

REMINDERS

- **Looking for a supplier recommendation?** Check [preferred supplier page on GO](#).
- **REQs** submit to PCS by **5/6/21** for processing in FY21.
- **Amazon Business:** for Getty-business purchases paid for on Pcard only.
- **Supplier Setup & Invoice/payment questions:** direct to Accounts Payable.

HELPFUL GO PAGES

- [Procurement](#)
- [Preferred Supplier Lists](#)
- [Amazon Business](#)
- [Pcard & reconcile dates](#)
- [Travel](#)
- [Forms](#)
- [GDI PeopleSoft Tips](#)

PCS VIRTUAL STRATEGY & MILESTONES AMID COVID-19

- **Auto-matching of Buyers to pipeline REQs in FIS:** Launched new automated process to match Buyers to Dept, replacing a manual PCS staff process requiring 1hr/day. In addition to gained time, other aims include developing better Requestor-Buyer relationships and communication, and enhancing purchase category expertise.
- **Contracts executed via DocuSign (e-signature tool):** Since launch March 30, PCS has sent more than 800 envelopes, equating to about 740 electronically signed contracts, with a significantly reduced average signature execution time of 3 days.
- **POs:** In addition to POs for the 740 contracts sent via DocuSign, we have dispatched a further 1,000 POs for purchases not requiring an executed contract since March 13.
- **New No-Fee (\$0) Agreement Template in DocuSign:** an automated template was created for \$0 multi author paper/poster contributors to Getty books. Enables GRI/Getty publication staff to populate no-fee agreements and circulate electronically to contributor and Getty signers all from inside DocuSign and without need to enter multiple REQs. Its use will remove up to 100 contract requests this FY, allowing PCS to refocus resources and expertise elsewhere.
- **Request for Proposals (RFxs):** PCS has managed 14 RFxs and successfully closed to contract more than half of these, including ones for the VoIP Voice Systems Re-design, Records Management Services, GCI LABS, AWN, and Media Services.
- **Cost Savings:** PCS contributed approximately \$328k in cost savings to Getty during FY20, with a further \$1M in FY21 (YTD).
- **Supplier Diversity Program:** PCS is in phase 1 of developing a new Supplier Diversity Program for Getty. Currently, we are working on a survey to collect self-identified diversity information from Getty's existing suppliers, as well as recently started highlighting diverse suppliers on Amazon. The trailing 12 month spend on Amazon was \$364k, of which 3.4% is with diverse suppliers.
- **Amazon Business Account:** In addition to highlighting diverse suppliers (see above), other new features launched were:
 - Curated lists for Office Supplies, IT Peripherals, Pantry, and Janitorial Supplies of top rated, best-priced and fastest-shipping products by each category.
 - Non-Prime items now flagged; choose Prime items over others, as these are always free to ship. (Note Pantry has shipping fees unless items total at least \$35.)
 - It is easier to shop green, items now show if they have a sustainability certificate.

PROCUREMENT TOOLKIT

- **Contract Turnaround times:** Contract requests are processed in the order they are received with limited exceptions.
- **When can work start?** Unless separately approved by PCS, work by the Supplier should not start work before PCS dispatches the PO. Submit a Requisition to initiate.
- **Preferred Suppliers:** PCS has more than 200 suppliers on master contract with Getty. The [preferred supplier page on GO](#) is a good place to start when looking for a supplier recommendation such as a translator, copyeditor or photographer, among others. All rate increase on a master agreement has to be preapproved by Procurement before any discussion with the Supplier.



TRAVEL CHANGES

- Going forward, all Getty business travel for staff must be booked through TravelStore, accompanied by an approved Travel Authorization number.
- Given travel plans can change/cancel at any time due to Covid impacts, a Business Unit's Dept Head must provide written preapproval agreeing to the sunk/future cost of any supplier travel commitment (Getty booked or to be reimbursed) to be written into a contract.

OFFICE DEPOT ACCOUNT NOW CLOSED FOR PURCHASING; USE AMAZON INSTEAD

Active users and orders are too small to justify cost of continuing to administer this account. An analysis of Getty's historical purchases from Office Depot showed equivalent items are available on Amazon Business. While the cost of some items may be higher, shifting this total spend to Amazon Business will result in savings for Getty.

XEROX

PCS's Xerox account management has shifted from Katherine Arroyo to Leonie Fedel. Continue to direct Issues and support tickets to the Getty Helpdesk. Send requests such as equipment upgrades to procurement@getty.edu FAO Leonie Fedel.

HELP US HELP YOU

- **Plan ahead:** PCS has received an abundance of "rush" requests. Echoing Jim Cuno and Steve Olsen's messages, "...everyone's hard work and planning in recent months means we will be able to reopen our permanent collection galleries to the public on relatively short notice..." Let's keep the momentum going and we ask that all departments keep PCS apprised of planned purchases in advance of the work's scheduled start date.
- **Provide comprehensive scopes:** address the 'Who, What, When, Where, Why and How' of the request in your REQ edit comments box, and attached supporting documentation.
- **Submit REQs with correct coding and Supplier's preferred currency:** this avoids extra touches, and means PCS can focus on faster processing. You get cleaner reports.

NEAR FUTURE 2021

- More automated DocuSign contract templates
- Procurement Policy Updates
- Launch of Supplier Diversity Program

CONTACT US:
procurement@getty.edu

MISSED AN ISSUE?
Back issues [are on GO](#)

