

THE UNIVERSITY OF TEXAS AT EL PASO

Miner Mall

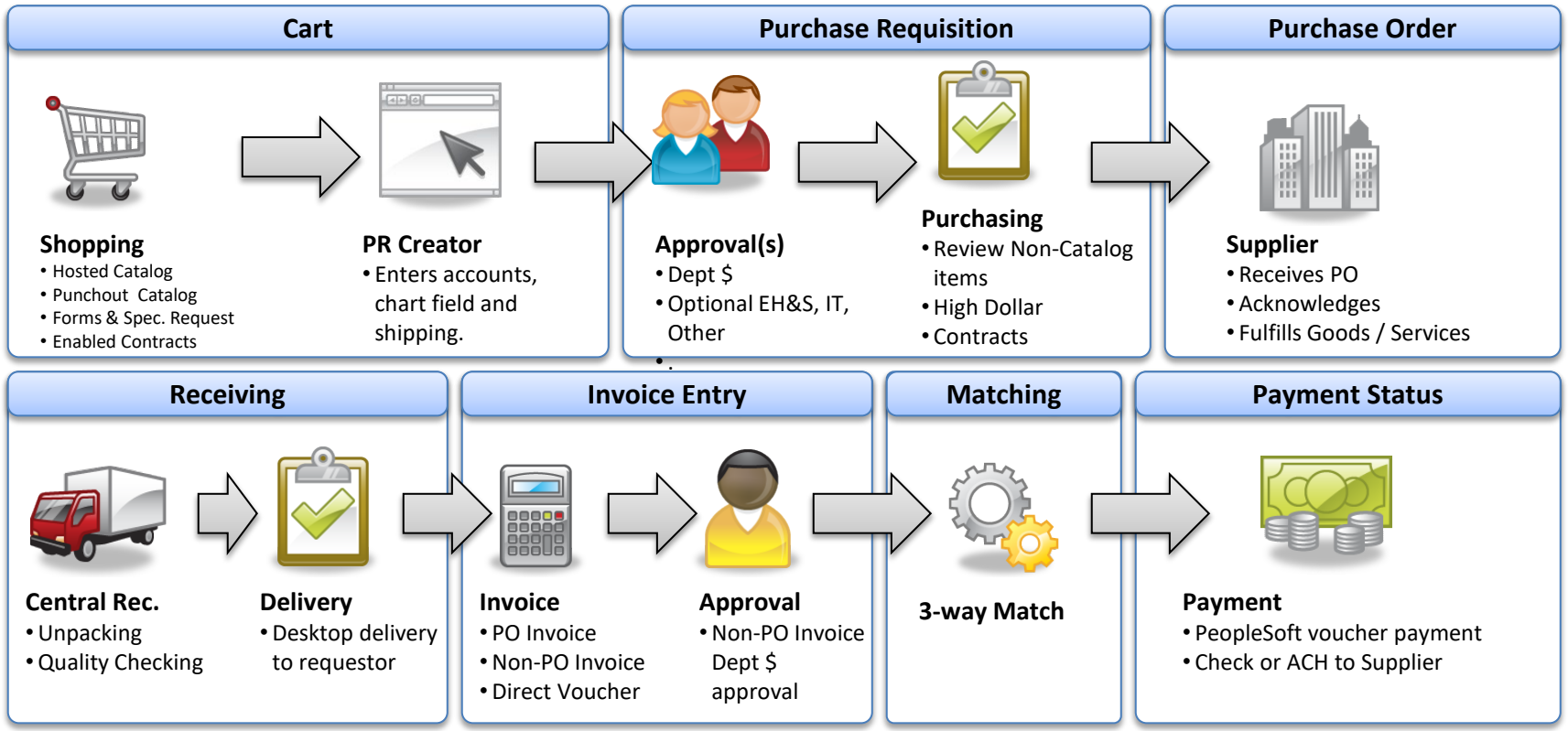
Shopper and Creator Training

Agenda

- Procure to Pay Process
- Purchasing Thresholds
- Purchasing Information
  - VetHUB
  - Procurement Card Program
  - Contract Administration
  - PeopleSoft
- Miner Mall live-site Demonstration

Purchase-to-Payment Processes

- Miner Mall is the university's system of record for the procurement of goods and services. The majority of purchase-to-payment processes will be conducted in Miner Mall



Spend Thresholds

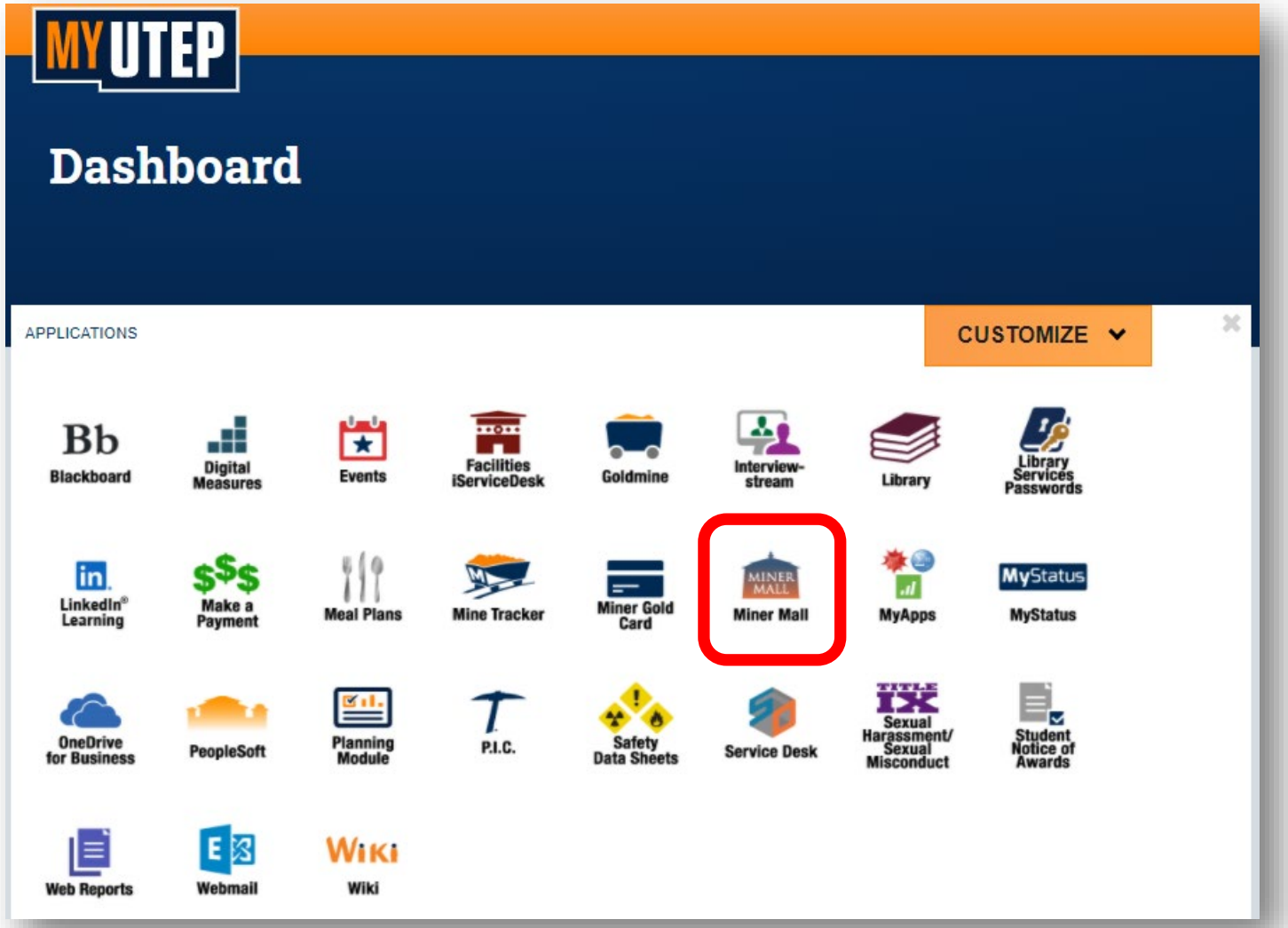
Updated UT System Bidding Thresholds Effective November 1, 2026

Tier	Current Threshold	Effective 11/1/2026
Open Market No competitive procurement required. The department only needs one quote.	Under $15K	**Under $25K**
Informal Bid The department must obtain a minimum of three quotes and when possible, make a good faith effort to solicit a VetHub.	$15K – $50K	**$25K – $100K**
Formal Bid An official solicitation is required in the event there is no established contract or cooperative agreement in place.	Over $50K	**Over $100K**

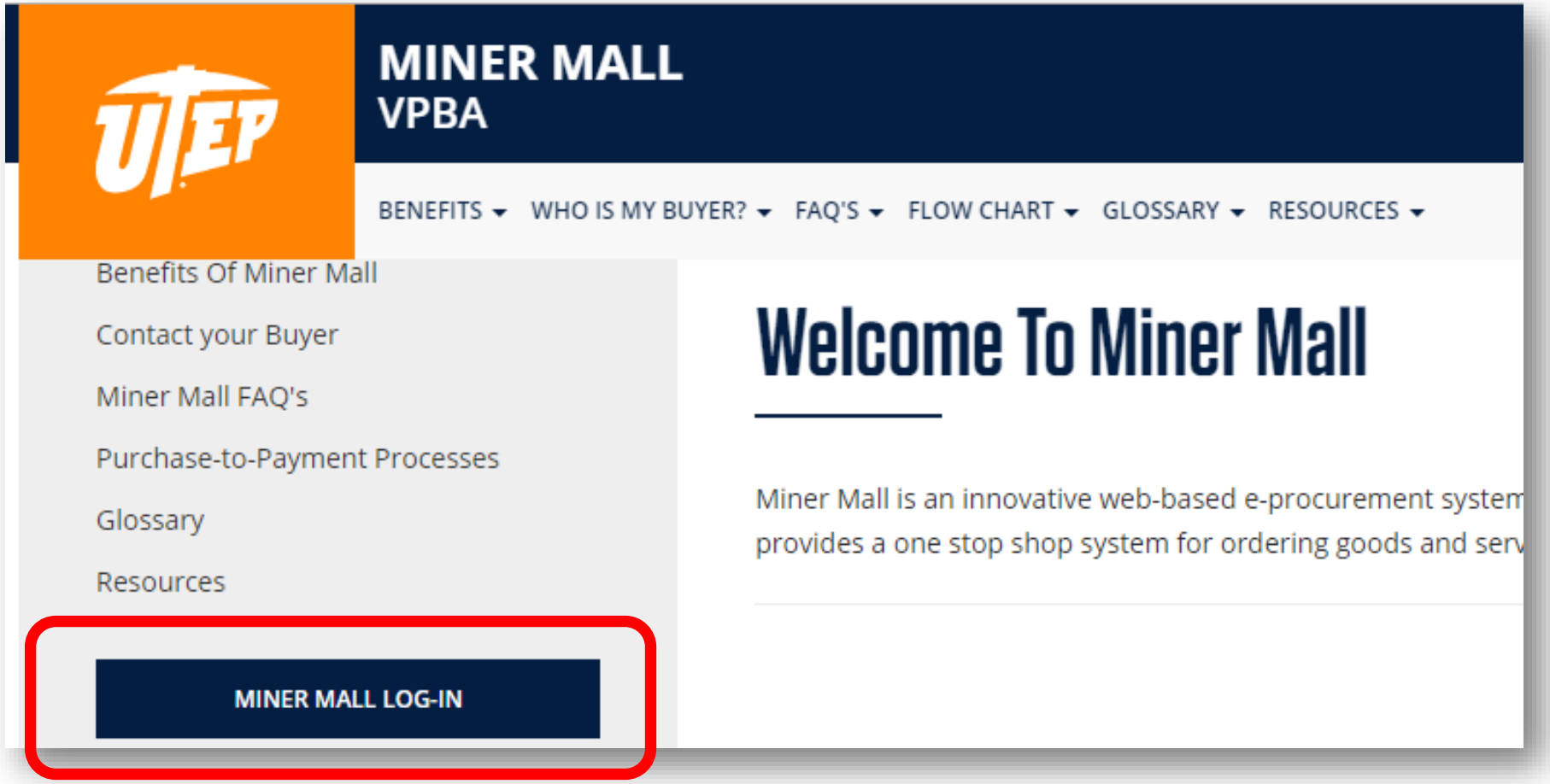
Quotes

- Quotes are valid for 30 days from the date on the quote unless otherwise specified.
- Quotes need to be attached to requisition documents.
- Request freight and shipping estimates up-front.
- Requisition must match the quote, itemize if it applies.
- Purchases equal to or greater than $25,000 that are not on contract require three quotes.
- Quotes requiring a signature and/or review of Terms and Conditions must go to our Contract Administration team for review.
- When attaching the contract to the requisition, the PO amount cannot be greater than the total contract amount.
- Department has a responsibility to ensure that the requisition and fully executed contract are in agreement with each other.

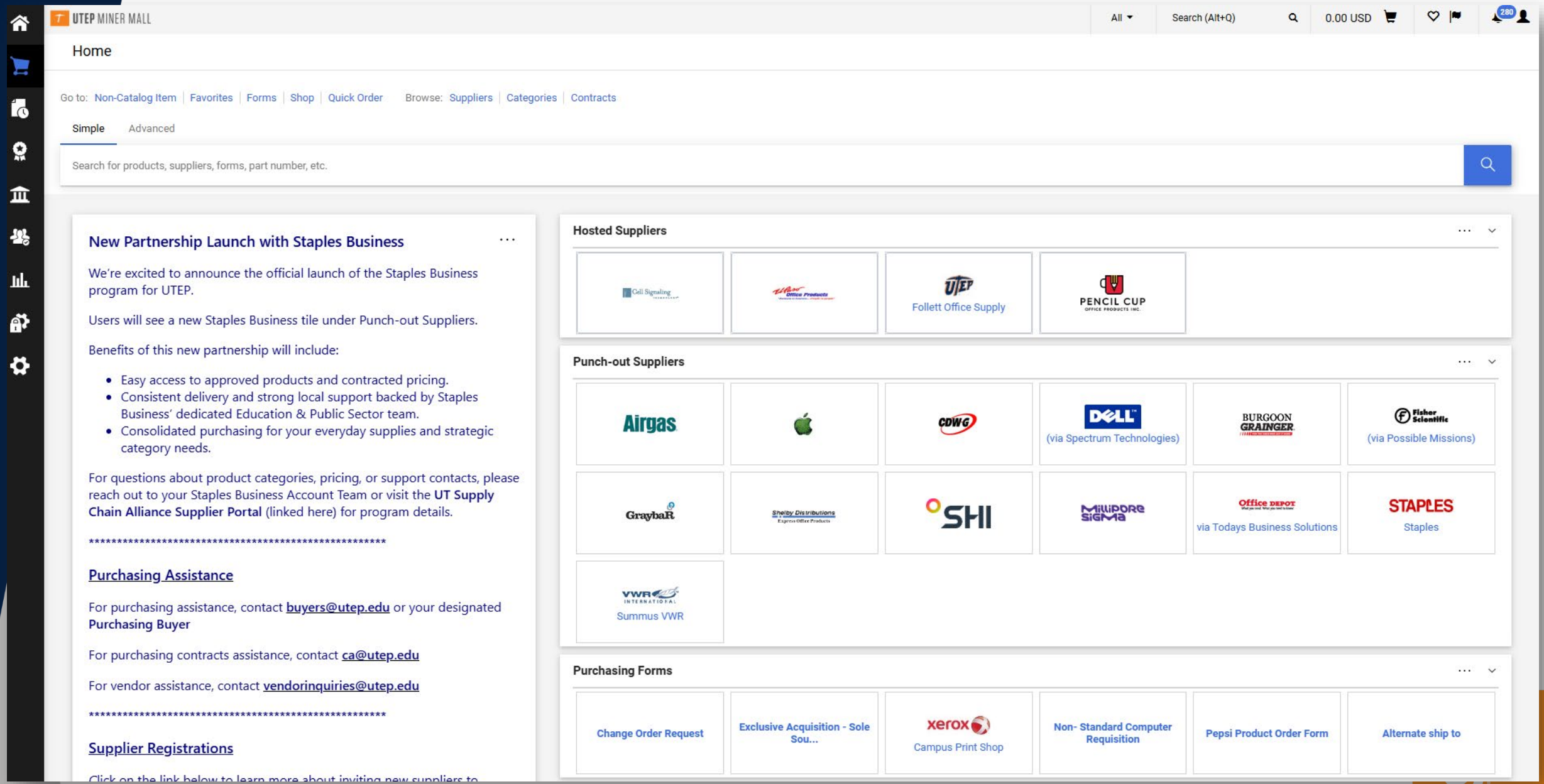
Sign On – my.utep.edu



Sign On – minermall.utep.edu

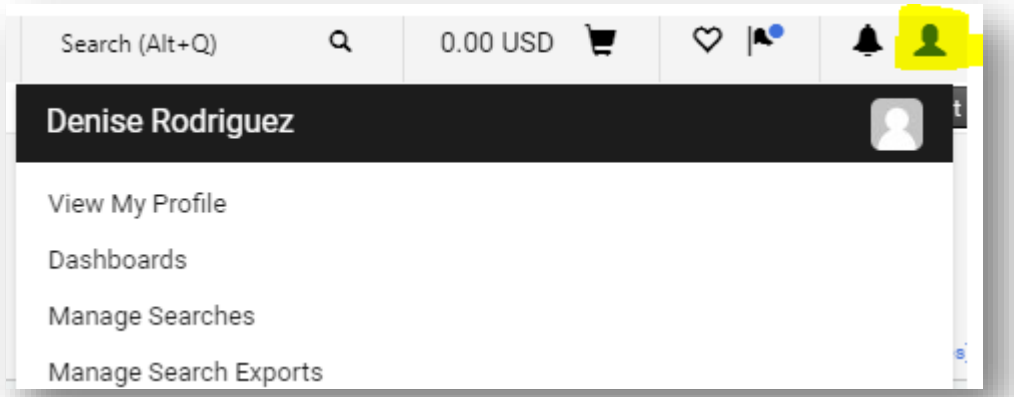


Miner Mall Overview

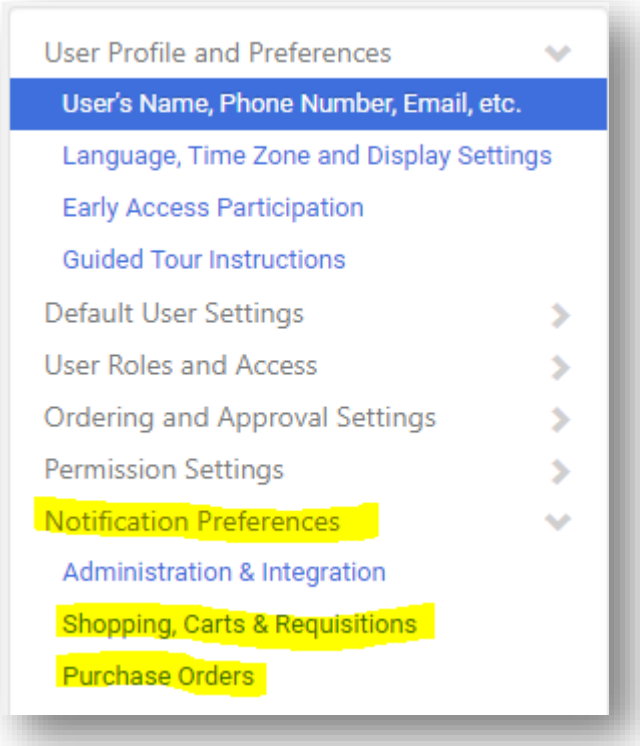


Set Up Profile

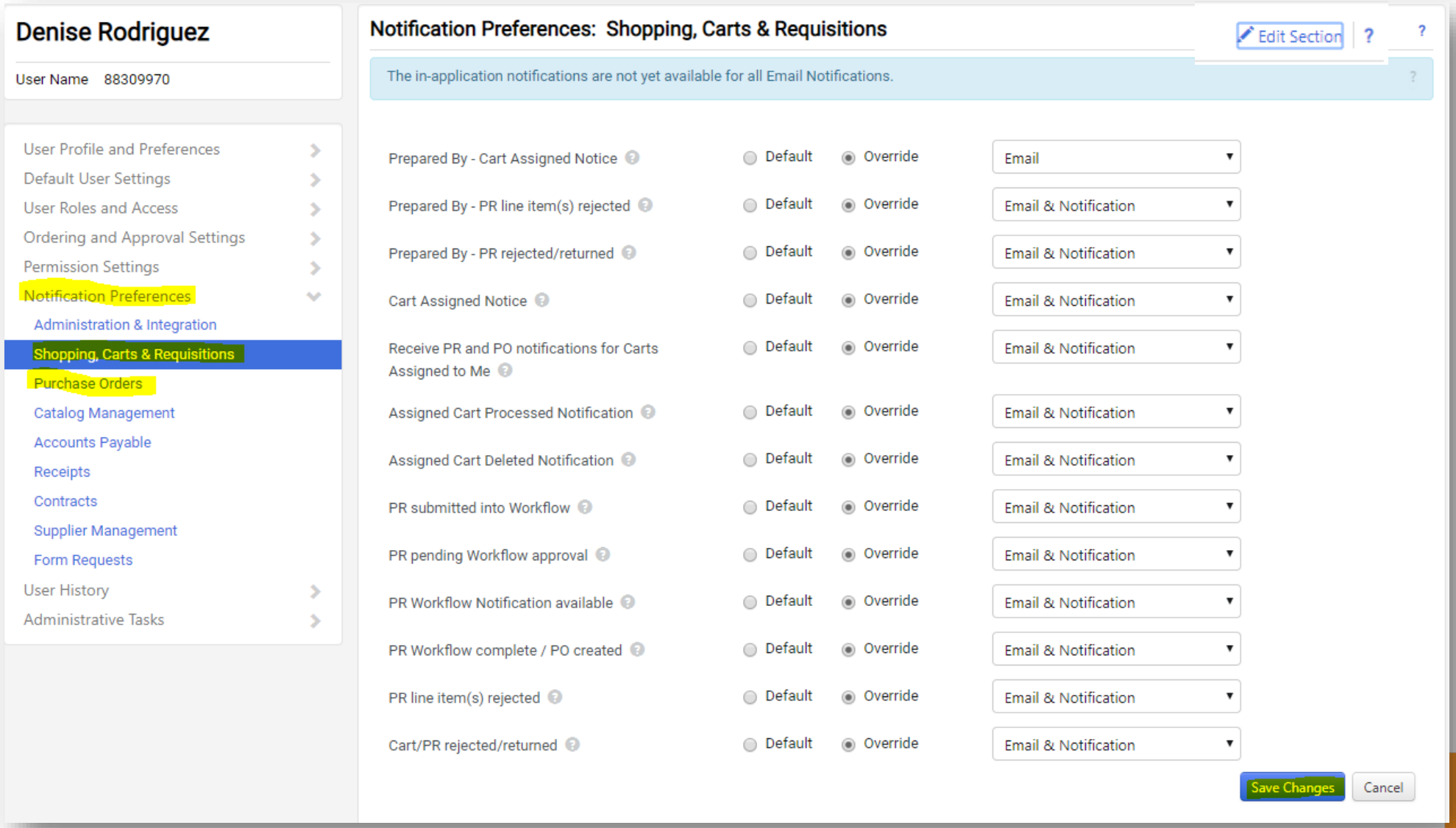
Click on 'logo' then on View My Profile



Click on Notification Preferences then Shopping,Carts & Reqs. Then Purchase Orders

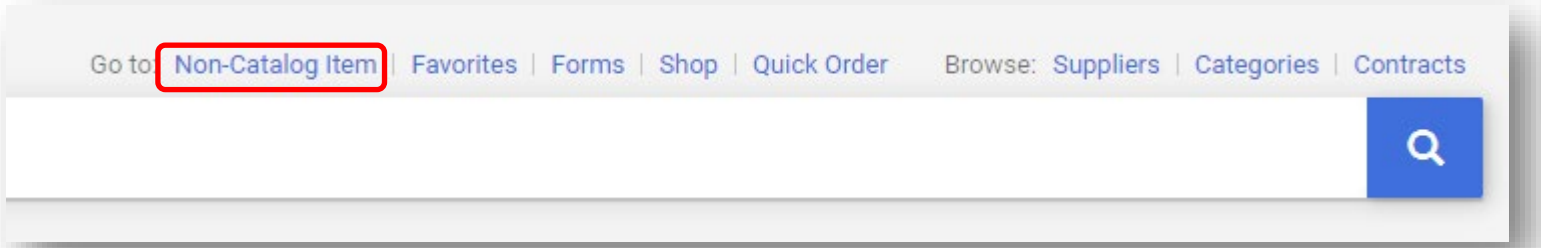


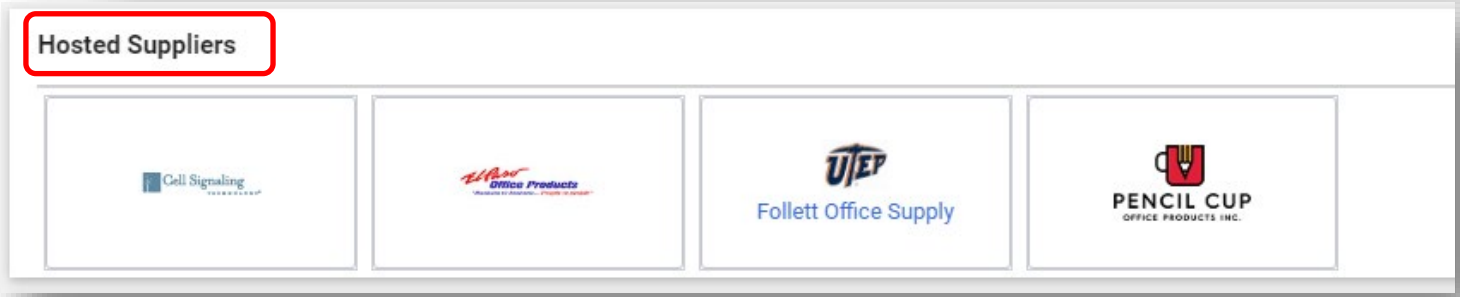
E-mail Notification Preferences

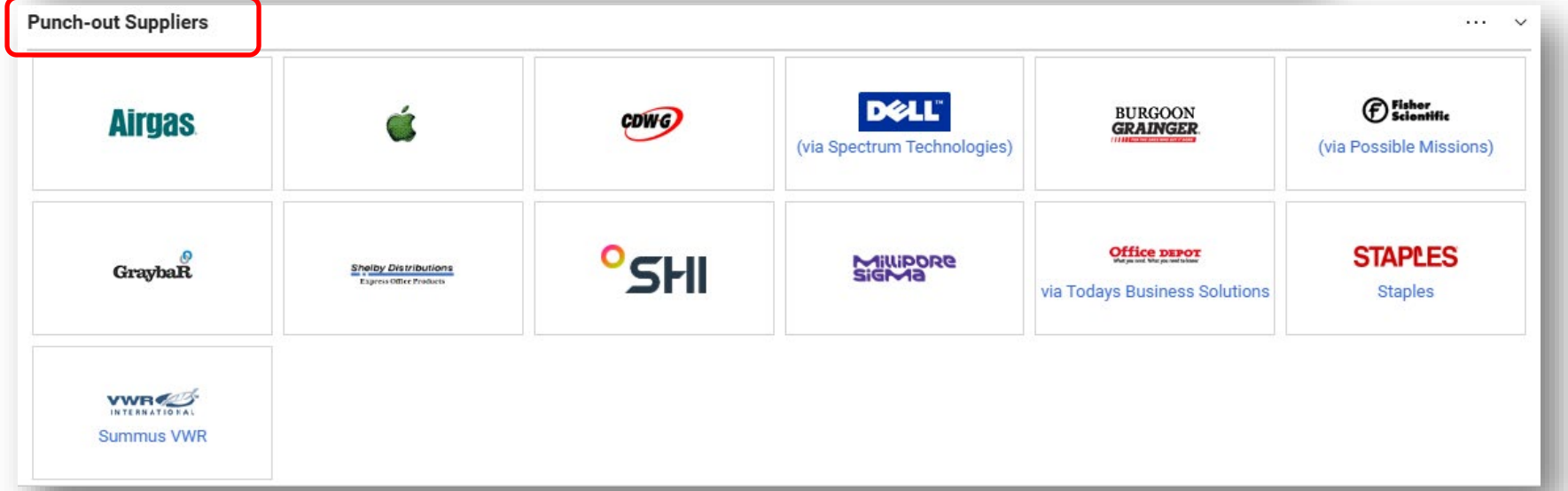


Creating a Cart

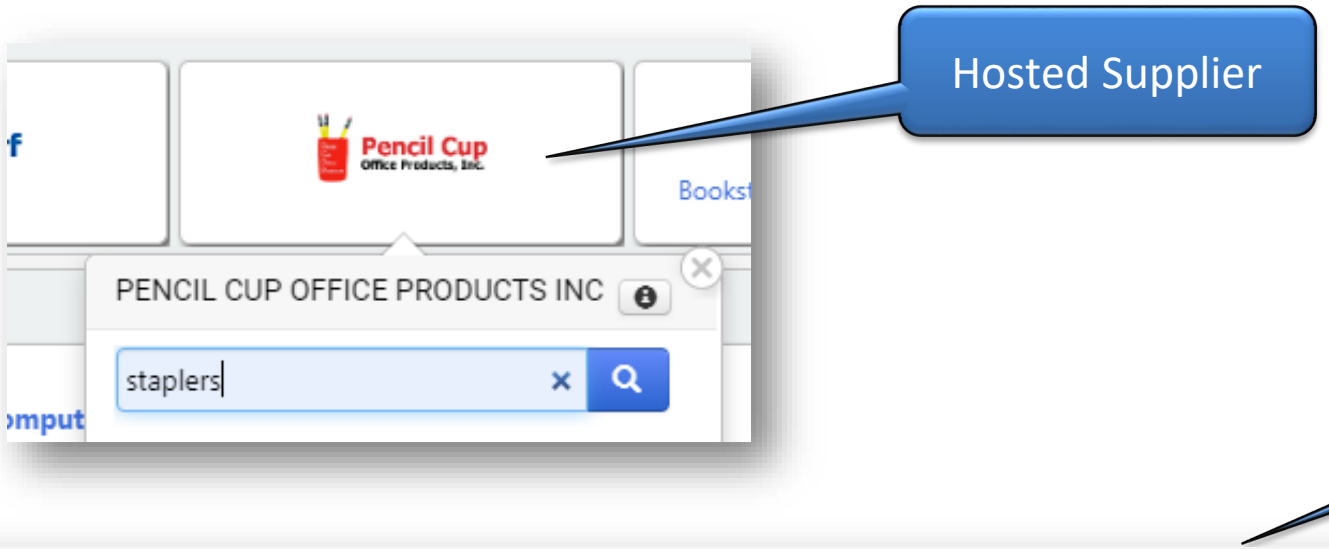
Click on a displayed catalog, or create a Non-Catalog order.

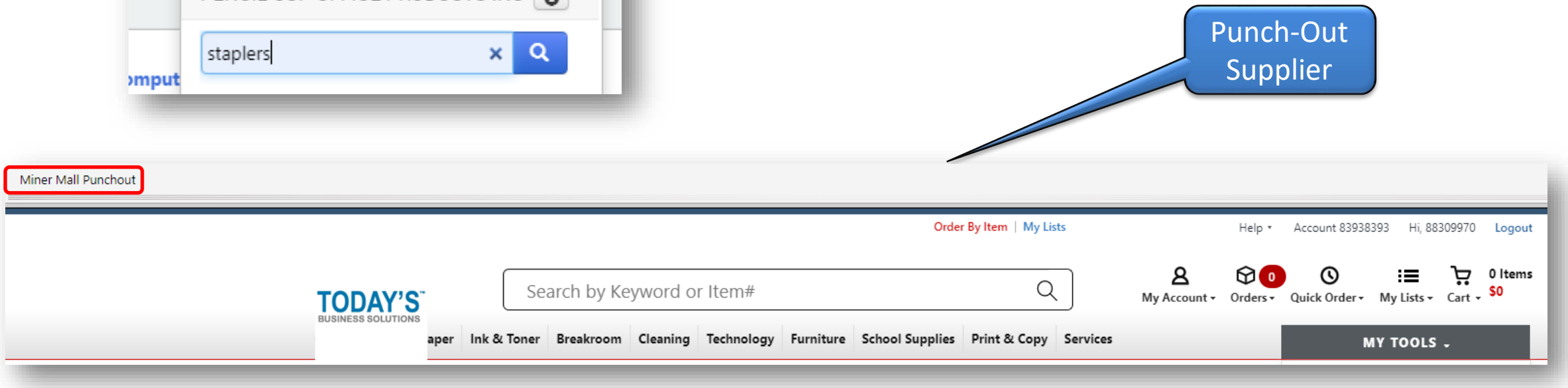




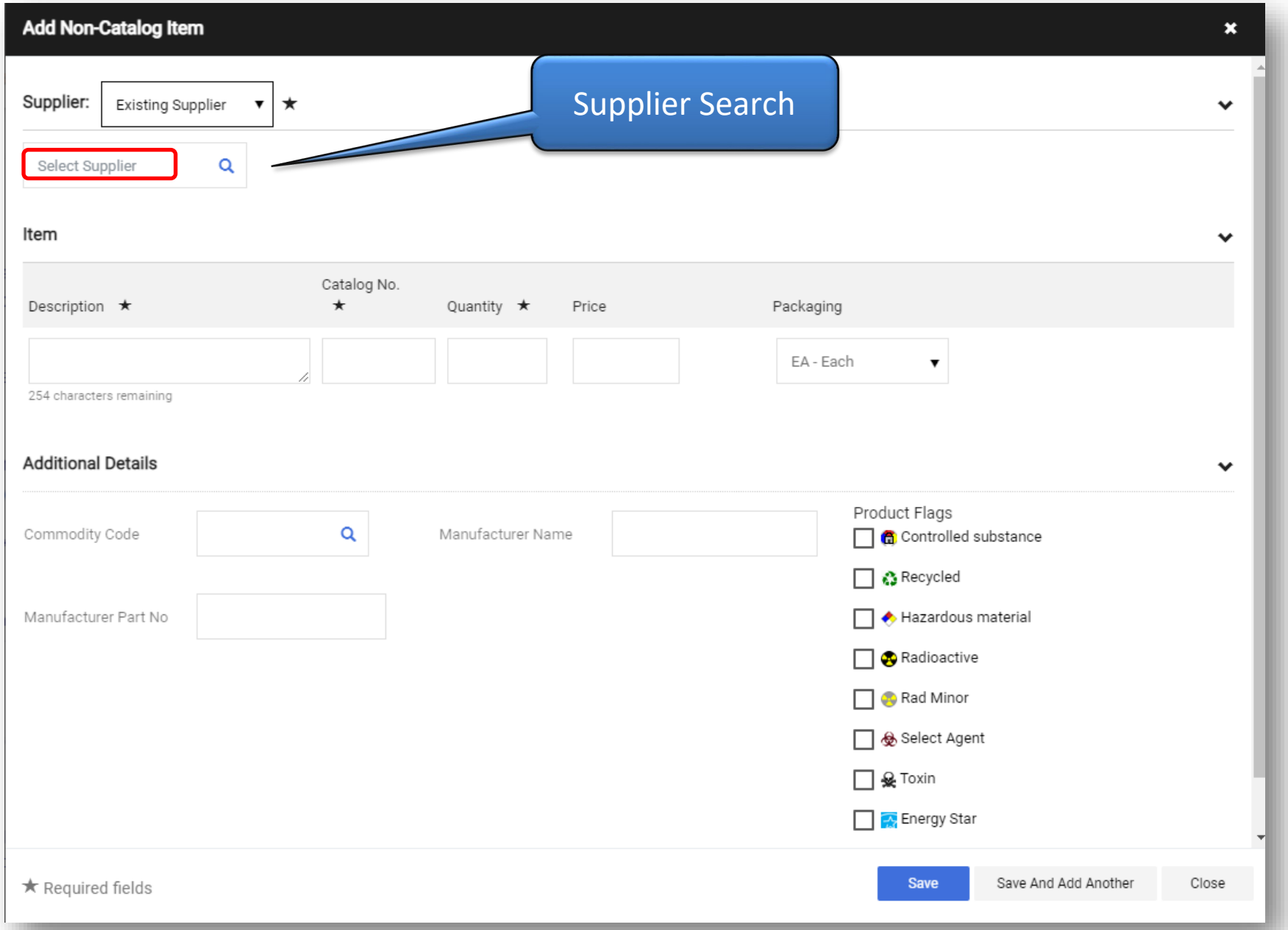


Hosted and Punch-out Suppliers

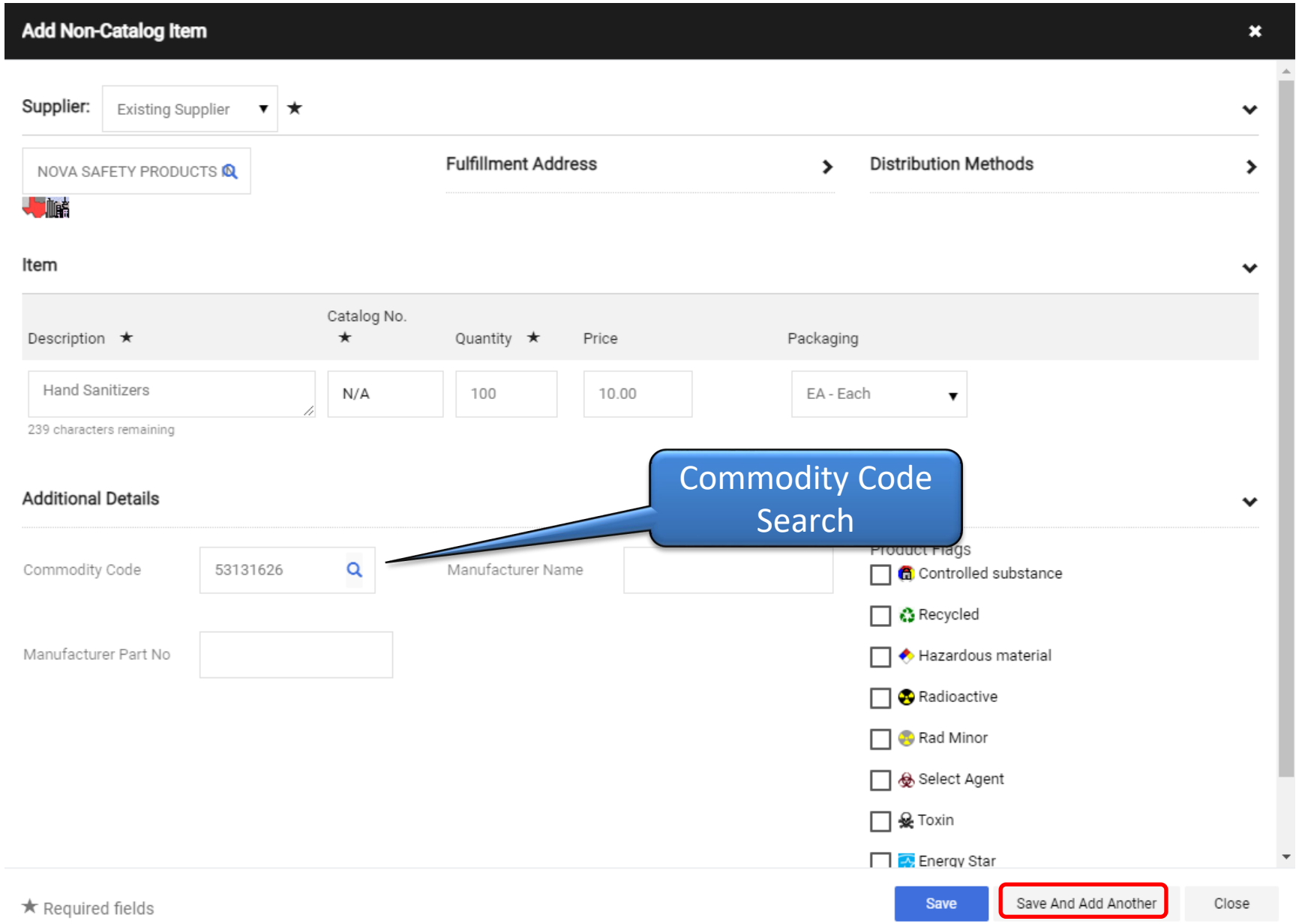




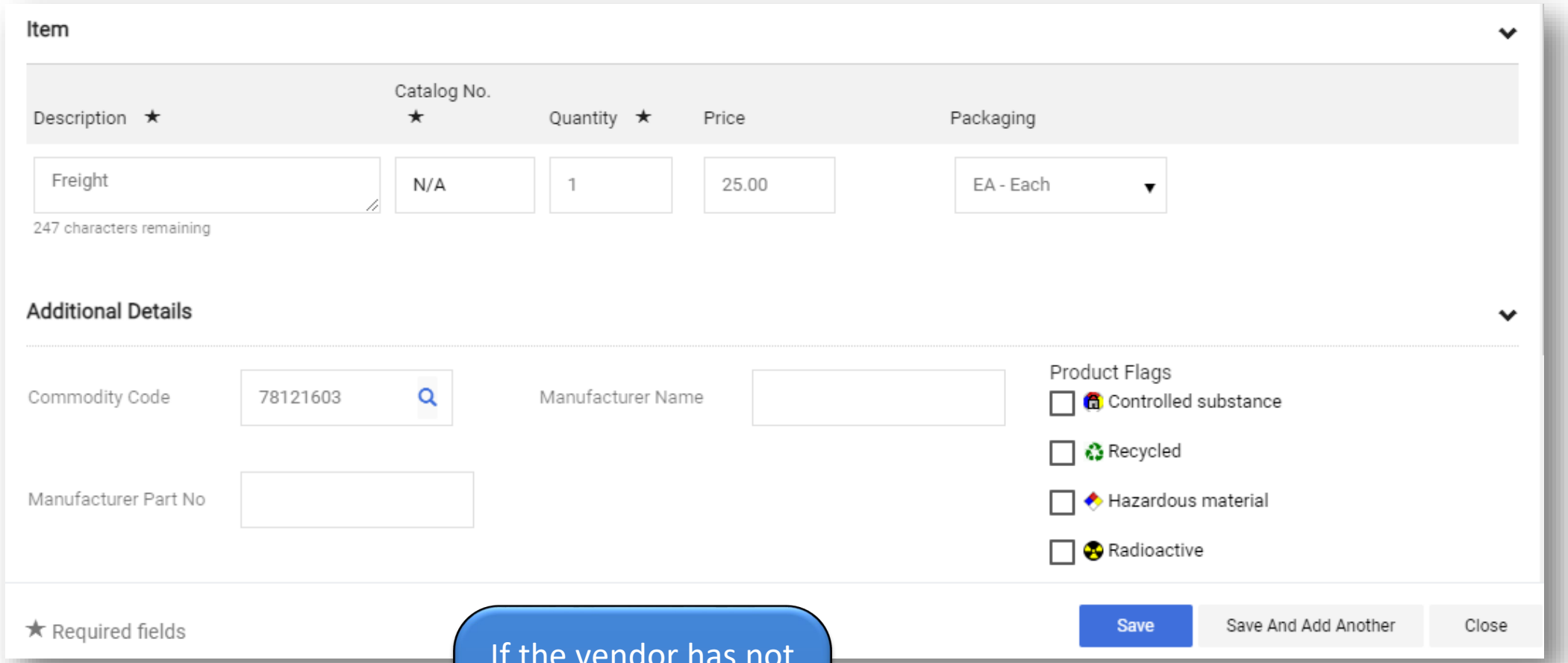
Non-Catalog Order



Non-Catalog Order (Cont.)



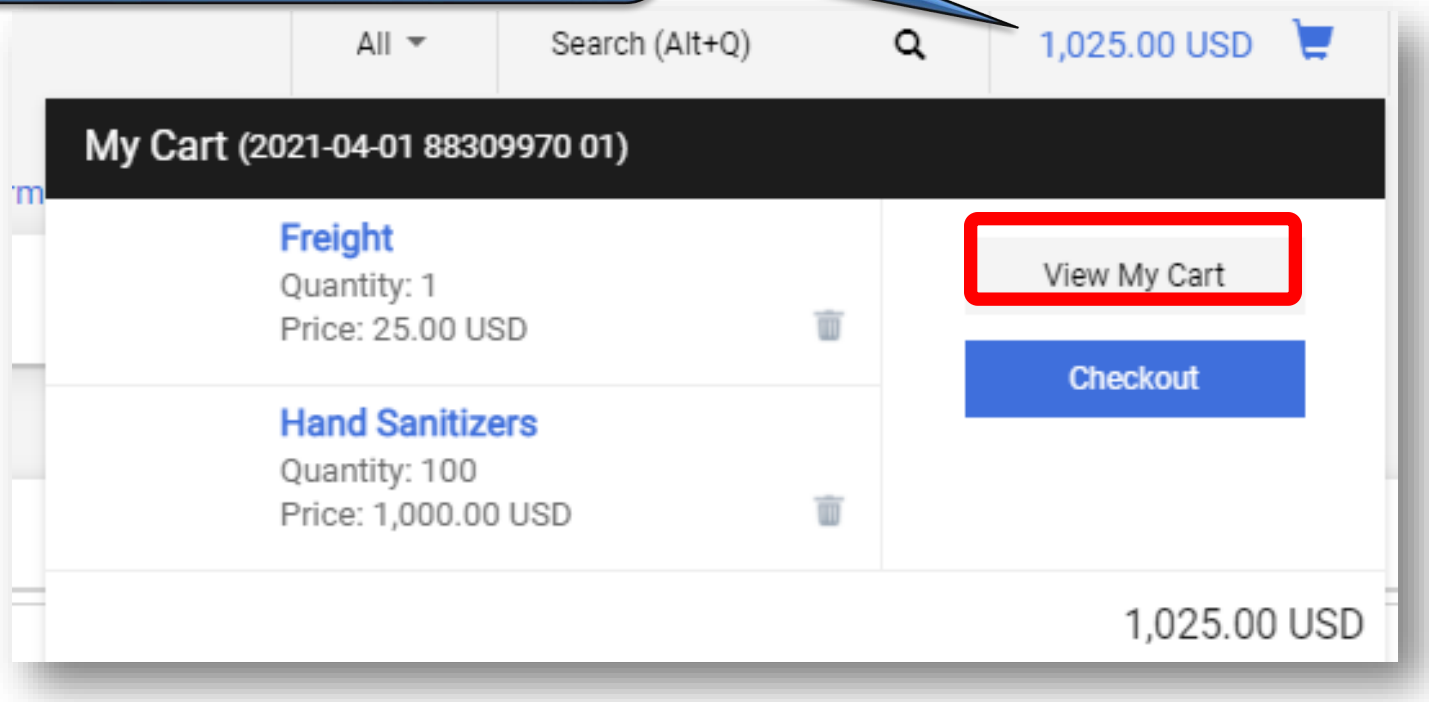
Freight/Shipping/Delivery and/ or Handling Charges



If the vendor has not provided you an amount, please enter an estimated line item charge.

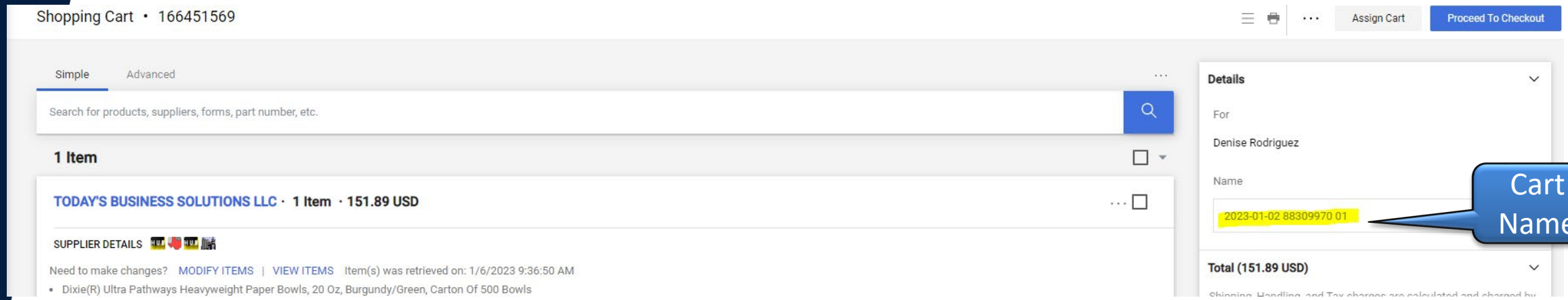
Non Catalog Checkout

After Saving, you will be Returned to your Home Page and your Cart will be Displayed in the Upper Right Corner

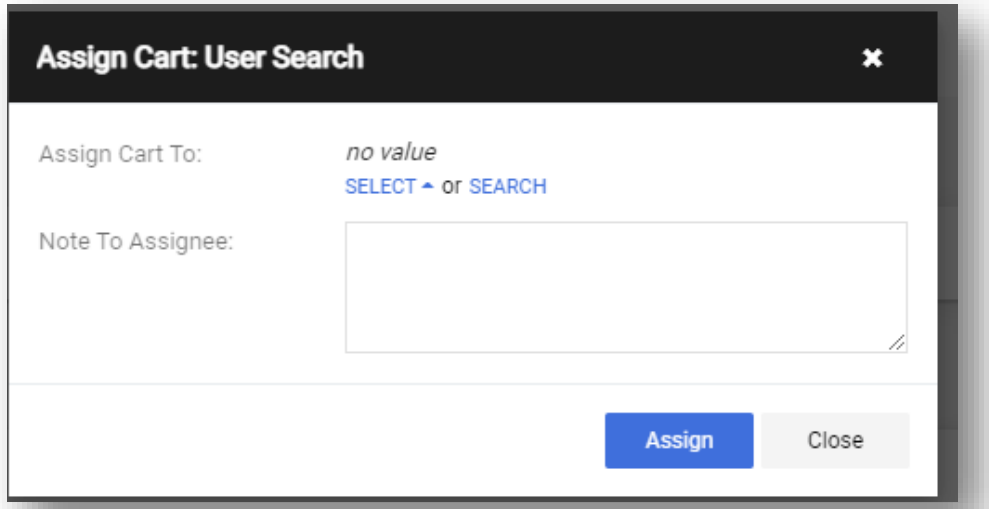


Shopping Cart

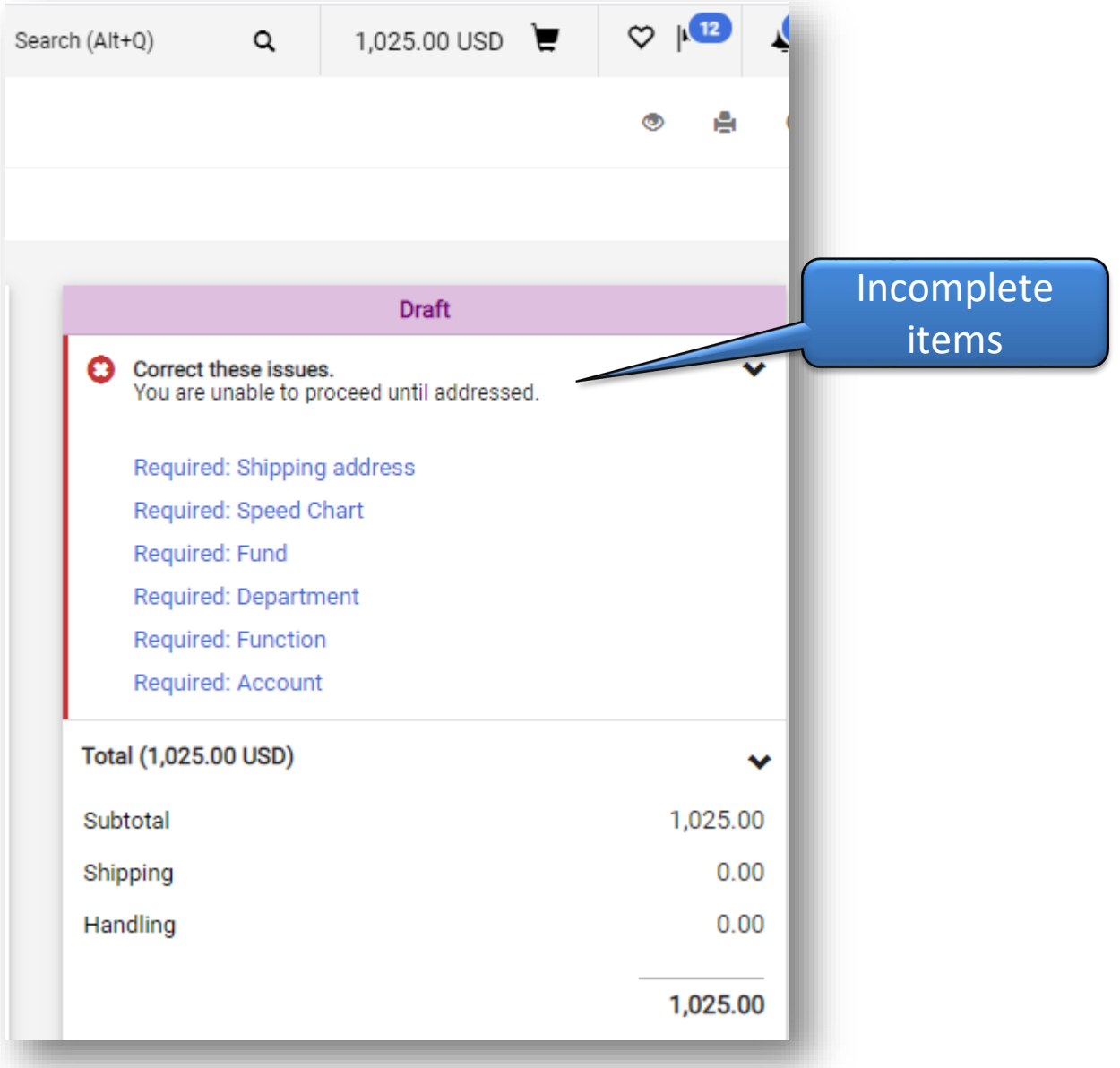
Proceed to Checkout or Assign Cart



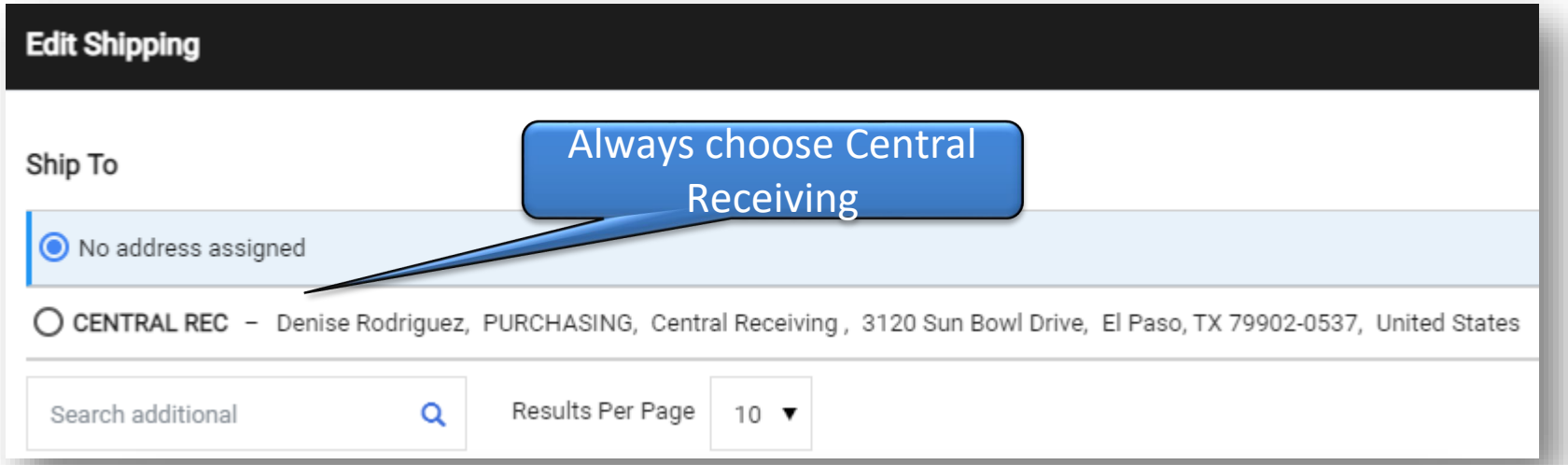
Cart Name

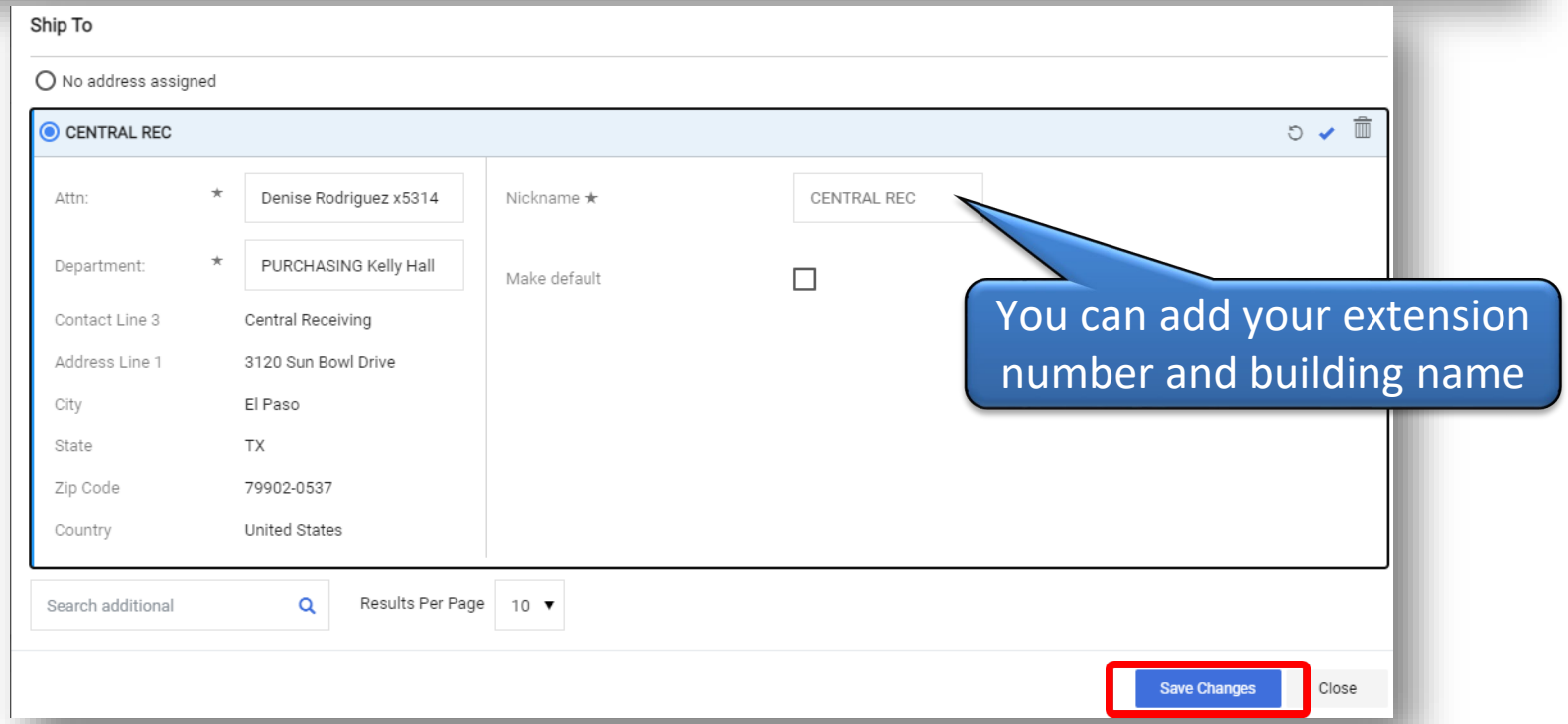


Check-Out

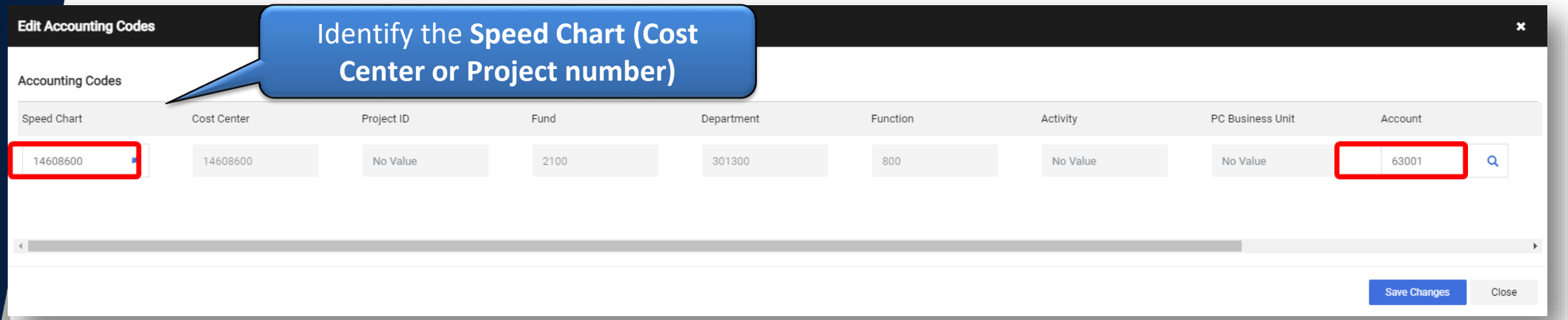

Search (Alt+Q)
1,025.00 USD
12
Draft
Correct these issues.
You are unable to proceed until addressed.
Required: Shipping address
Required: Speed Chart
Required: Fund
Required: Department
Required: Function
Required: Account
Total (1,025.00 USD)
Subtotal 1,025.00
Shipping 0.00
Handling 0.00
1,025.00
Incomplete items

Complete all required fields



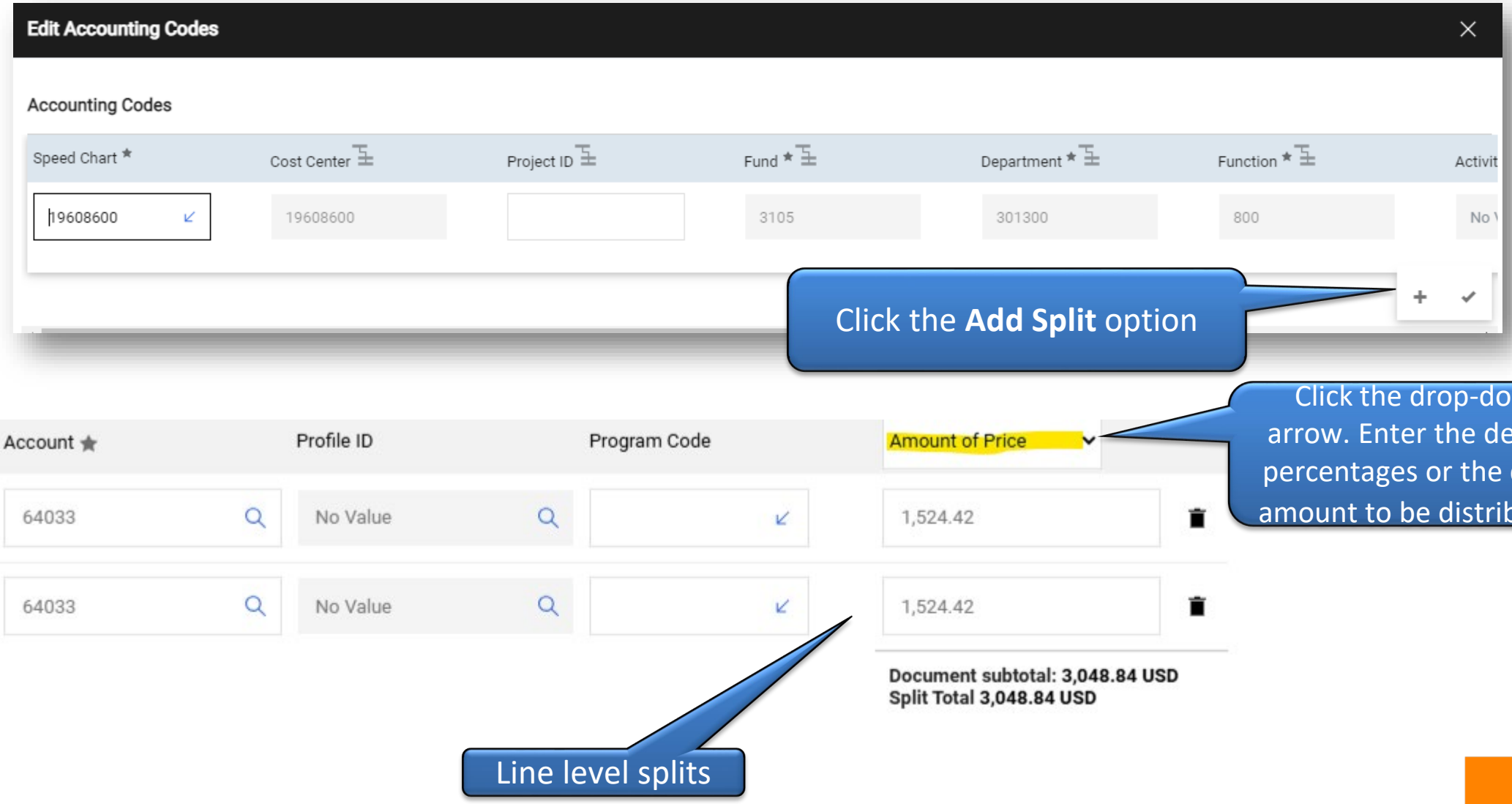


Update Accounting Codes



Click “Select from Values” link and choose from the account values provided.

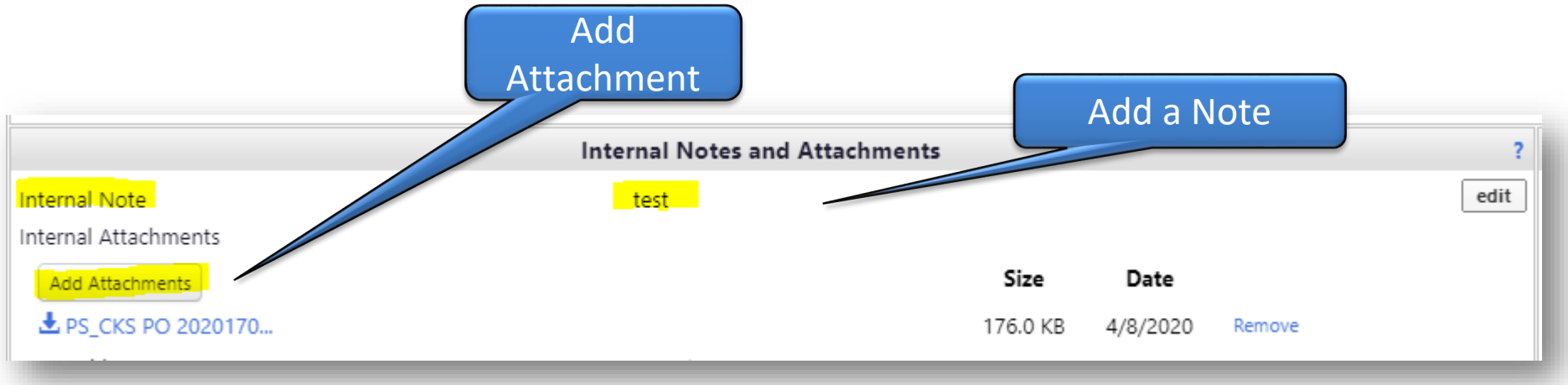
Split an Accounting Code



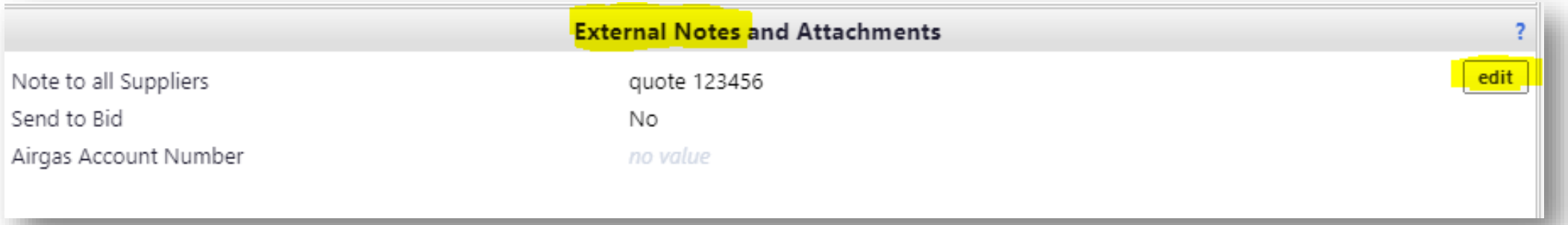
Asset Profile IDs

- Assets that become university property must be properly identified via an asset profile ID. These assets must be tagged and documented by inventory.
- If the item purchased meets certain conditions, then the item will require an Asset Profile ID. End-users must select a correct ID when submitting a purchase requisition.
- Requisitions missing a profile ID will be returned to the end user.
- For a review and instructions on how to add an Asset Profile ID on a Miner Mall purchase requisition please review the Asset Profile ID training video. Additional training resources can be found here.

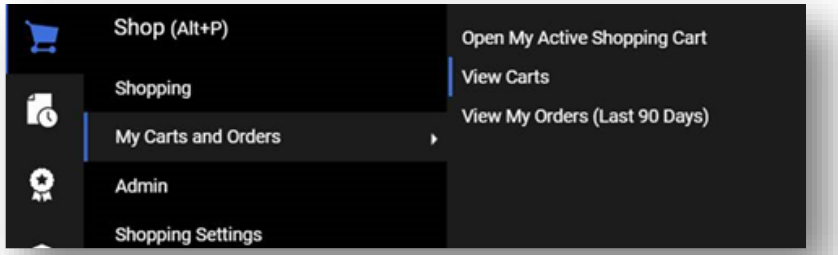
Attachment and Notes

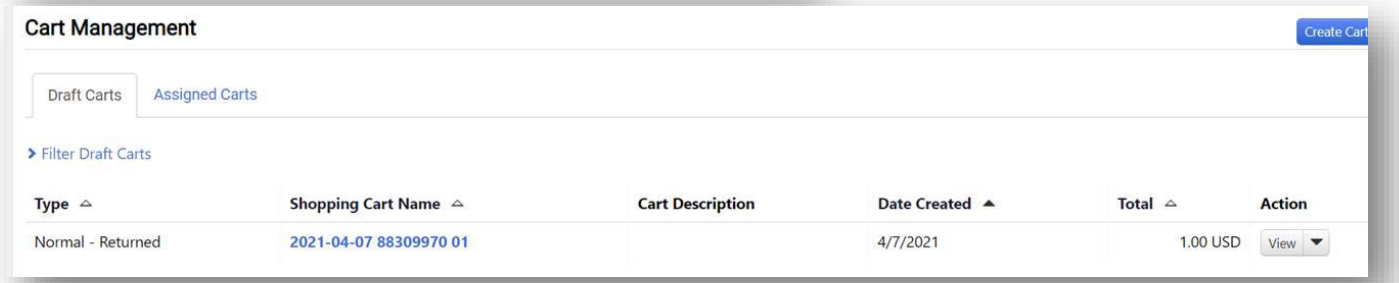


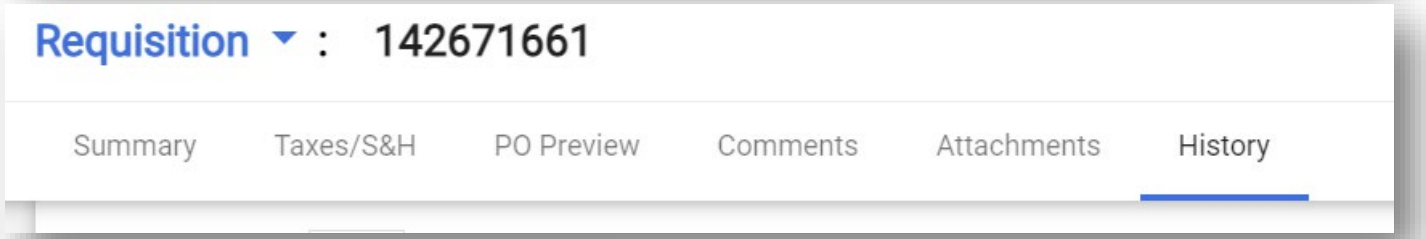
- Internal Notes can be used to reference anything that may be of significance to you such as a project name or location. These are only visible to UTEP end-users.
- External notes are used to send a short text to the vendor. This may be a quote number, instructions, or a reference. These notes are sent to the Supplier.

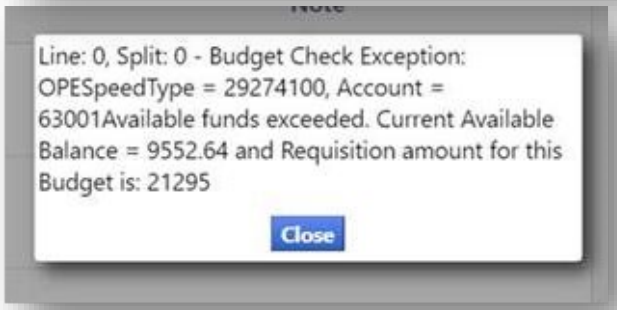


Returned Carts





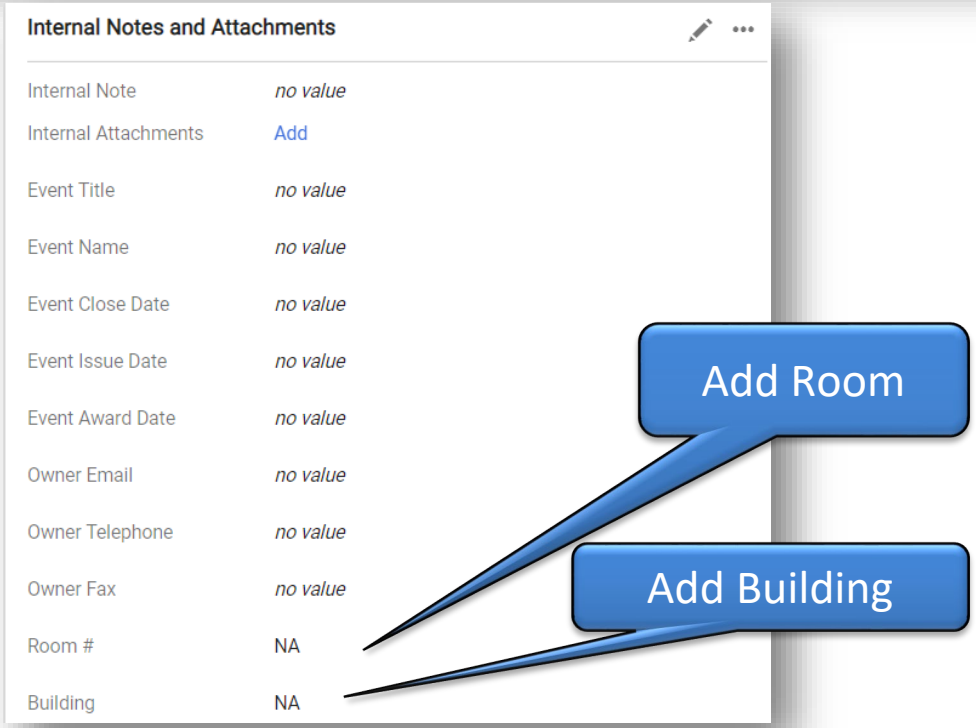




- If a requisition is returned, check the requisition history for the error message.

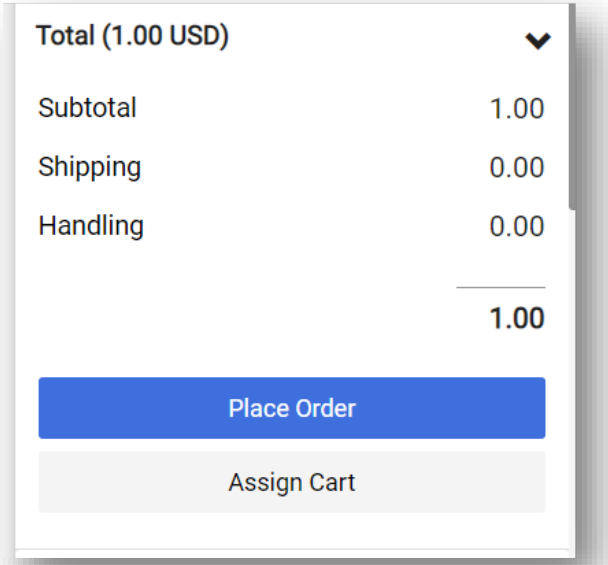
Environmental Health and Safety Review

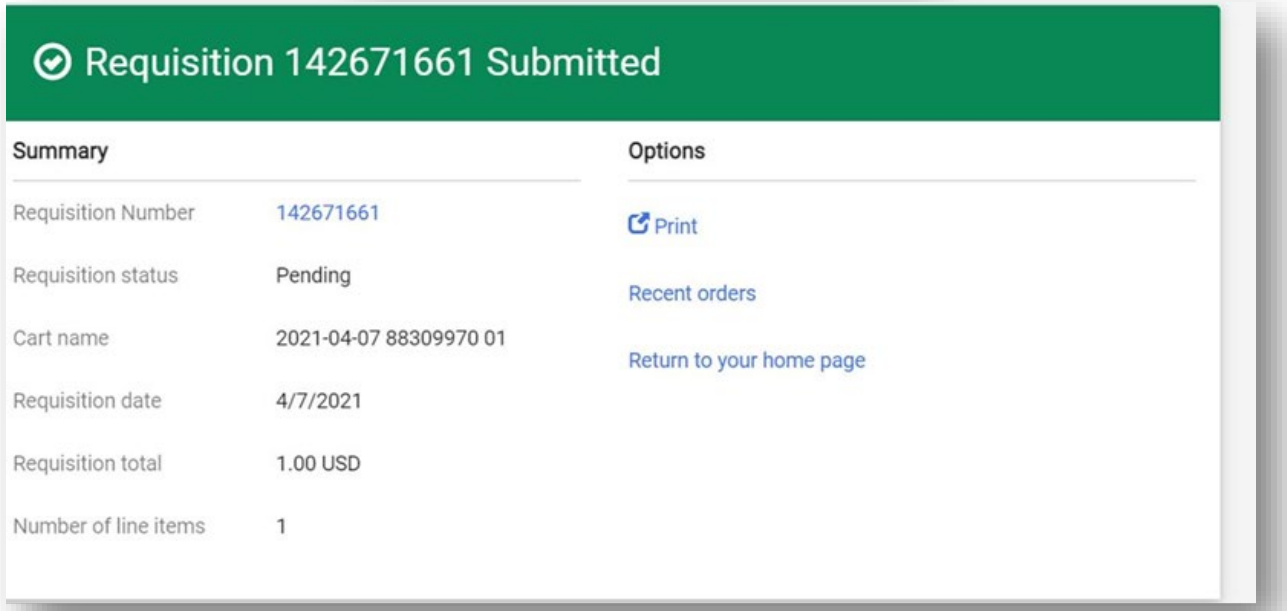
Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	4/7/2021 2:51 PM	System		Requisition returned		*empty*	Denise Rodriguez	You must provide a building and room if you order EHS items.



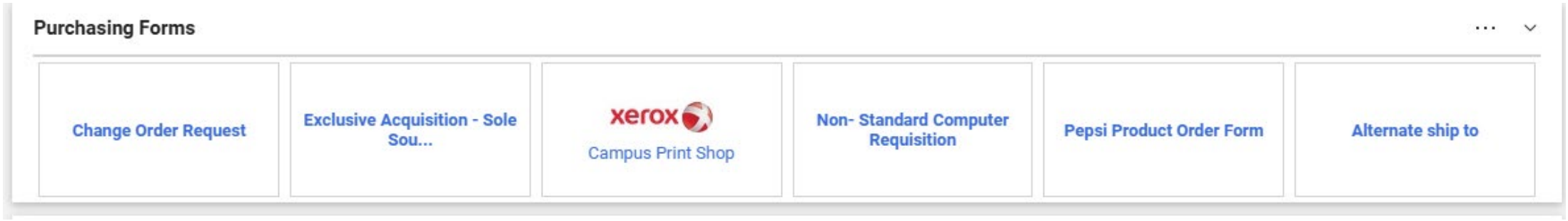
- Items flagged in the catalogs as hazardous will require building and room numbers for storage purposes.

Final Step


Total (1.00 USD)
Subtotal 1.00
Shipping 0.00
Handling 0.00
1.00
Place Order
Assign Cart

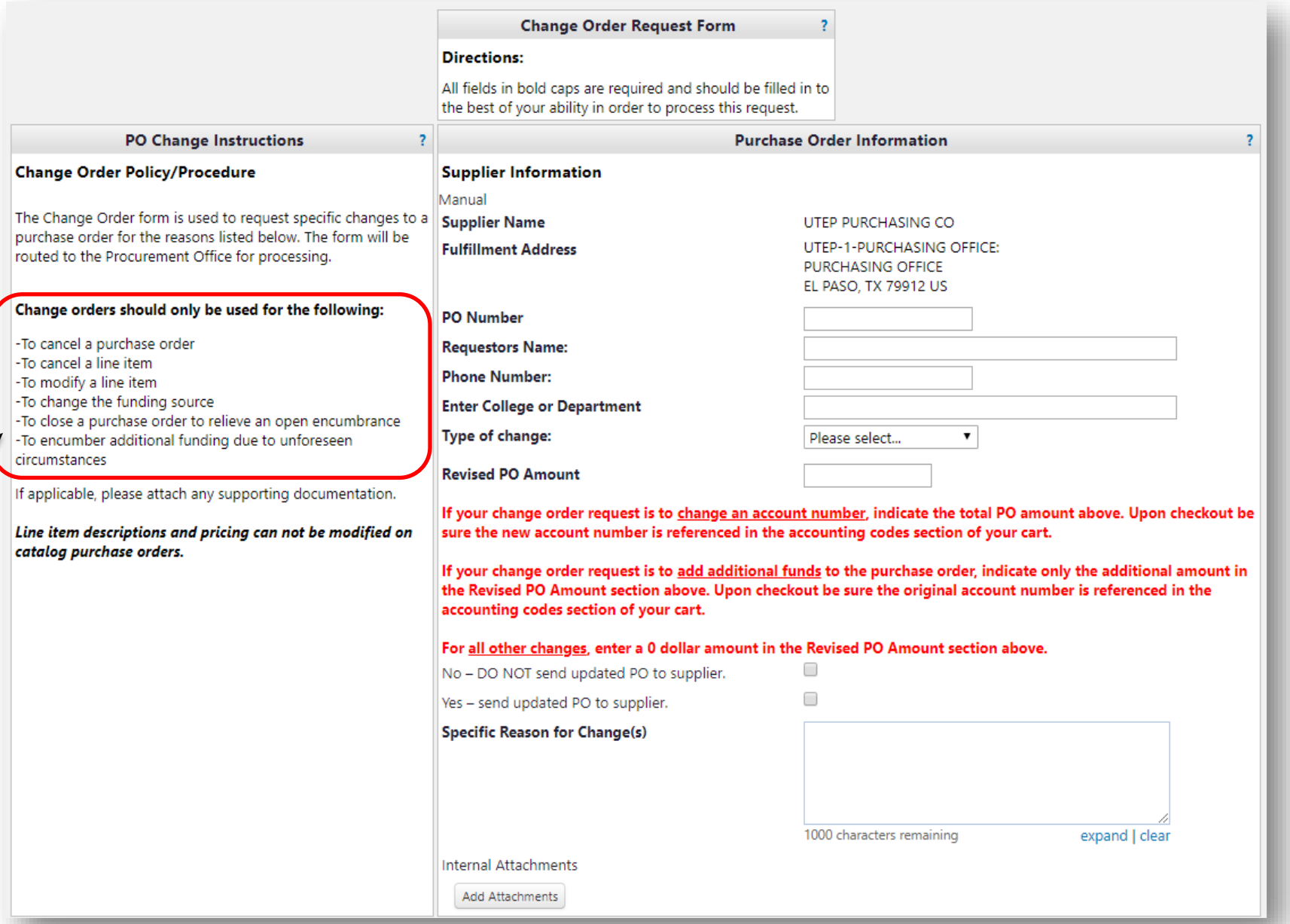

Requisition 142671661 Submitted
Summary
Requisition Number 142671661
Requisition status Pending
Cart name 2021-04-07 88309970 01
Requisition date 4/7/2021
Requisition total 1.00 USD
Number of line items 1
Options
Print
Recent orders
Return to your home page

Forms


Purchasing Forms
Change Order Request
Exclusive Acquisition - Sole Sou...
xerox
Campus Print Shop
Non- Standard Computer Requisition
Pepsi Product Order Form
Alternate ship to

Process a Change Order/Cancel or Close an Order

- Canceling a purchase order
- Canceling a line item on purchase order
- Closing a purchase order to relieve an open encumbrance
- Correcting an error



Change Order Request Form ?

Directions:

All fields in bold caps are required and should be filled in to the best of your ability in order to process this request.

PO Change Instructions ?

Change Order Policy/Procedure

The Change Order form is used to request specific changes to a purchase order for the reasons listed below. The form will be routed to the Procurement Office for processing.

Change orders should only be used for the following:

-To cancel a purchase order
-To cancel a line item
-To modify a line item
-To change the funding source
-To close a purchase order to relieve an open encumbrance
-To encumber additional funding due to unforeseen circumstances

If applicable, please attach any supporting documentation.

Line item descriptions and pricing can not be modified on catalog purchase orders.

Purchase Order Information ?

Supplier Information

Manual

Supplier Name UTEP PURCHASING CO

Fulfillment Address UTEP-1-PURCHASING OFFICE:
PURCHASING OFFICE
EL PASO, TX 79912 US

PO Number

Requestors Name:

Phone Number:

Enter College or Department

Type of change: Please select...

Revised PO Amount

If your change order request is to change an account number, indicate the total PO amount above. Upon checkout be sure the new account number is referenced in the accounting codes section of your cart.

If your change order request is to add additional funds to the purchase order, indicate only the additional amount in the Revised PO Amount section above. Upon checkout be sure the original account number is referenced in the accounting codes section of your cart.

For all other changes, enter a 0 dollar amount in the Revised PO Amount section above.

No – DO NOT send updated PO to supplier.

Yes – send updated PO to supplier.

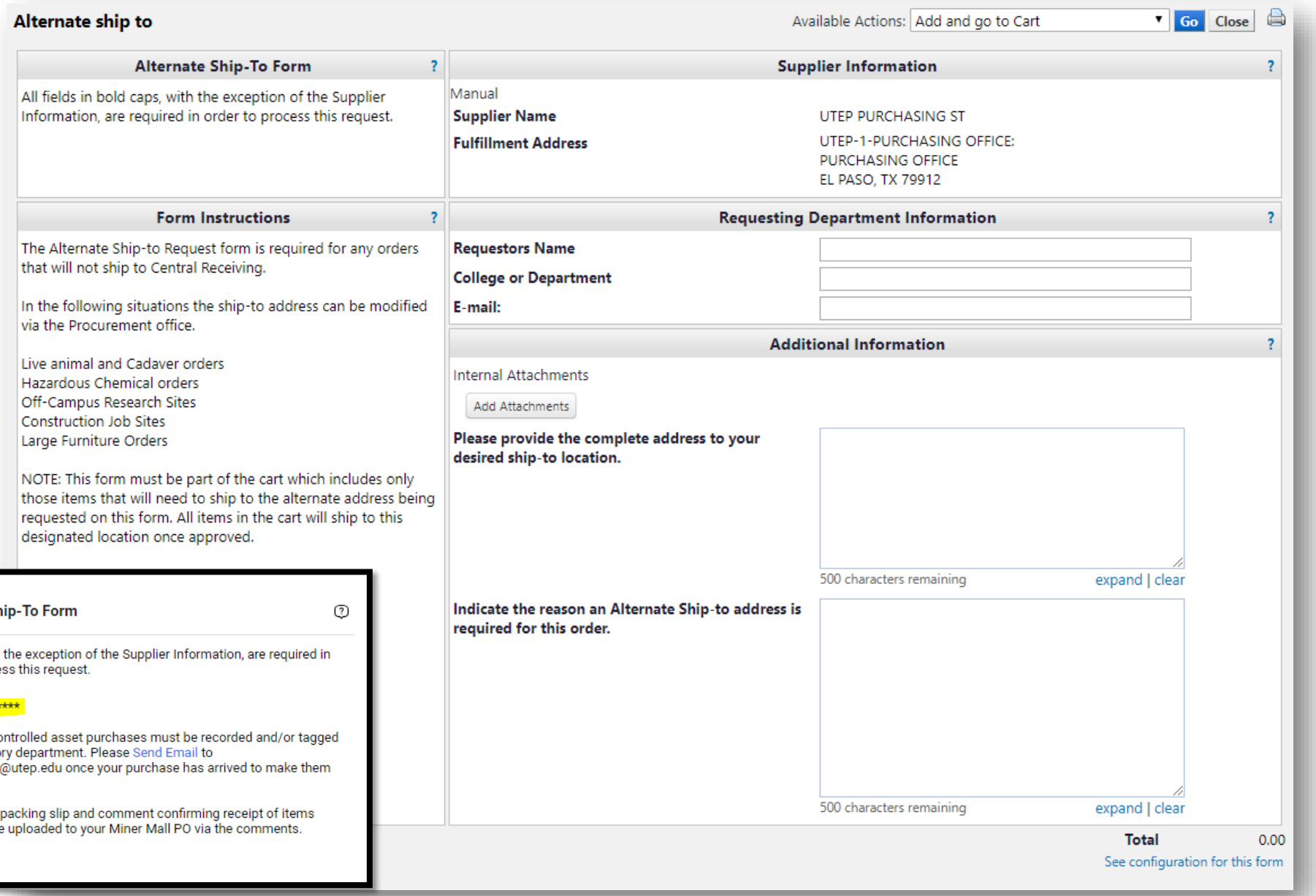
Specific Reason for Change(s)

1000 characters remaining expand | clear

Internal Attachments

Add Attachments

Alternate Ship-to Address



Receiving

- Upon receipt of delivery, departments should confirm that all items have been received and undamaged.
- Any discrepancies should be brought to the attention of central receiving within three business days.
- Please note that vendors have a a set time frame to accept returns or process replacements.
- Please reach out to Central Receiving at receiving@utep.edu or at Ext. 7149

Desktop Receiving

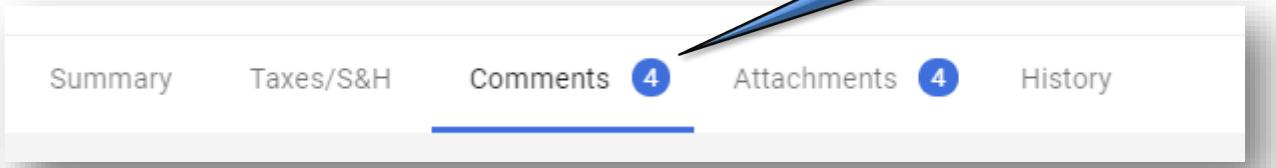
- Front office users will create receipts for orders that are not shipped to Central Receiving:
  - Pick-up orders
  - Desktop receiving orders
  - Services
    - Software, subscriptions, rentals, memberships, etc
    - Prepayments (Receipts need to be created upon receipt or completion of goods and services)
- Front office users will NOT create receipts for the following orders:
  - Items received by Central Receiving
  - Services on POs with contracts and recurring monthly charges
    - Copiers: Ricoh/Spectrum
    - El Paso Disposal
    - ABM Texas General Services
      - DTS will ask departments to confirm that everything is correct and on the first invoice/receipt. Once confirmed, all monthly charges matching the PO will be paid without a receipt required. Departments must inform DTS if the vendor discontinues service or if there is a dispute which requires us to hold payment on invoices.
- For any questions, contact Disbursement Services at billing@utep.edu

Purchase Order Invoices

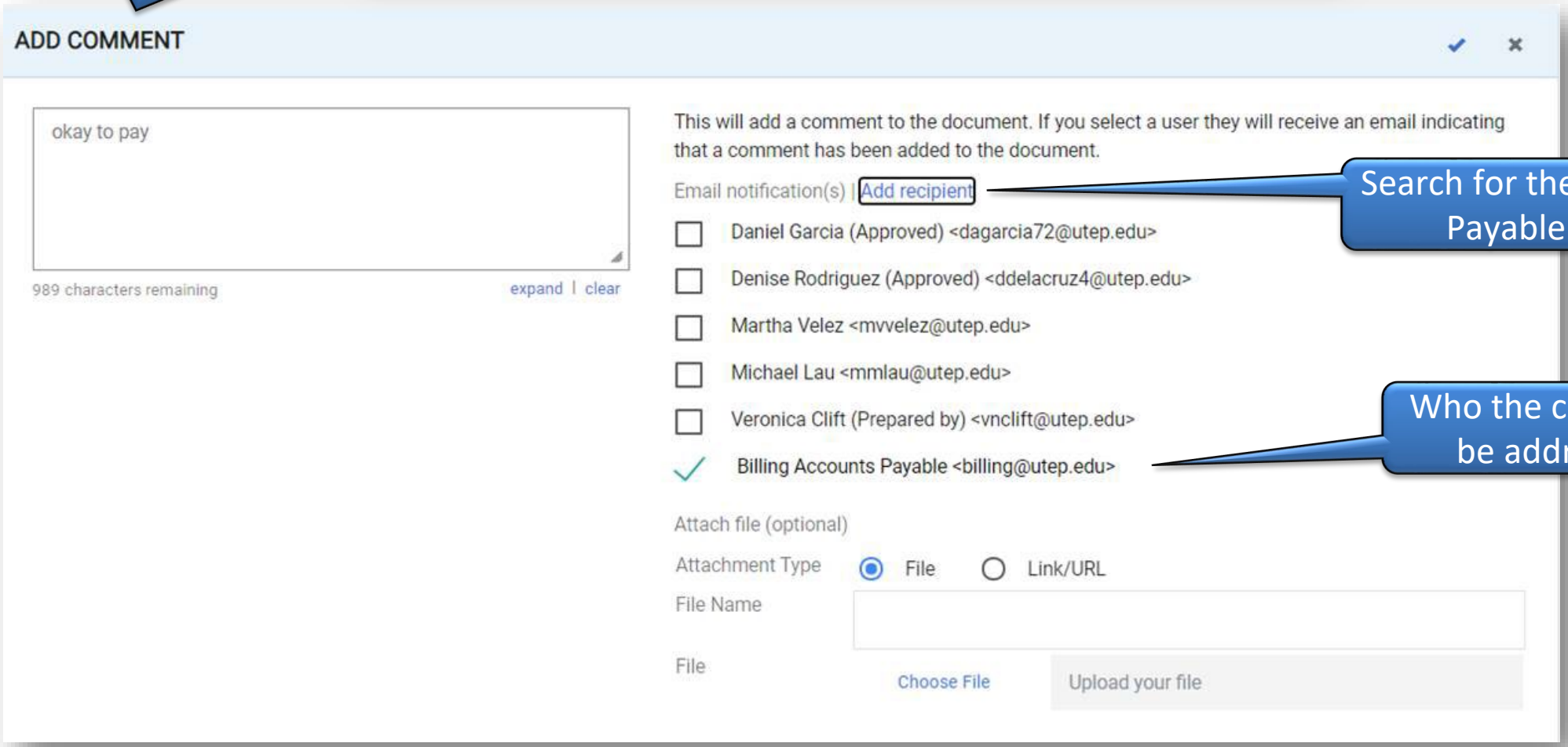
- Invoices should always be forwarded to the Accounts Payable office as indicated in the address on the PO.
- Invoices received at the departments should be forwarded to the Accounts Payable department immediately.
- Upload invoices to your Miner Mall PO via a comment and address it to billing@utep.edu.
- Vendors may also submit invoices directly to Accounts Payable. You may receive a comment from Accounts Payable asking if an invoice is ok to pay.

Upload an Invoice

Click on Comments



Add Comments



Search for the Accounts Payable user

Who the comment will be addressed to.

UTEP VetHUB Program

- The goal of the VetHUB Program is to promote participation of VetHUB businesses in procurement and contracting opportunities with UTEP.
- VetHUBs are Service-Disabled Veteran owned businesses. Veteran Heroes United in Business.
- Departments should make a sincere, good-faith effort to purchase from VetHUB vendors whenever possible.
- Contact your Purchasing office Buyer or the VetHUB Program Administrator for any VetHUB related questions or inquiries.

Procurement Card Program

- The Pro Card Program is designed to give departments a quick and efficient way in which to make small dollar purchases.
- The Pro Card is a U.S. Bank and is issued to an individual employee for UTEP business purchases only.
- For more information regarding the Pro Card, please visit the Purchasing and General Services website purchasing.utep.edu

Contract Administration and Compliance

- The Purchasing office includes a team of Contract Administrators who can assist with university contracts.
- The contract administration team reviews, negotiates, and executes contract documents. They also monitor contracts and performance.
- The team is available to assist in any resolution of contract disputes and to advise departments of their contractual rights and obligations.
- For any questions regarding contracts please contact ca@utep.edu

Signature Authority

- Department Chairs, Deans, Directors, Professors or administrative staff **may not** sign contracts on behalf of the University.
- Any purchasing contracts requiring an official University signature should be forwarded to the Purchasing office for review.

Payment Works

- Vendor onboarding tool that requires vendors to register to do business with the university and maintaining their vendor profiles.
- Payment Works will help verify tax ID’s, addresses, banking information, and run the vendor through the government sanctions lists (Visual Compliance).
- Vendor information will route through an internal workflow and be final approved by Purchasing.
- For more information regarding PaymentWorks, visit the Purchasing website.

For More Information

- Miner Mall website minermall.utep.edu
- Purchasing and General Services website purchasing.utep.edu
- HR webpage for registration for Miner Mall and Pro Card Training: minetracker.utep.edu – must login with single sign on credentials.
- Purchasing Office main line 915-747-5601.
- For Purchasing assistance, please contact buyers@utep.edu or your designated buyer.
- Disbursement Services website https://www.utep.edu/vpba/disbursement-services/
- Expense Account Listing

Questions