



SEPTEMBER 2017 BRC BLAST OF THE MONTH

SERVICENOW GOES LIVE FOR ALL BRC SERVICES OCTOBER 1, 2017

The Business Resource Center (BRC) is very pleased to announce that our online intake and workflow system, *ServiceNow*, will be available to receive requests for ALL BRC teams starting October 1, 2017.

What does this mean if you are already using ServiceNow to submit requests to the BRC POP team?

You will now have access to submit and track requests electronically to all of the BRC teams through the same ServiceNow portal you are currently using including:

- Purchase order and payment requests (POP Team)
- **New** Travel and entertainment reimbursement requests
- **New** PTA Airfare and V-Card Hotel Requests
- Contracts and requests for proposals/qualifications/etc.
- PO change order requests
- **New** Cost transfer requests (including NPEARs, recharges and journals)
- **New** Relocation reimbursement requests
- **New** System access requests
- And more!

When should I start using the new forms?

The forms go live October 1, 2017!!

New to UCOP and not sure if you have access to ServiceNow?

Don't worry! All UCOP employees have access to ServiceNow using their UCOP single sign-on user ID and password. Go to <https://ucop.service-now.com>, log on and go to *Request Service* to find the BRC forms.

Need help maneuvering through our new forms? Never fear, trainings are available!

We also have the following trainings scheduled if you haven't had a chance to attend one yet (or would just like a refresher).

Who do I contact if I have any ServiceNow questions?

Email or Call: [Brad Niess](mailto:Brad.Niess) at 7-9913, [Amy Vrizuela](mailto:Amy.Vrizuela) at 7-9135 or any member of the BRC.

Date	Time	Location
9-22-17	10:30 to noon	12322
9-27-17	10:30 to noon	9204
10-2-17	1:30 to 3:00	12322
10-11-17	10:30 to noon	9204
10-18-17	10:30 to noon	9204
10-23-17	1:30 to 3:00	12322

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

UCOPContractor@ucop.edu Rick – Team Lead

brccounting@ucop.edu Amy – Team Lead

brcpolicycompliance@ucop.edu Amy – Team Lead

Blasts from the past are at [BLAST Archive](#)