the IPPS quarterly

In Support of World-Class Client Care

Fall 2021

Holiday Travel Tips



Travel during the holidays doesn't have to be stressful! Follow these tips for an enjoyable holiday trip.

New Travel Rules Guidance

Here are resources from our partner agency, Balboa Travel, to help you navigate the new travel rules. The first link outlines the new requirements and the second link is an infographic that walks you through what is required based on citizenship, resident status and immigration status.

CDC's Updated International Travel Page
CDC Infographic on New Rules

Use TripIt Pro!

The free TripIt app provides itinerary management resources at your fingertips! Get real-time flight alerts, check-in reminders, airport maps, terminal/gate reminders, and much more. Download TripIt Pro from Concur's App Center and stay one step ahead from planning to landing.

Check COVID-19 Restrictions Before Booking and Before Traveling

Travel restrictions and guidelines change rapidly. Use our COVID-19 Information Hub

for the latest information on your specific destination's requirements.

Book in Concur
Buying airline tickets via concur.ucsd.edu means you get the full power of Balboa Travel agents and UC's negotiated contract benefits with every booking. Balboa agents monitor every trip and are available for re-booking assistance as needed. Our airline contracts often assure priority boarding, priority standby, and many additional perks on top of discounted ticket prices.

Pack Your Patience!
Staffing shortages, COVID-19 restrictions, and weather woes may lead to cancellations or delays. Expect longer than usual wait times, so give yourself plenty of time to get to the airport. Pack a change of clothes in your carry-on just in case.

Most importantly – make holiday memories. Enjoy the trip as much as the destination!

Small Business Development Office

Coming Soon – Kahala Travel for Small Business Travel

We are pleased to announce that Kahala Travel will soon have full access to our negotiated contract benefits with airlines, hotels, and rental cars. Kahala has been providing many years' worth of exceptional service to travelers with federally contracted agreements over $750,000 or Environmental Protection Agency (EPA) Grants and are already familiar with some of our traveling community. With our new relationship, travelers will be able to access the discounts and perks of our complete, managed travel program. Insurance coverage will also be automatic, no more self-registration! Watch out for more details coming soon.

Federal Subcontracting Services

The Small Business Development Office is excited to provide Federal subcontracting services through Services & Support.

To request a service, submit a Services & Support case, *About*: Buying Goods & Services, *Related to*: Small Business Development, *More Specifically*: Select one of these service offerings from the drop-down menu:

- Federal Subcontracting Consultation
- Federal Subcontracting Plan Request
- Federal Subcontracting Updates/Changes to Awarded Contract

This centralized approach to submitting and managing service requests will improve project turnaround times.

More information about Federal Contracting is available on Blink.

Oracle

New Workflow Step to Catch Missing POETAF on a Requisition

To help reduce the number of ledger discrepancies between the General Ledger (GL) and Project Portfolio Management (PPM), IPPS launched a new workflow step in Oracle Procurement that checks to see if a Project is referenced in the GL chart string but the requisition is missing POETAF details in the Project Cost Details section. If it is missing, the requisitioner will now receive an email that the requisition has been rejected and has been returned to them as a cart so that the POETAF info can be added during checkout. More info about completing the billing section when checking out can be found in this KBA.

Want to catch the missing POETAF before submitting the requisition? Download Walkme!

Get In-App Guidance

Install the WalkMe Extension

If you haven't already downloaded the WalkMe Extension, consider doing so to enable tips, videos, walkthroughs, and validations that are exclusive to the extension. These tips and walkthroughs are available through Services & Support, Payment Compass, Oracle, and Concur. Some of our most **popular walkthroughs include an in-depth guide on populating POETAF information during checkout and revising PO**.

If you regularly interact with WalkMe and have any recommendations on builds or tips you would like to see, send an email to walkme@ucsd.edu.

Strategic Procurement

Spirit of Collaboration

Strategic Procurement and Logistics collaborated with UC San Diego researchers to support an innovative event where faculty, staff, and students came together to build cost-effective Corsi-Rosenthal Box air filters. The project required rapid mobilization of our supply chain teams to research and source the components and supplies needed



Division of Biological Sciences Dean Kit Pogliano and Kimberly Prather, distinguished professor at Scripps Institution of Oceanography and the Department of Chemistry and Biochemistry, assemble an air filter.

to build 200+ box filters (box fans, timers, filters, blue and gold duct tape) and deliver them to non-addressable locations on campus on a specific day and time. The DIY filters are now being used in lecture halls and labs across campus to improve indoor air quality, adding another layer of protection against the spread of COVID-19. The project was spearheaded by Dr. Kimberly Prather, professor at Scripps Institution of Oceanography and the Department of Chemistry and Biochemistry. The event took place in an outdoor classroom after Convocation.

Related news stories: Channel 8, UC San Diego News



Scripps Ocean Atmosphere Research Simulator (SOARS)

Commodity Manager, Gary Oshima, recently assisted the Scripps Hydraulics Laboratory with a major request for proposal (RFP) to procure and build a wave tank - the first of its kind in the world. The Scripps Ocean Atmosphere Research Simulator (SOARS) is intended to replicate our seas today, accounting for the wind and waves, as well as offering atmospheric, biological, and thermal controls. SOARS will be used to study how the ocean and waves interact with the atmosphere, as well as the impact that has on oceanic life, weather, global warming, and the ocean chemistry.

The RFP, which initially focused on just the purchase of equipment, accounted for all of the requirements and desired features of SOARS, without knowing what would actually be possible until construction began. As the scope evolved into a partial construction project, an LLC had to be established so a general contractor could join the team. The partnership of SIO, Planning, Design and Construction, and IPPS resulted in a savings of over $26K.

SOARS will be made available to scientists from around the world and IPPS was honored to be part of the process that made this happen.

Need PPE? Shop in Oracle!

Sale on Disinfectant Spray



Save ~30% on Disinfectant Spray via Oracle OFC.ucsd.edu.

List Price: $7.06
Sale Price: $4.99

Part Number: COVIDPPE1009
Description: Maxim Germicidal Cleaner/Disinfectant spray. **Effective against Human Coronavirus**, Escherichia coli, Listeria monocytogenes, Pseudomonas aeruginosa, Salmonella enterica, Staphylococcus aureus, Hepatitis A Virus, Herpes Simplex Virus Type 1, AIDS Virus, and many other microorganisms.



Mask Up For The Winter

Stock up on the KN95 masks recommended by UC San Diego to help stop the spread of COVID-19 and flu viruses this holiday season.

Visit the Ordering PPE Blink page to view a list of PPE items and learn how to place orders via Oracle for your labs and offices: ofc.ucsd.edu.

Campus Partnership Program

FARMERS INSURANCE

Get Your Quote Today

UC San Diego employees can **save up to 22%** from Farmers GroupSelect℠ by either calling 1-866-700-3113 or getting an online quote.

Get a Quote

Awards & Recognitions



UC San Diego P-Card Team Earns Best-In-Class Award

Congratulations to the Procurement Card Team for receiving the Best-in-Class Award from US Bank at the 2021 Annual Card Product Conference for UC San Diego's Virtual Card Program (Payment Plus). UC San Diego's Payment Plus Program stands alone amongst all UC Campuses and Laboratories.

Payment Plus is UC San Diego's preferred electronic method for issuing payments to payees. Payment Plus utilizes a Visa Commercial Card to offer payees a payment solution designed to accelerate payment receipt and electronic communications. Payment Plus offers reduced payment terms where supplier payments are at Net 0.

Payment Plus replaces UC San Diego's outdated check and Direct Deposit ACH processes and delivers new benefits:

- Increased staff productivity through payment automation
- Reduced processing costs and paper waste associated with check payments
- Enhanced payment security and control - Payments are processed only when approved and only for the amount authorized through single-use virtual accounts set to a specific supplier.

For questions about Payment Plus, contact the Procurement Card Team via the UC San Diego Services & Support portal.

Scholarship Awardees

Vanessa Torres was selected as a scholarship recipient for the UC San Diego Financial Accounting Program. She began classes during the Fall 2021 quarter and will continue these classes into the next year. The UC San Diego Financial Accounting Program is a comprehensive financial accounting program that offers training at a basic to intermediate level. This program is intended to establish foundational knowledge that is consistent across the UC San Diego staff members who are in finance and accounting roles. Go Vanessa!

Ashlyn Bernal and **Steven Savini** were selected by BECOP as scholarship awardees for the Lean Six Sigma (LSS) Green Belt program. Both expect to earn their Green Belts in Winter Quarter 2022. Lean Six Sigma is a program that focuses on learning process improvement theory and putting it to practice in the workplace. Congratulations to Ashlyn & Steven!

Opportunities

Visit the Mailing Center this holiday season for all your shipping needs!

Ship with us and save!
Now is the time to take advantage of our University-negotiated, discounted shipping rates. Stop by The Trove to send mail and ship packages in time for the holidays. Visit the UPS, FedEx, and USPS websites to view their holiday shipping deadlines.



See What's "New" at Surplus Sales

Save. Earn. Recycle. Think Surplus First!



GRANITE EZ ELECTRIC WAGON



VISION FITNESS T9800 TREADMILL

Welcome New IPPSters



Scott Marko

IPPS Logistics is pleased to announce the addition of our new Operations Manager, Scott Marko. Scott will oversee the Receiving and Distribution team, manage the Trade Street facility, and facilitate the evolution of our operation through significant upcoming changes. The Logistics 2.0 roadmap will have him working on the complete transition to a Carbon Neutral Last Mile, integration with Mail Services, as well as the installation and operation of a new 21st-century conveyor system to handle up to 2 million packages a year.

Scott has an extensive background in warehouse logistics, operations, and distribution. He worked his way up in the beverage industry over the last 17 years. Scott's career trajectory grew from a small regional Distribution Center in New Jersey to large-scale Warehouse and Distribution Center Management in several states with Coke and Pepsi. Most recently Scott oversaw 120 employees at the Pepsi Riverside facility.

During the interview process, Scott was extremely excited about joining IPPS and contributing to the mission and vision of UC San Diego. Scott enjoys spending time with his wife and two young sons, watching NY Giants football, and is a comedy movie buff. He is a repository of funny movie quotes. Feel free to test him.

We are happy to have Scott as part of our team!



Maria Cavella

Procurement Analyst

Maria plays an important role in helping researchers solve practical problems involving the procurement of goods and services. Maria joined the IPPS Procurement team focused on life science supplies, lab supplies, minor equipment and related commodities within Oracle. Maria serves as the transactional and supplier point of contact within assigned commodity/service areas, and is also responsible for adoption and implementation of strategically sourced agreements. She will be processing requisitions in Oracle, directing requestors to appropriate University guidelines and policies as necessary. Welcome Maria!



Ryan Silva

Travel & Expense Specialist

Ryan graduated with a degree in English at Humboldt State University, located in the heart of Northern California's Redwood country. Ryan stayed to work at Humboldt State University full-time. In 2017, being a San Diego native, he relocated to UC San Diego and worked in Housing, Dining, and Hospitality. Ryan's passion for financials quickly grew and developed during his time at HDH. Ryan's new role will be providing front-line client relations as well as performing a variety of duties related to processes and polices governing Travel & Expense. Welcome Ryan!

Happy Holidays from IPPS



Thank You for Another Great Year!

About the music: Shchedryk was written in 1916 by Ukrainian composer Mykola Leontovich. The song tells the tale of a swallow flying into a household to proclaim the good year that the family will have. The song's title is derived from the Ukrainian word "shchedryj," which means "bountiful."

In the spirit of Shchedryk, and with as much enthusiasm as this energetic score, IPPS wishes you, our UC San Diego family, a bountiful New Year. We look forward to our continued collaboration in support of world-class education and research.



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UC San Diego

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