

Hello Department CAOs/MSOs, CBS2 Buyers, and Department Buyers, and all Approvers,

The [Alpha Financials project](#) team remains on schedule for a January 4, 2021 Go-Live to Oracle Cloud. At that time, CatBuy will be retired and purchases will be placed thorough Bobcat Buy powered by Oracle. The project team is working diligently to ensure a smooth transition to Bobcat Buy and there are several key past and upcoming dates and preparations we want to remind you of. Previous communications on these dates and preparations [can be found here, under "Procurement"](#).

<i>Date</i>	<i>Activity</i>
<b>09/18/20</b>	Departments complete review of open purchase orders and closeout as many as possible*.
<b>11/06/20</b>	Departments complete 2nd round review and closeout all purchase orders that will not be converted*.
<b>11/20/20</b>	Last day to issue non-emergency purchase orders in Cat Buy. No new Cat Buy POs should be created in the legacy system after this date, unless absolutely necessary. This is also the last day to issue any orders in Bobcat Buy on the Jaggaer Platform until Bobcat Buy is available in Oracle on January 4.
<b>12/11/20</b>	Last day to issue emergency orders in Cat Buy.
<b>01/04/21</b>	<i>Oracle Go-Live: Enter orders in the new system.</i>

*\*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.*

Additionally, we want to reiterate some previous instructions about supplies or equipment shipped to a personal address while employees are working remotely. This can be done at the discretion of the unit's Chief Administrative Officer or Management Services Officer (CAO/MSO) in accordance with campus guidance and policies. Faculty and staff can work through the Shared Services (CBS2) Team by submitting a ServiceNow Purchasing Request that includes home delivery or work with their local Department Buyer to request the purchase and home delivery.

All home deliveries will be facilitated by CBS2 or the Department Buyer through a Procurement Card once the purchase and home delivery request is approved, with appropriate documentation to justify use of a personal address to support remote work requirements logged with the purchase. CAOs must ensure a log of such items is maintained by the unit to ensure necessary tracking of department equipment per University Policy. Please note that this is a temporary solution until we are back to our normal business operations. Additional information about Oracle procurement training and functionality will be provided in the coming weeks, as well as information related to Procurement cards.

Please continue to 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](mailto:procurement@ucmerced.edu).

Thank you for your time and cooperation!

-The Supply Chain Leadership Team