match the price if the Amazon price is at least 10% less than the Staples price.

- 12 Can people use Amazon Business to reorder Purell hand sanitizer refills so that they do not have to purchase new manual hand sanitizer dispensers?**

All orders should be sent to Consolidated Services.

- 13 How do you know if you are using the business account? Every time I log-in it looks the same as the regular account.**

It will say "business prime" in the top left corner of the browser.



- 14 How to buy incentive e gift cards on Amazon? With our own account?**

Amazon Business accounts cannot be used to buy incentive gift cards, even with the Controller's Office Business Expense pre-paid debit MasterCard. The Purchasing Department asks that you continue to work with the Controller's Office and its processes for cash advances and further directives.

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- 15 For P-Card holders, I would highly recommend creating mobile alerts; and then setting notifications to text you on your personal phone for ANY charges or refunds not equal to 0. I just recently experienced using Amazon for a small dollar purchase and Amazon messed up royally; charging my P-Card 3 times for one item and shipping me 3 items instead of 1. It was a mess but I got it finally straightened out. The only way I knew about it quickly is because I got a text from Bank of America that my P-Card was charged a 2nd time, and then a 3rd time.**

For increased security, to provide better customer service and to avoid missed calls for fraudulent activity, cardholders are encouraged to sign up for mobile alerts. As a reminder and since this webinar, the cardholders and liaisons have been sent the registration information again. It is not MANDATORY to register for mobile alerts.

Terms and conditions are the responsibility of the cardholder as Bank of America nor University of South Carolina is responsible for mobile charges related to text messages.

Staples

- 16 How do we get Staples to price match?**

Contact Staples Advantage, Key Account Manager, Pam Richmond [pam.richmond@staples.com, 919-608-7576] to inquire.

- 17 Staples can be expensive.**

Staples Advantage is the Preferred Office Supply Contract. The office supplies labeled “USC Best Buy” are state negotiated contract pricing.

Small and Minority Business Initiative

- 18 Does it have a search functionality yet for products yet? No one has time to call each one and ask if they have a product.**

There is a keyword and product category search available on the directory. The keyword is based on the products and services listed by the vendor. If the vendor has provided a web link, you may also browse their site for products or services.

Filter Your Results Showing 1 to 25 of 675 entries RESET

Filter:

Category: ▼

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General Questions

- 19 A would like to get a little more familiar with the moving statewide you would like to put into place. Facilities Maintenance has very specific needs that need to be met with moving services. Before the Covid shut down I had a solicitation out there, but it was canceled.**

There is not currently an award for moving services. As we discussed in the highlights, we plan to put a system-wide contract in place in an effort to be more efficient and realize cost savings. The Purchasing Department welcomes any feedback regarding entity needs. Please forward by email to our Purchasing mailbox: purchasing@sc.edu

- 20 Is it possible to have a catalog within PeopleSoft for the Warehouse items?**

Not at this time.

- 21 Where can I go to re-watch this video?**

It is available in the Purchasing Resources section of the [Purchasing Toolbox](#) page on our website.