

Department CAOs/MSOs CBS2 Buyers and Department Buyers,

We are fast approaching the upcoming transition to Oracle Cloud application. As a reminder, starting in January CatBuy will be retired and purchases will be placed thorough Bobcat Buy supported by Oracle. The project team is working diligently to ensure a smooth transition, **please review the following key dates and preparations required.**

Key Dates	Preparations
September 18, 2020	Departments complete review of open purchase orders and closeout as many as possible*
November 6, 2020	Departments complete 2nd round review and closeout all purchase orders that will not be converted*
November 20, 2020	Last day to issue non- emergency purchase orders in Cat Buy
December 11, 2020	Last day to issue emergency orders in Cat Buy
January 4, 2021	Oracle Go-Live – Enter orders in the new system

***Close all non-required POs by end of day November 6th, 2020.** We recommend running reports by order class (i.e., A, C, N, etc.) to view outstanding orders for your department.

Do not create new Cat Buy POs which will be received after end of day November 20, 2020 unless absolutely necessary. Please plan your purchases accordingly to avoid delivery between November 20, 2020 and January 4, 2021.

Specific criteria for purchase orders to be converted into Oracle are detailed in the table below. **Only those purchase orders which have ongoing services after January 2021 or which goods will be delivered under after January 2021 will be converted.** All other purchase orders, should be fully received, invoiced and closed prior to our conversion to Oracle.

Please work with your shared services (CBS2) team or local department buyer to close orders and plan for future procurement needs during this cutover. For any issues or concerns that cannot be addressed with your CBS2 or local department staff, please email procurement@ucmerced.edu

Thank you for your time and cooperation!

-The Supply Chain Leadership Team

Interested in learning more about the Alpha Financials Project?

Check out the website for more information: <https://alphafinancials.ucmerced.edu/>

Purchase Order Class	Description	Will this order class be converted?	Extraction Criteria	Procurement Team actions at deadline
A	Releases on Blanket Agreements	No	N/A	N/A
C	Consultant Agreements	No	N/A	N/A
F	Catalog	No	N/A	N/A
I	FedEx Punchout	No	N/A	N/A
N	Low Value Orders & Employee Reimbursements	No	N/A	N/A
Q	Procurement Card	No	N/A	N/A
R	Requisitions	No	N/A	N/A
U	Catalog	No	N/A	N/A
Z	Construction & Related	No	N/A	N/A
K	Campus Wide Blankets = CPA/BPA	Created Manually	Selective list provided by Procurement – will be manually created	Procurement Services will continue to manage campus wide contracts in order to streamline procurement for campus users.
B	Department Blankets = Amount Based Purchase Orders	Selectively Convert	Open blankets with activity on or after January 1, 2019 will be converted	As of November 20, 2020, prior to final extract for production data – close POs with no activity after January 1, 2019
G	SubAwards	All	All	N/A

H	Long Term Lease	All	All	N/A
L	Real Estate Rental	All	All	N/A
M	Educational Media	All	All	N/A
P	Purchase Order	Selectively Convert	Activity on or after January 1, 2019	As of November 20, 2020, prior to final extract for production data – close POs with no activity after January 1, 2019
S	SubContracts	All	All	N/A
T	Travel	All	All	N/A
X	Special Items	All	All	N/A
Y	Construction & Related	All	All	N/A