

A photograph of a stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the name is a circular seal of the University of California. The sign is set against a background of lush green trees and tall grass in the foreground.

University of California, Irvine

Covered Services Update and Amazon Business Presentation

Procurement Services Department Buyer Training Session
Tuesday, July 29, 2025

UCI Division of Finance and Administration | With U • For U

Procurement Training

Robust **training guide and training sessions** are available on the Procurement website and can be accessed from the top of our website.

UCI

Division of Finance and Administration | With U • For U

About Us

FAQs

Policies

Forms

Training

Trademarks

For Suppliers

Download the With U • For U Mobile App

UCI

Procurement Services

Searching: This site

Home

About Us

Procurement

UCIBuy

PALCard

Equipment Management

Strategic Initiatives

Contracts

Training

In addition to the PDF training guides below, find interactive online courses on [UCLC](#). You can also [request](#) personalized individual or group training.

Please find additional Federal Funds training on [UC's SharePoint site](#).

Capital Asset

PALCard

UCIBuy

Requisition

Purchase Order

Training Sessions

Export Controls and Procurement Process Updates - April 16, 2024	+
Federal Funds Requirements Training - January 11, 2024 (requested training by School of Engineering)	+
Data Security and Privacy Review: Data Relations Fundamentals AND Procurement Process Updates - November 14, 2023	+
Buying Software & IT Services - September 19, 2023	+
Bidding & SSPR Form - July 25, 2023	+
Small Business First Latest Updates - May 16, 2023	+
Federal Fund Purchase Requirements - March 21, 2023	+
Conferences & Event Planning - January 24, 2023	+
Federal Fund Purchase Requirements - August 18, 2022	+
Small Business First One Year Overview - April 26, 2022	+

Procurement Services Weekly Office Hours

The Procurement Services team hosts campus “office hours” weekly during the school year on Tuesdays from 9-10 a.m. PST and bi-weekly during the summers, for anyone to drop in with questions about requisitions, purchase orders, agreements, policies, and anything else that may come up. Please contact Doreen Tannenbaum (doreen.tannenbaum@uci.edu) for the Zoom link. You will be able to join office hours whenever you need support or reach out to the Procurement team by opening a [ServiceNow ticket](#) and selecting Request Procurement Services Training to set up a 1:1 or personalized training session. Past campus training sessions can be found [below](#).

Virtual Office Hours

**Bi-Weekly Tuesdays from
9 - 10 a.m.**

Drop in with questions about requisitions, purchase orders, agreements, policies, and anything else that may come up.

Join office hours whenever you need support or reach out to the Procurement team by ServiceNow to set up a 1:1 or personalized training session.



Add to Calendar



Remember

As an employee of a public university, it is your responsibility to comply with all procurement laws, rules, regulations, executive orders, policies and procedures concerning the purchase of goods and services:

- UCOP BUS-43
- UCI 707-10
- UCI 701-23
- California Public Contract Code
- Uniform Guidance
- Small Business First
- Covered Services



You are not authorized to sign on behalf of the University or to bind the University in any manner.



It is a violation of federal and state law and UC policy to procure a service or commodity without acquiring the necessary approvals and documents in advance.



If you do, you may be held personally responsible for the cost of the products or services purchased.

Today's Agenda



- Welcome
- Covered Services Training
- Amazon Business Presentation
- Resources
- Q&A

Covered Services Update

Move to Purchase Orders only for Covered Services



- On June 12, 2023, Internal Audit Services completed the systemwide Contracting Out Audit.
- One of the key findings was that not all Covered Services were being identified and properly reported.
- Specifically:
Observation findings from the audit: Internal Audit identified instances of non-compliance related to procurement and contracting processes for Covered Services. Several locations either did not have processes or had inadequate processes to identify potential Covered Services in those purchasing channels typically reserved for lower-value activity, such as low-value purchase orders, purchasing cards, and travel and entertainment reimbursements.

Systemwide Procurement Guidance

- Systemwide Procurement issued guidance to be implemented across all locations to ensure consistent application of Covered Services compliance measures.
- Specifically:
Implementation guidance to all locations: Given our obligation to ensure all vendors are paying Wage & Benefit Parity (WBP) along with the vendors' obligations to comply with Senate Bill 27 (SB27)*, all procurement of Covered Services must be made with a **written contract or purchase order (PO) placed PRIOR to the service being provided**. Both documents must include Article 25 language from the standard UC Terms & Conditions, and must state that vendor could have SB27 obligations, and must include WBP information.

[*Senate Bill 27](#) requires UC vendors to meet UC wage standards, disclose payroll records, and face penalties for noncompliance.

Interim Guidance on Covered Services Purchasing

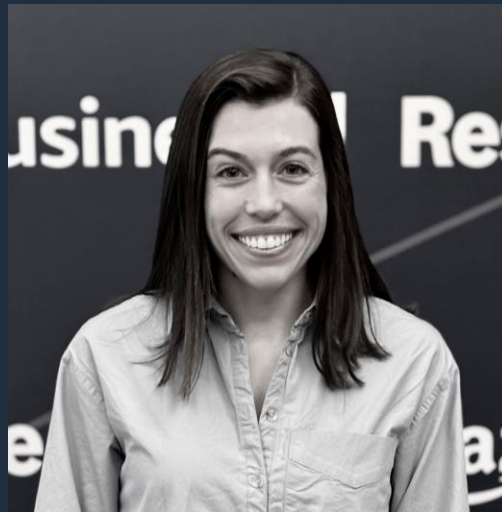
- Until a formal process is implemented in alignment with UC Systemwide Procurement guidance, please **do not use a PALCard or Corporate Card** for any services that may fall under Covered Services.
- **Common examples** include full-service catering and transportation/charter bus services.
- If you're unsure whether a service qualifies as Covered Services, please contact:
 - Employee Workforce Relations (EWR) at ewr@uci.edu, or
 - Procurement Services by sending a [ServiceNow ticket](#)
- Further instructions and official guidance will be shared once the new process is finalized.



UC Irvine & Amazon Business:

Utilizing Elevated Tools for Higher Education

Meet the team supporting UC Irvine:



Rosie Grigsby
Sr. Account Executive- Higher Education & UC System

General Amazon Business Benefits

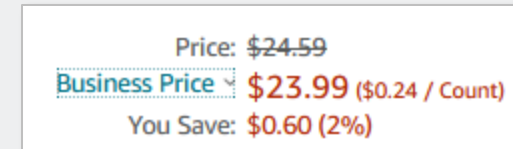
There are a variety of discounts available on Amazon Business that UC Irvine can take advantage of to unlock savings.

Business Pricing

- Cheaper pricing available only for registered Amazon Business customers.

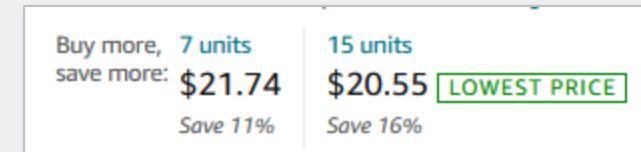
Business-Only Selection

- Business-only selection refers to items and offers that are only available for purchase by Amazon Business customers.



Quantity Discounts and Limited Time Deals/Coupons

- Volume-tiered discounts

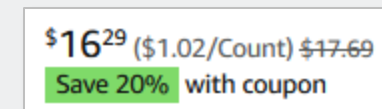


Elevated Customer Support

- Access to a business-only CS team

Amazon Business Analytics

- Use Amazon Business Analytics to view data about your orders, create and filter reports based on your business needs, and view both charts and tables. [Click](#) to learn more.



Shopping Lists

- Create and share lists with others in your organization
- Quickly and easily find items you shop for regularly
- Prefer lists to bring items to the top of search results and create a custom catalog

Lists

[Learn more](#)

Create a list

Sorted by date created

⌵ Your reorder lists

- Preferred Storage/Organization
- Preferred Batteries
- Preferred IT/Electronics/etc.
- Preferred Cleaning
- Preferred Breakroom
- Preferred Tape/Stapler/etc
- Preferred Pens/Pencils/etc
- Preferred Office Furniture/Equipment
- Preferred Ink/Toner
- Preferred Paper/Notebooks/Etc.

⌵ Your shopping lists

None

⌵ Shared with organization

- Preferred Storage/Organization
- Preferred Tape/Stapler/etc
- Preferred Ink/Toner
- Preferred Office Furniture/Equipment
- Preferred Breakroom
- Preferred Paper/Notebooks/Etc.
- Preferred IT/Electronics/etc.
- Preferred Pens/Pencils/etc
- Preferred Cleaning
- Preferred Batteries

⌵ Shared with you

None

⌵ Shared with your groups

- CF Industries Enterprises (Master)
- Corporate

Preferred Paper/Notebooks/Etc.

Reorder list shared with: Organization Public

List owned by:

Share Edit Print Delete

⌵ Add items



Pendaflex File Folders, Letter Size, 1/3 Cut, Manila, 250 per Box (752250)
★★★★☆ ~ 4,081
\$29.66 **FREE** One-Day
Pattern Name : File Folders
[Compare with similar items](#)

Item added September 12, 2023

Quantity:

Add to Cart

Move Delete

[Comment Add](#)
[Priority Add](#)



Smead End Tab File Folder, Shelf-Master® Reinforced Straight-Cut Tab, Legal Size, Manila, 100 per Box (27110)
★★★★☆ ~ 44
\$35.38 & **FREE Shipping**
[Compare with similar items](#)

Item added August 15, 2023

Quantity:

Add to Cart

Move Delete

[Comment Add](#)
[Priority Add](#)



Canary Pastel Colored Paper – 11" x 17" (Tabloid/Ledger Size) – Perfect for Documents, Invitations, Posters, Flyers, Menus, Arts and Crafts | Regular 20lb Bond (75gsm) | Bulk Pack

Item added August 15, 2023

Quantity:

Add to Cart

Your Catalog

- Search from within your preferred lists
- Utilize filter and sort functionality to find specific items within the list
- View all preferred items in one place

business prime Delivering to Portland 97152 [Update location](#) Your Catalog Enter keyword or product number Add team members

[All](#) [Buy Again](#) [Your Catalog](#) [Gift Cards](#) [Top Categories](#) [Recommendations](#) [IT Supplies](#) [Today's Deals](#) [Savings For You](#) [Amazon Basics](#) [Business Savings](#) [Request for Quote](#) [Quantity Discounts](#) [Add People](#)

EN Account for CF Industries [Lists](#) [Business Prime](#)

YOUR CATALOG

Selection of products curated by your organization

[amazon.com/yourcatalog](#)

Department

- Office Products
- Electronics
- Home & Kitchen
- Industrial & Scientific
- Health, Household & Baby Care
- Grocery & Gourmet Food
- Tools & Home Improvement
- Arts, Crafts & Sewing
- Cell Phones & Accessories
- Everything Else
- Beauty & Personal Care
- Clothing, Shoes & Jewelry
- Appliances
- Books
- Sports & Outdoors
- Musical Instruments
- Automotive Parts & Accessories
- Garden & Outdoor
- Pet Supplies
- Toys & Games

Top categories

- Office Products
- Electronics
- Home & Kitchen
- Industrial & Scientific
- Health, Household & Baby Care
- Grocery & Gourmet Food
- Tools & Home Improvement
- Arts, Crafts & Sewing
- Cell Phones & Accessories

1-12 of 542 results for **Your Catalog**

Best Seller

- Matein Travel Laptop Backpack, Business Anti Theft Slim Durable Laptops Backpack with USB Charging Port, Water Resistant College School...**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month
- Apple World Travel Adapter Kit**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month
- Amazon Basics 17.3-inch Laptop Case Bag, Fits Dell, HP, ASUS, Lenovo, MacBook Pro and more, Black**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month
- Travel Laptop Backpack for Men, 17 Inch Large School Backpacks for Teen Boys Water Resistant Back Pack with USB Charging Port Fits 17.3 Inch...**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month
- Amazon Basics 4-Pack CR2032 Lithium Coin Cell Battery, 3 Volt, Long Lasting Power, Mercury-Free**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month
- Energizer Batteries 390/589 (189, SR1130SW, SR1130W) Silver Oxide Watch Battery, On Tear Strip (Pack of 5)**
Organization preferred
4.5 stars (1,000+ reviews)
\$28.75 List: \$69.99 Custom Price
2K+ bought in past month

Seller Type

- ☐ Business Seller

Avg. Customer Review

- 4.5 stars (1,000+ reviews)
- 4.0 stars (1,000+ reviews)
- 3.5 stars (1,000+ reviews)
- 3.0 stars (1,000+ reviews)

Ownership/Diversity Certifications

- ☐ Registered Small Business
- ☐ Women Owned Business Enterprise
- ☐ Women-Owned Small Business

Bulk Buying and the Request for Quote Tool

- Access pre-loaded discounts on [Bulk Orders](#)
- Or use the [Request for Quote Tool](#) to receive custom offers directly from AB sellers
 - Request for Quote allows you to 'name your price' or request quantities greater than current availability
 - Typical savings of 10%

Hello, User
Account for Business ▾ Lists ▾

Account Details

- Your Account
- Business Settings
- Your Orders
- Try Business Prime
- Bulk Ordering**
- Business Analytics
- Category Savings Evaluation
- Manage Recurring Deliveries



Go to Bulk
Buying Tools

Bulk buying options

Products available: 1 of 1
Items available: 678 of 999

Subtotal (678): **\$11,688.72**

Shipping calculated at checkout
Estimated tax calculated at checkout.

Add all to cart

Or

Request a quote

Get offers from suppliers for orders of \$10,000.00 or 999 units or more

Product	Quantity	Availability	Seller	Price + Shipping
 Organization restricted ▾ SanDisk 128GB Ultra microSDXC UHS-I Memory Card with Adapter - 120MB/s, C10, U1, Full HD, A1, Micro SD Card - SDSQUA4-128G-GN6MA ★★★★★ 237064 ratings ASIN: B08GYKNCCP Condition: New ⚠ Limited quantity available ℹ Similar items available from \$12.39	Quantity: 999	678 In Stock	Sold by Mobile deals and Fulfilled by Amazon. 98% positive (618 seller ratings)	\$11,688.72 ✓prime \$17.24 each Prime FREE Delivery FREE delivery for Prime members

New bulk order

Add up to 49 different products (or 999 total units)

Give us feedback on bulk orders

**Form entry**
Enter products one by one

**Upload spreadsheet**
Upload our fill in template

Input type

ASIN or ISBN ▾

ASIN or ISBN number

Eg: B01234567 or 978-3161484100

Quantity

Add to order

Sustainable Products

Promote and report on purchases from sustainable, reputable, transparent, and have a focus on preserving the natural world.



BIFMA LEVEL certifies furniture products by reviewing corporate, facility, and product manufacturing processes against environmental impact, health and wellness, and social responsibility criteria.

Shop BIFMA LEVEL certified products



Blue Angel guarantees that a product meets high environmental standards, including protecting consumers health.

Shop Blue Angel certified products



Bluesign products are responsibly manufactured by using safer chemicals and fewer resources, including less energy, in production.

Shop Bluesign certified products



Carbonfree Certified determine the carbon footprint of the product and associated carbon emissions are offset with reduction projects.

Shop Carbonfree Certified products



CarbonNeutral product by Natural Capital Partners measures all the emissions created in the product's manufacture, makes internal reductions and offsets the remainder.

Shop CarbonNeutral product by Natural Capital Partners



Carbon Neutral by Carbon Trust products reduce their carbon footprint year after year and any outstanding emissions are offset.

Selection coming soon



Carbon Neutral Certified by SCS Global Services means the product's carbon emissions have been measured and reduced, with any remaining emissions offset.

Shop Carbon Neutral Certified by SCS Global Services



Certified Animal Welfare Approved verifies animals are raised on independent, high-welfare, pasture-based, more-sustainable farms.

Shop Certified Animal Welfare Approved products



Climate neutral by ClimatePartner verifies the product's carbon footprint was calculated, is continuously reduced and remaining emissions were offset.

Shop Climate neutral by ClimatePartner products



Cradle to Cradle Certified products are made with safer materials and responsible processes to positively impact people and our planet.

Shop Cradle to Cradle certified products



ECOLOGO certified products meet standards that can reduce the environmental impact of one or more stages of the product lifecycle.

Shop ECOLOGO certified products



ENERGY STAR Most Efficient recognizes the best of ENERGY STAR certified products with highest efficiency and maximum carbon reductions.

Shop ENERGY STAR Most Efficient certified products



EPEAT products are assessed against criteria including energy use and have a reduced sustainability impact across their lifecycle.

Shop EPEAT certified products



EWG Verified products are reviewed to ensure they are free from EWG's known chemicals of concern and adhere to strict health standards.

Shop EWG Verified products



Fair Trade Certified products are made according to standards that promote safety, sustainability, and empowerment in the workplace.

Shop Fair Trade Certified products

40+ external certifications, including governmental, non-profits, and independent laboratories to help distinguish more-sustainable products; over 1.0MM items on Amazon and growing!¹

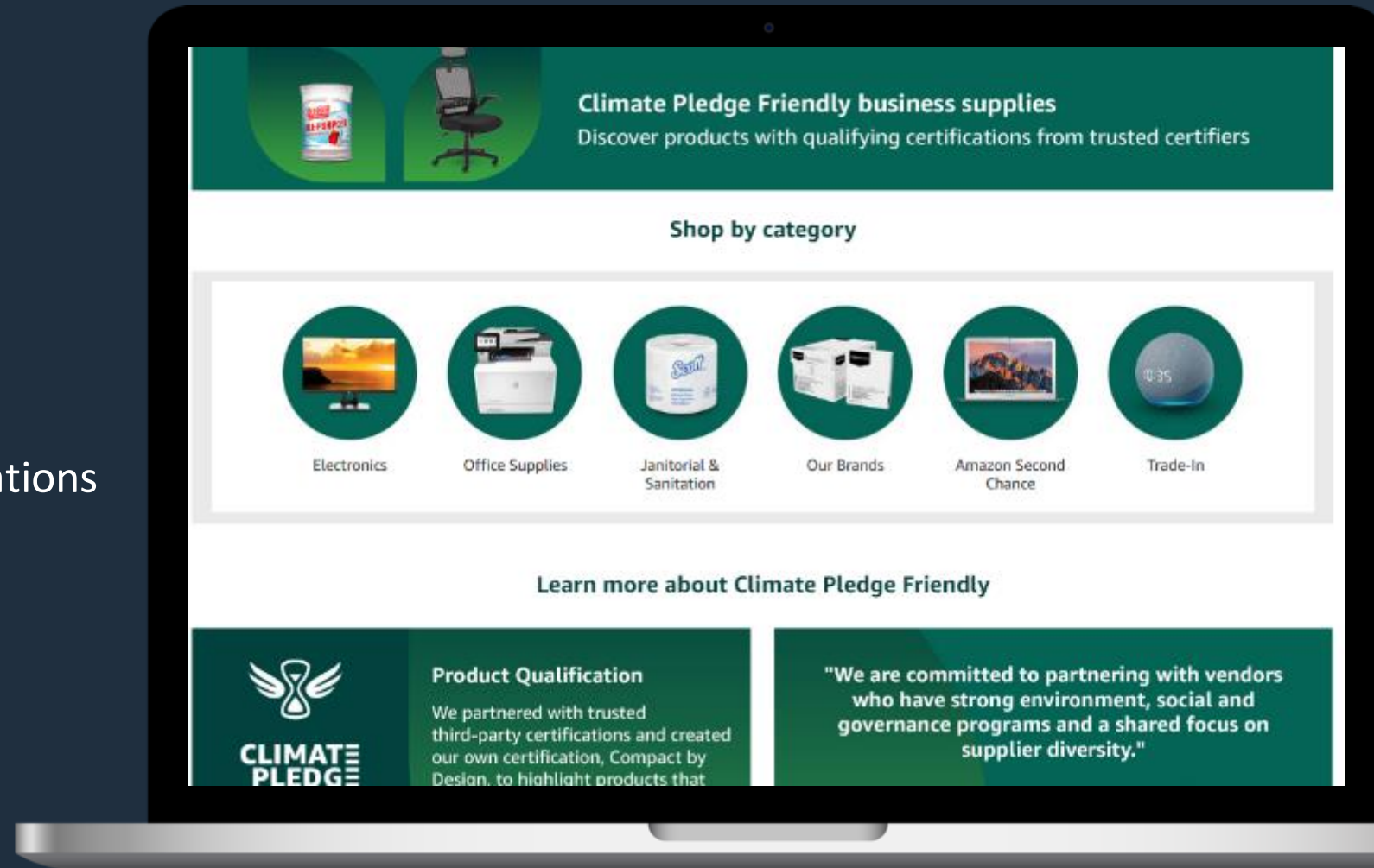
- **Certified Carbon Neutral**
- Bluesign
- **EPEAT**
- Energy Star
- FairTrade
- Green Seal
- Organic Content Standard
- UCSA Organic
- Water Sense
- Recycled Blended
- Rainforest Alliance
- Forest Stewardship Counsel
- **TCO Certified**

¹ <https://www.amazon.com/b?node=21221608011>

Climate Pledge Friendly Storefront

Discover products with qualifying certifications from trusted certifiers

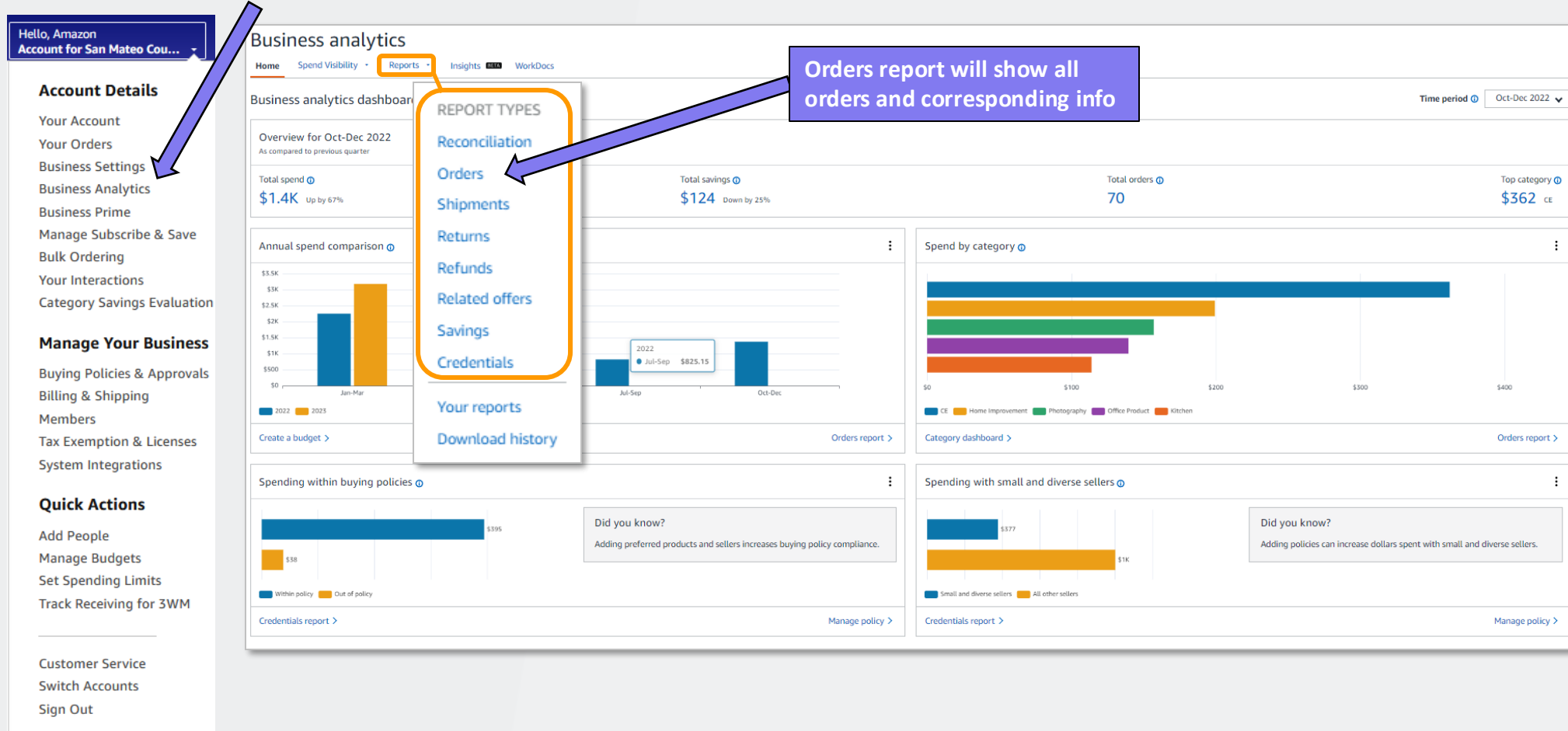
amazon.com/climate-pledge-friendly-storefront



Amazon Business Analytics

Amazon Business Analytics provides the ability to:

- Aggregate purchases to compare and track spend over time
- Monitor and track 60+ data fields including customer info, shipment info, payment info, and seller info
- Customize and save report templates to meet business needs
- Download CSV files to analyze your data in excel



Amazon Business Analytics Cont.

Business analytics

[Home](#) [Spend Visibility](#) [Reports](#) [Insights](#) [WorkDocs](#)

Orders report

[Add title and save to your templates](#)

View order history and statuses with line item details.

Isolate the desired time period here

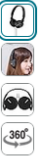
Time period [Downloads](#)
Month to date [Generate report](#) [Download history](#)

Filter	☐	Order Date ⓘ	Order ID ⓘ	Account Group ⓘ	PO Number ⓘ	Order Quantity ⓘ	Order Subtotal ⓘ	Order Shipping & Handling ⓘ	Order Promotion ⓘ	Order Tax ⓘ	Order Net Total ⓘ	Order Status ⓘ	Approver ⓘ	Order Recei
Adjust columns	☐	01/05/2024	111-3033771-0298650	Skyline College		5	\$67.66	\$0.00	\$0.00	\$6.69	\$74.35	Closed		
Get order documents	☐	01/04/2024	114-2641370-2874648	San Mateo County Community College District		2	\$12.64	\$0.00	\$0.00	\$1.22	\$13.86	Closed		
	☐	01/02/2024	111-2914150-8185801	ITS		1	\$62.55	\$0.00	\$0.00	\$6.02	\$68.57	Closed		

Adjust filters & columns included here

[← Previous page](#) [Next page →](#)

Reporting Wrong Product Codes



Sony ZX Series Wired On-Ear Headphones, Black MDR-ZX110

Visit the Sony Store

4.5 103,937 ratings | Search this page

10K+ bought in past month

Price: **\$16.99** Two-Day

FREE Returns

May be available at a lower price from other sellers, potentially without free Prime shipping.

Buying multiple items? [Go to multi-select](#)

Style: **No Mic**

Color: **Black**

Brand Sony

Color Black

Ear Placement On Ear

Form Factor On Ear

Impedance 24 Ohm

Buy new: **\$16.99**

Two-Day

FREE Returns

FREE delivery Saturday, October 26. Order within 5 hrs 18 mins

Deliver to Beth - Charleston 29401

In Stock

Qty: 1

[Buying in bulk?](#)

[Add to Cart](#)

Secure transaction

Sold by 1Shop by Amazon.

Seller Credentials: Classified Small Business, Standard, 889 Registered Small Business, Minority-Owned

Return policy: 30-day refund/

This item has a certification that can be verified.

Acceptable items may be blocked in Amazon Business if they are incorrectly coded

Report an incorrect product code here

Product Dimensions	5.87 x 1.81 x 7.87 inches
Item Weight	4.8 ounces
ASIN	B00NJ2M33I
UNSPSC Code	43191609 (Phone headsets) Report an incorrect code
Item model number	MDRZX110/BLK
Batteries	1 Lithium Ion batteries required.
Customer Reviews	4.5 103,937 ratings 4.5 out of 5 stars
Is Discontinued By Manufacturer	No
Date First Available	July 28, 2017

Tracking and Returns

The Your Orders section of the account provides additional detail regarding the status of all orders you have placed within the Business Account

Take a variety of actions on Your Orders:

- Track Packages
- Initiate a Return

Use **Contact Us** or our **Chat** feature for assistance with Returns

Your Orders

Search all orders

Search Orders

View All Orders: MT San Antonio College

1922 orders placed in 2022

ORDER PLACED: December 22, 2022

SHIP TO

PLACED BY

TOTAL: \$296.16

ORDER # 113-4567098-0819454

View order details | Printable Order

Delivered Jan 3, 2023

Your package was delivered. It was handed directly to a resident.

NIUBEE 12 Pack Acrylic Sign Holder 8.5 x 11 - T Shape Double Sided Clear Sign for Table Top Display - Portrait Style

Sold by: Niu Bee

Return window closed on Feb 2, 2023

\$52.98

Business Price

Arriving August 16 - August 20

Ordered Sunday, Aug 14

Shipped today

Out for delivery

Track package

Return or replace items

Write a product review

Amazon Business Help

Recommended Topics

- Where's My Stuff?
- Manage Your Orders
- Getting Started
- Manage Your Account
- Payments
- Business-only Features
- Punchout

Contact Us

- Contact Us
- Website Feedback
- Amazon Co-pilot
- Ayuda en español

Business Giving - NEW Tool

Business Giving

Add recipients and allocations

Add recipients (up to 5,000) and enter the amount each recipient will receive. To add recipients, enter emails individually or upload a .csv file. You can revoke vouchers before they're accepted by recipients. [How to upload a file](#)



File uploaded

File name: employee_appreciation2024.csv
Number of recipients: 10
Total allocated amount: \$3000.00

Unallocated Allocated Recipients
\$0.00 \$3000.00 10

Add recipients ▼

Refine by

Search by name or email

Email	Allocated	Spent	Remaining	Status
djackson425@email.com	\$ 300.00	--	--	Remove
alma.lawson@example.com	\$ 300.00	--	--	Remove
tim.jennings@example.com	\$ 300.00	--	--	Remove
debra.holt@example.com	\$ 300.00	--	--	Remove
kenzi.lawson@example.com	\$ 300.00	--	--	Remove
willie.jennings@example.com	\$ 300.00	--	--	Remove
georgia.young@example.com	\$ 300.00	--	--	Remove
michelle.rivera@example.com	\$ 300.00	--	--	Remove
bill.sanders@example.com	\$ 300.00	--	--	Remove
bill.sanders@example.com	\$ 300.00	--	--	Remove

Cancel

Save

Create a campaign for research incentives, employee gifts, remote employee supplies, basic needs centers, and more!

Business Giving

Employee appreciation 2024 campaign

Start by adding items and recipients to invite. Once both are added, go to checkout to fund the campaign. Your invites will be sent on the campaign start date.

Details

[Manage](#)

Campaign name
Employee appreciation 2024
Organization name
ACME Marketing

Amount
\$3000.00

Start date
Apr 4, 2024 12:00 AM PST

End date
Apr 30, 2024 11:59 PM PST

Items list

[Manage](#)



Recipients and allocations

[Manage](#)

Unallocated Allocated Recipients
\$0.00 \$3000.00 10

Email	Allocated	Spent	Remaining	Status
djackson425@email.com	\$300.00	--	--	Draft
alma.lawson@example.com	\$300.00	--	--	Draft
tim.jennings@example.com	\$300.00	--	--	Draft
debra.holt@example.com	\$300.00	--	--	Draft
kenzi.lawson@example.com	\$300.00	--	--	Draft

Campaign status: draft

Go to checkout

Order total: \$3000.00
The full budget amount will be charged to your payment method immediately. Unused funds will automatically be refunded to your payment method on the end date.

Last modified

Aug 25, 2021 12:11 PM PDT by Pat Smith



Thank You

Questions?

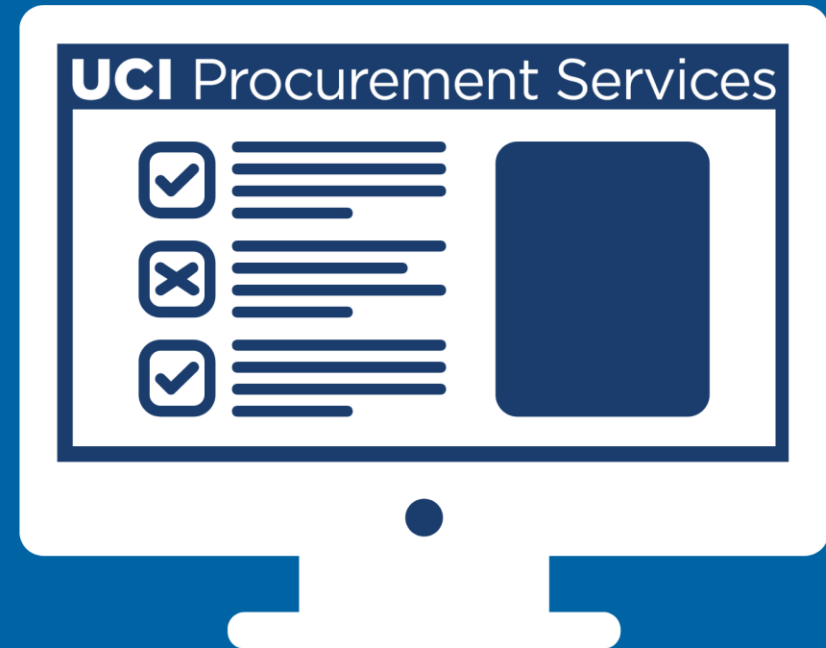
Rosie Grigsby, Sr. Account Executive, UC System
rosiebla@amazon.com

Resources

- [Procurement Services](#)
- [Procurement ServiceNow](#) - *(Before submitting a ticket, please conduct your own diligent research on Procurement's website)*
- [Senate Bill 27](#)
- [UC Regents Policy 5402](#)
- [Wage & Benefit Parity \(Article 5.B\)](#)
- [UC Terms and Conditions of Purchase](#)
- ewr@uci.edu
- [Amazon Business](#)

Survey

<https://forms.office.com/r/eR4JrykVjy>



Questions



THANK
YOU!