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**From:** Annette M Evans  
**Sent:** Wednesday, June 29, 2011 9:33 PM  
**To:** BUSINESS-SERV-L@listserv.uga.edu  
**Cc:** Holley W Schramski  
**Subject:** Discontinuation of TSO/IMS Campus Entry System

The below message is being sent via multiple listservs to reach a wide audience.

As of July 1, 2011 it will be mandatory for all purchase requests to be submitted via UGAmart as the TSO/IMS purchasing system will be deactivated and unavailable for initiation of new purchase requests. Hard copy (pink) purchase requests will only be accepted for justified emergency situations where the vendor is not in UGAmart.

If you need a vendor loaded into UGAmart, please provide the vendor with the form located at this link: [www.busfin.uga.edu/forms/vendor\\_profile.pdf](http://www.busfin.uga.edu/forms/vendor_profile.pdf)

The requested vendor will be loaded into UGAmart once this completed form is returned to UGA and approved by both Accounts Payable and Procurement.

If an allowable p-card purchase, one-time or infrequent small-dollar purchases of less than \$5,000 may be better handled via p-card, until your vendor complies and returns a completed vendor profile. Requests of \$5,000 or more can be submitted using the UGAmart vendor "Vendor TBD via Bid". Completion of the vendor profile form will be required of the vendor during the purchasing process. Vendors who fail to complete the form will not be awarded a purchase order.

The vendor designation of "Vendor TBD via Bid" may also be utilized for sole source requisitions to facilitate getting a purchase request to Procurement while the vendor is completing the vendor profile form.

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