



Resource Links:

✓ **Procure to Pay:**

<https://finance.ubc.ca/procure-pay>

✓ **Buying goods and services above \$3,500:**

<https://finance.ubc.ca/procure-pay/private/pay/private/payments-above-3500>

✓ **Buying goods and services under \$3,500:**

<https://finance.ubc.ca/procure-pay/private/pay/private/payments-under-3500-cad>

✓ **eProcurement Form** (online approval of purchase requisition):

<https://finance.ubc.ca/procure-pay/private/buy/private/eprocurement-form>

✓ **Reference Guide for Services, including HR Fast Track Assessment (Employee vs Contractor):**

https://finance.ubc.ca/sites/finserve.ubc.ca/files/Private/resource-files/Reference_Guide_Determining_Hiring_Paying_for_Services.pdf

Finance Operations, Okanagan Campus
 EME 2171 - 1137 Alumni Avenue
 Kelowna, BC V1V 1V7
 General Inquiries: 250.807.8502
 Email: finance.ubco@ubc.ca
<https://finance.ok.ubc.ca>

Procurement Modernization

In 2016, UBC embarked on a project to modernize the University's procurement processes by addressing current issues and catching up with leading practices. Results of the review include:

- Reduction of standard payment terms from 45 days to 30 days
- Increase in the threshold for competitive tender from \$50k to \$75k Cdn
- Reduction of multiple paper-based purchase requisition forms to one electronic form with online approval
- Implementation of a new vendor website to provide information about doing business with UBC

Through our participation in the Procurement Modernization/Service Delivery Model (SDM) initiative, UBCO Finance Operations has created a dedicated team to better serve our campus community. Benefits for UBCO include:

- ✓ Integrated procurement activities within one department
- ✓ Improved turnaround times for requisitions, purchase orders and invoice payments
- ✓ Reduced administrative burden on faculty and staff
- ✓ Having a local Procurement team that focuses on getting the best value to optimize budget and reduce overall costs

Financial Operations, Vancouver Campus
 TEF3 - 5th Flr, 6190 Agronomy Road
 Vancouver, BC V6T 1Z3
 General Inquiries: 604.827.1818
 Email: finops.support@ubc.ca
<https://finance.ubc.ca>

Procurement SERVICES

UBC Okanagan campus

Providing support for operational and strategic procurement, helping you buy and pay for goods and services.



Contact your

Procurement team for:

Strategic and complex procurement advice:

Rebecca Way

Procurement Manager
250-807-8469
rebecca.way@ubc.ca

Competitive bidding support:

Ryan Chernoff

Procurement Officer
250.807.8613
ryan.chernoff@ubc.ca

IT goods and services advice and support:

Victoria Zalamea

IT Procurement Analyst
250.807.9680
victoria.zalamea@ubc.ca

Day-to-day operational (non IT) buying advice and support:

Marvin Onuaguluchi

Buyer
Contact via email or Teams
marvin.onuaguluchi@ubc.ca

Your Procurement Team, at Your Service To:

- Contact for UBCO procurement needs
- Provide training on UBC procurement processes
- Research suppliers and solicit quotes
- Establish preferred vendors and contracts
- Create Purchase Orders (PO) and Change Orders
- Track Requisitions
- Identify strategic buying opportunities
- Ensure competitive bidding process is open, fair, transparent and that all stakeholders are engaged
- Ensure compliance with procurement policies and trade agreements
- Share procurement best practices between campuses

How we can help:

Contact Rebecca Way, Procurement Manager, for:

- Advice on complex procurement related requirements and statements of work
- Identification of opportunities to consolidate purchases for cost savings
- Answers to questions about contract renewals and negotiations
- Help with supplier issues or service delivery concerns

Contact Ryan Chernoff, Procurement officer, for:

- Advice and guidance on the competitive bidding process for purchases over \$75K CAD
- Assistance to the resolution of AP invoice match exceptions

Contact Marvin Onuaguluchi, UBCO Buyer, if you:

- Need advice or direction on small to medium procurement needs (under \$75K CAD)
- Have questions about procurement policies
- Want help sourcing quotes for goods, services, or supplier recommendations
- Need procurement support and training
- Assistance in the resolution of AP invoice match exceptions

Contact Victoria Zalamea, IT Procurement Analyst, if you:

- Have questions about IT procurement; including related policies and procedures
- Need help sourcing quotes for IT goods or services (under \$75K CAD)
- Need a PO for an IT related transaction