

# PROCUREMENT NEWSLETTER

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## Purchasing Requests:

As of May 1st, all state employees will be able to submit purchase requests in ServiceNow. Employees have the option to submit an order requesting help from the Purchasing Team or can order the product directly from the Purchasing Service Catalog. Going forward, if the agency does not agree with the purchase request they have the option to deny the request through the approval process.

## Order It



Let us order a product for you



Order a product from the catalog

## Software Updates: Stock Option

Due to the incorrect use of the “stock” vs. “named user” option when purchasing software (Microsoft/Adobe) from the software service catalog, effective April 28th this option will be removed and default to named user. Stock is only to be used in the event that the agency is needing to purchase a bulk quantity but does not have specific users/machines needing the software deployed to. When the wrong option is chosen, it bypasses the automated software deployment process built into ServiceNow and creates a lot of manual work for all teams.

Going forward, if an agency has a legitimate stock purchase requirement, please email the specifics (quantity, ELCID, deliver to, and justification) to [dtssoftware@utah.gov](mailto:dtssoftware@utah.gov) and they can enter the stock purchase request on your behalf.

**Click here for instructions** on how to find machines/users when submitting as a named user. These same instructions are also at the top of the request form for each software catalog item.

We are here to help. If you have any questions about purchasing, please email us at [dtspurchase@utah.gov](mailto:dtspurchase@utah.gov) or call at 801-538-4116

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## Microsoft Office 365:

In order to facilitate the renewal of our Office 365 products, all Office 365 and Office 365 companion products will be suspended from catalog ordering May 1st. These products will be added back to the catalog for FY22 ordering in June. Please plan accordingly.

## End of Year Dates:

The following were last year's dates. We are still working to finalize dates for this year and will communicate them soon. We wanted to give the agencies a heads up that the fiscal year end is approaching soon.

FY20 Year-End Dates		
Procurement	Accounting	Billing
<p><b>May 20th</b> - last day to submit FY19 ACWESPP procurements to ensure delivery by year-end, note t/c's negotiations make take additional time. Please send REQ to <a href="mailto:dtsprocurement@utah.gov">dtsprocurement@utah.gov</a> when entered.</p> <p><b>May 29th COB</b> - last day to enter FY20 orders to ensure delivery by year-end</p> <p><b>May 29th COB</b> - last day to enter FY20 telecom physical product requests to ensure service by year-end</p> <p><b>June 1st - June 30th COB</b> - DTS Procurement has access to FY20 ELCIDs and may enter requests on behalf of agencies if we can guarantee delivery by COB June 30th</p> <p><b>June 1st</b> - First day to enter FY21 purchase requests. Please note FY21 request will be held and sent to the vendor starting July 1s</p>	<p><b>July 1st</b> - All DTS employee reimbursements due</p> <p><b>July 1st</b> - First day for New Year payments</p> <p><b>July 2nd</b> - First-day agencies can request FY20 State Purchasing POs to roll into FY21*</p> <p><b>July 10th</b> - Last day to submit FY20 invoices for payment</p> <p><b>July 20th</b> - Last Direct Purchase bill</p> <p><b>August 23rd</b> -Last day agencies can request FY20 State Purchasing POs to roll into FY21*</p> <p>*This year DTS will not be rolling PO's to FY21.*</p>	<p><b>July 6th</b> - Agency Bill will be available for June 2020 charges</p> <p><b>July 15th</b> - Agency Bill for FY20 period 13 will be added to June 2020 charges</p>

## Supply Chain:

Please keep in mind that due to COVID-19 and other reasons, the industry is very constrained. Please work closely with your vendors on availability and ETA of products desired. There is a chance you may need to get your order in sooner than expected to ensure delivery by this fiscal year end.