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University of Connecticut

Purchasing Department

September 2001

A New Look for Vending Services

If the vending machines on campus appear to have a new look, it's because they ARE new! Welcome our new vendor, All Seasons Services, Inc. to the University of Connecticut.

All areas that had old machines removed should have their replacements by now. If you have not received your new machine, or still have an old machine in your area, please contact Suzanne McDonald at 486-4992.

If you are in a building or area and would like a new machine, here are some issues to consider:

- Is there a 110 volt outlet for the machine?
- Will the location of the machine disturb classes or be disruptive to office staff?
- Will it block access to a door or hallway?
- Will it fit into the space? Many machines

are as large as 38 inches wide, 35 inches deep and 72 inches high.

All vending machines will be equipped with debit card technology for future use. A data jack will be necessary to utilize a debit card at your machine. Your department will be responsible for the costs associated with the installation of the data jack.

Yes, prices have gone up slightly, but look on the bright side! The small increase comes with large advantages: we have brand new machines, better selection, great service, the ability to use debit cards and prices guaranteed not to increase for at least three years!

If your vending machine requires service, please contact Nancy Corrigan in the Purchasing Department at 486-2619.

Suzanne McDonald

New Audio-Visual Contract to be Showcased at Technical Expo 2001

A new University contract for audio-visual equipment, supplies and services has been awarded by the Purchasing Department. The contract is a multiple vendor award, offering a wide choice of products and suppliers for campus clients. The vendors on the new contract are Crimson Tech, HB Communications, LaSalle Music, L.J. Macken, Parsons Audio and Valley Communications.

The contract allows users a choice of vendors by category:

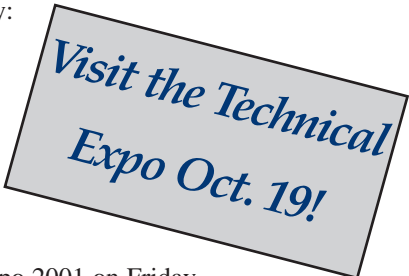
- Equipment & Supplies
- Installation
- Consulting and Design
- Distance Learning
- Rentals
- Repairs and Maintenance
- Recording Studio Equipment and Supplies.

The Purchasing Department will be hosting Technical Expo 2001 on Friday, October 19 to showcase the newest technology in audio-visual equipment. Also showcased at the Expo will be computer related manufacturer's representatives (*See related article on page 5*). The show will be open from 9:00 a.m. to 3:00 p.m. at the Central Stores Warehouse, 3 North Hillside Road. Refreshments will be served. This Expo presents an opportunity for University administrators, faculty and staff to view the products and meet the contract vendors and manufacturer's representatives.

Several vendors will be presenting seminars and demonstrations in the Purchasing Department, 2nd floor of the Central Stores Warehouse. A flyer will be sent out the end of September indicating the time and a brief description of each presentation.

We look forward to seeing you at the Expo!

Karen White



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Entering Requisitions into FRS . . .

On July 1 the Purchasing Department began accepting only electronic requisitions. Following are reminders for entering data and some of the most frequently asked questions/problems and their solutions.

Remember:

- Don't put a vendor number in the VEND field on the 25r screen
- Put your vendor name and number as the last line item of your requisition on the 254 or 25L screen as an internal memo (see line #002 in the example below).

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W-FZ744 LINE ITEM 003 NOT YET ON FILE
25L PR Multi-Line Item Create/Modify
(UIC)
Screen:  ___ Vend:  _____ PR: 2807804 Invt:  _____ Line: 001
Commodity Search:  _____
Line  Quantity  Commodity  UOM  Unit Price  Trade  Extended Price  UPO
001  1.00  _____  EA  100.  _____  100.00  __
DESC: PRINTER
ACCT:  _____  OVERRIDE MSA:  _____  Print In.:  __
-----
002  _____  _____  _____  _____  _____  _____  _____
DESC: MICROWAREHOUSE V3R445
ACCT:  _____  OVERRIDE MSA:  _____  Print In.:  __
    
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- If you are supplying a quote, remember to give Purchasing the quote information on screen 25R next to the words Quote Reference. Remember that we need the first and last name from the company and a current date.
- Always put an 'attention' name and phone number in the Delivery Address area of the 25R screen.
- Be sure to put your requisition number and the team number on any correspondence you fax or send to Purchasing regarding your requisition. Please do not send screen prints of your requisition to Purchasing as this creates unnecessary duplication of paper.

FREQUENTLY ASKED QUESTIONS/PROBLEMS

Question: I entered my requisition number in and then filled in the body of the 25R screen and when I hit enter, everything disappeared.

Solution: The line that the PR field appears on is the action context line. Any time you enter or change any information on that line you must hit enter before you enter any data below that line.

Question: When I enter my requisition on screen 25R I am getting an error message at the top that reads 'R-FZ857 DOCUMENT CAMPUS MUST MATCH VENDOR CAMPUS'.

Solution: This message means that you have a vendor number in the vendor field. Take the vendor number out and hit enter. NOTE: You give us the vendor as the last line item on your requisition with an ! in the UPO and type the vendor name and number in the description area.

Question: I am trying to put a line item in with a T or ! in the UPO and I am getting an error message that reads 'R-FZ749 DESC ONLY WHEN UPO=T OR !'.

Solution: This message means that you are entering in a description only line item and you forgot to take out the EA in the unit of measure field. Take the EA out and hit enter.

Nancy Patrylak

University Contract Updates

Moving Services

For details on the University contract for moving services for employees, see page four of the online November issue of the *Husky Buyer* at www.purchasing.uconn.edu

Steve Grange

Writing Services

A new contract for special assignment writing services has been established. The services cover a range of categories including marketing, recruiting and advertising copy. If you would like a list of vendors on the new contract, please e-mail your request to penny.guerin@uconn.edu or joyce.meehan@uconn.edu

Penny Guerin

Computer Notes

The current Dell standard configuration and pricing can be found on the following web site: <http://huskypc.uconn.edu/standard.html>

To expedite your procurement:

- Make sure you fax a current copy of the vendor's quote to Team 2. Reference the requisition number on the front page of all vendor quotes. The Purchasing Department fax number is 486-5051.
- The Purchasing Department, not the requesting department, must execute all vendor agreements. Fax all agreements to Purchasing with your quotes and make sure the requisition number or purchase order number is referenced on the front page of all agreements.

Gary Weller

Husky Buyer is the newsletter of the University of Connecticut Purchasing Department and is published periodically throughout the year.

Editing, layout and design: Penny Guerin

Customer Service Assessment

In the spirit of enhancing customer service to our campus clients, the Purchasing Department is extending an open invitation to all departments to share their experiences and ideas about the purchasing process and how it might be improved to better serve faculty and staff needs. To complement the exchange of ideas, we are inviting interested

departments to join our staff for either a breakfast forum or an afternoon tea, at the department's discretion.

To accept this invitation and schedule a time for your group to meet with us, please contact me by e-mail at sharon.alexander@uconn.edu or by phone at 486-2616. We look forward to hosting these events and engaging in meaningful dialogue with our customers.

Sharon Alexander

Purchasing Department Launches New Web Site

Following months of work, the Purchasing Department's new Web site was launched on April 27:
www.purchasing.uconn.edu

The site has several new features:

- The Husky Buyer is available as an Adobe Acrobat pdf file, giving the entire University community access to our newsletter. From the home page, click on the link below the book icon to go directly to the current issue.
- Back issues of the newsletter can be selected by clicking the Husky Buyer link on the menu on the left side of the homepage, then selecting from the choices shown.
- The stationery order form, also an Acrobat pdf file, can be accessed from the link below the pencil icon on the home page. Using this form you can enter the information to be typeset at your desktop, print the form on your local printer, and send the form to Purchasing by fax or U-mail.

- Stationery price list links can be found on the Commodity Assignments page.
- Users can link directly to the Boise Cascade office products site from the Related Sites page.
- Bid solicitations are being prepared and posted in a downloadable format and we anticipate posting University contracts on the site in the future.

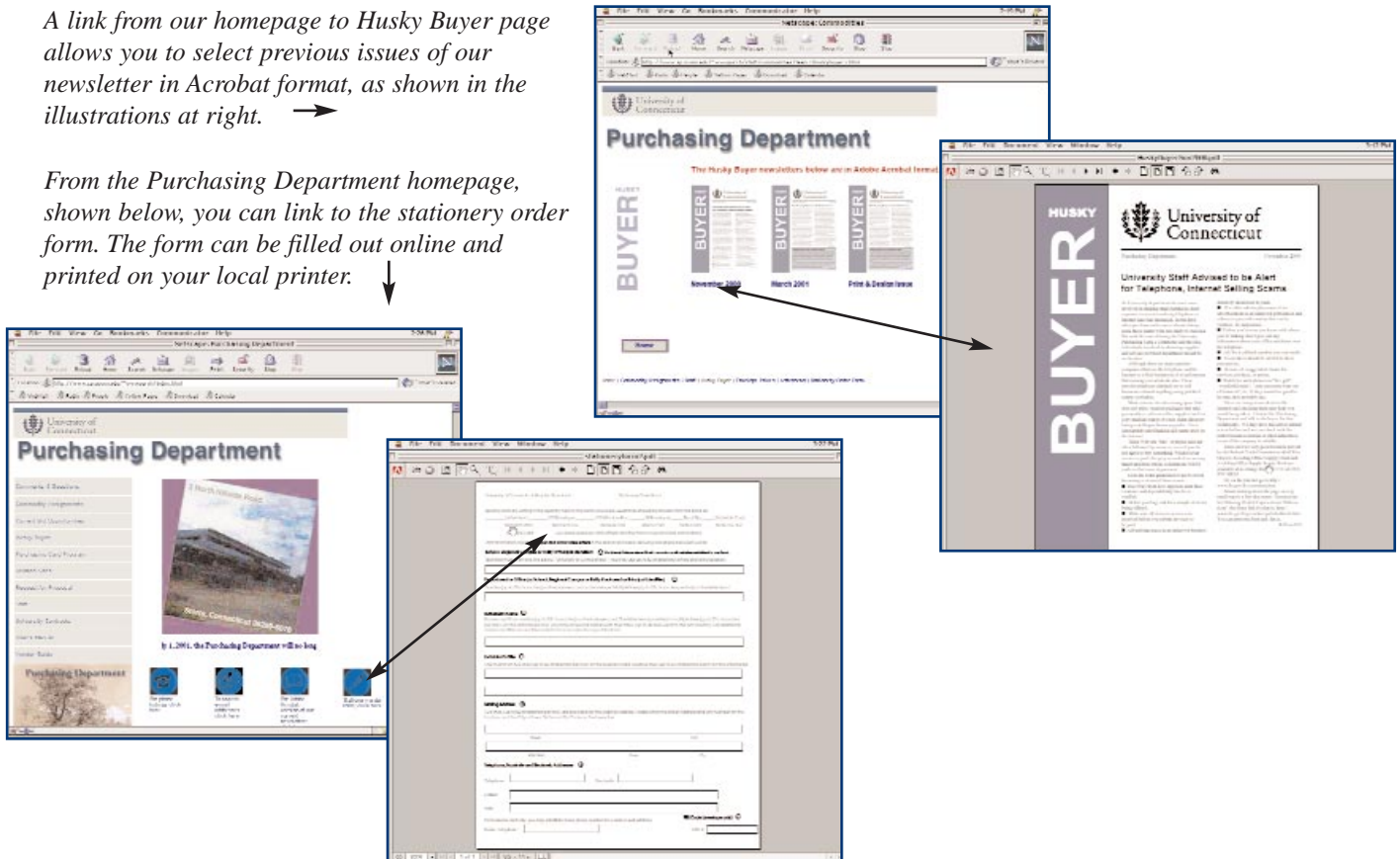
The site is a work in progress and we anticipate adding features on a regular basis to facilitate work flow for end-users. With forms and documents available online, staff will not have to wait for materials to be mailed or faxed, saving time and reducing paper usage.

We encourage you to visit the new site and would appreciate feedback and suggestions that will help us improve business processes and service.

Penny Guerin

A link from our homepage to Husky Buyer page allows you to select previous issues of our newsletter in Acrobat format, as shown in the illustrations at right. →

From the Purchasing Department homepage, shown below, you can link to the stationery order form. The form can be filled out online and printed on your local printer. ↓



Reference Guide to University Contract for Audio Visual Equipment, Supplies and Service

The following vendors have been awarded the University contract to provide audio visual equipment, supplies and service. For additional information regarding the contract, contact Karen White at 486-2623.

Crimson Tech

- Category I Provide Audio/Visual Equipment and Supplies
- Category II Provide Audio/Visual Equipment and Supplies
Installation:
Cost per hour, (Product supplied by Crimson Tech): \$59.00/hour
Cost per hour, (Product supplied by the University): \$59.00/hour
- Category III Provide Audio/Visual Equipment and Supplies
Consulting \$80.00/hour
Design \$80.00 hour
- Category IV Distance learning equipment, supplies, installation, consulting & design
Price per hour to include consulting, design, technical support and maintenance: \$80.00/hour
- Option 1 Rental of Audio/Visual equipment (excluding Recording Studio Equipment; Contact Crimson Tech for pricing)
- Option 3 Repairs and Maintenance of Audio/Visual Equipment
\$90.00 per hour on site (emergency)
\$65.00 per hour bench rate
- Outside Sales Representative: Chris Chuilli
Phone: 888-842-0033 x102
Facsimile: 860-928-3151
- Inside Sales Representative: Melissa Yorba
Phone: 800-868-5150 x629
(including rentals & repairs)
Facsimile: 978-753-4777

HB Communications

- Category I Provide Audio/Visual Equipment and Supplies
- Category II Provide Audio/Visual Equipment and Supplies
Installation: Product supplied by HB Communications: \$77.00/hour
- Category III Provide Audio/Visual Equipment and Supplies
Consulting \$125.00/hour
Design \$125.00 hour
- Category IV Distance learning equipment, supplies, installation, consulting & design
Price per hour to include consulting, design, technical support and maintenance: \$125.00/hour
- Option 1 Rental of Audio/Visual equipment (excluding Recording Studio Equipment)
- Option 3 Repairs and Maintenance of AV equipment
\$77.00/hour on site
\$65.00/hour, bench rate
Phone: 1-800-243-4414
Facsimile: 1-203-234-2013
- Outside Sales Representative: Jack LaGarde, Senior Acct Rep.
- Inside Sales Representative: Bill DeLeone; John Derbacher

Gordon LaSalle Music

- Category II Provide Audio/Visual Equipment and Supplies
Installation: Cost per hour,
(Product supplied by LaSalle): \$30.00/hour
(Product supplied by the University): \$30.00/hour
- Category III Provide Audio/Visual Equipment and Supplies
Consulting \$75.00/hour
Design \$75.00 hour
- Option 1 Rental of Audio/Visual equipment
6% of product MLP per day. Includes pick-up and delivery
- Option 2 Recording Studio Equipment and Supplies
- Contact: Mark Barboza, Audio Video Sales Manager
Phone: 860-655-6819
Facsimile: 860-291-9760

L. J. Macken

- Category I Provide Audio/Visual Equipment and Supplies
- Contact: Luke Macken
Phone: 800-395-5252
Facsimile: 413-739-2218

Parsons Audio

- Option 2 Recording Studio Equipment and Supplies
In-house consultation and design is no charge.
In-house and telephone tech support: no charge.
On-site support \$65.00 per hour, and half rate for travel
Equipment needing repair must be serviced by the manufacturer; Parsons Audio will arrange.
- Contact: Rick Scott
Phone: 781-431-8708 x13
Claire Steger
Phone: 781-431-8708 x14
Facsimile: 781-431-8783

Valley Communications

- Category II Provide Audio/Visual Equipment and Supplies
Installation
(Product supplied by Valley Comm.): \$70.00/hour
(Product supplied by the University): \$95.00/hour
- Category III Provide Audio/Visual Equipment and Supplies
Consulting \$85.00/hour
Design \$85.00 hour
- Category IV Distance learning equipment, supplies, installation, consulting & design
Price per hour to include consulting, design, technical support and maintenance: \$85.00/hour
- Outside Sales Representative: Ryan Wood
Phone: 800-522-4136 X153
Facsimile: 413-592-4682
- Inside Sales Representative: Bob Tremble
Phone: 800-522-4136 X150

news & notes

BKM Furniture Help Desk

In an effort to provide more support for furniture requisitioners, BKM Total Office has established a call desk exclusively for the University of Connecticut. If you are seeking sales or service information for the Steelcase office furniture contract items, or if you simply need to check the status of a delivery, trained representatives will guide you through the process and answer your questions. No question is too big or too small; simply call the Furniture Help Desk at (860) 291-5666 or email your questions to furniturehelpdesk@bkm.com.

Many of you recently received a colorful brochure *Our Game Plan for Your Office Furniture* put together by BKM Total Office, E&I Cooperative and Steelcase. Contained in this pamphlet is comprehensive information for contacting the right people, following proper purchasing procedures and timelines for planning your furniture project. If you would like to receive a copy or distribute copies throughout your department, contact the Furniture Help Desk by phone or e-mail, using the contact information above.

Kathy Joy

Technology Expo 2001

The Purchasing Department will sponsor a Technology Expo, in the Central Stores Warehouse on Friday, October 19, 2001 from 9:00 a.m. – 3:00 p.m. Vendors anticipated to participate are:

- Dell
- Gateway
- Microsoft
- Hewlett Packard
- Sun Microsystems
- Microwarehouse
- Verizon
- J&S Radio
- CO-OP
- IBM
- Flo-Tech
- ICXpress
- Micron PC Inc.
- SNET
- D&R Communications
- MCI WorldCom
- Sprint

Representatives from University Information Technology Services will also be participating. A number of vendors will be conducting technical seminars in the Purchasing Department bid room and conference room.

Gary Weller

Office Products Update

Did you know that you can order your office supplies from Boise Cascade directly? Using Boise's internet order entry system, those departments which have a University Purchasing Card may place their own orders for pens, sticky notes, folders and all the myriad supplies it takes to run an office.

Since its introduction to the University community, nearly 100 individuals, representing over 70 departments, have taken the opportunity to learn and use the system. Advantages of internet ordering include time savings in paper work, online catalog searches and pricing, the ability to save frequently ordered items in a template for future use, and an online refill finder for calculator and typewriter ribbons, ink jet cartridges and toner.

Duplicate Shipments

Duplicate shipments frequently occur when a vendor, unable to match a verbal purchase order number with the hard copy they receive in the mail, ships the goods again. Usually this is because the team number was not included in the verbal communication. The team number is the single digit that appears after the dash on purchase orders. So, when calling in a rush order, please remember to provide the entire number: the letter, followed by six digits, a dash and a single digit, i.e., D123456-7.

Cathleen Paquette

Initially dubbed I-97 in honor of its date of development, the system is now referred to by its web name: www.bcop.com. Even if you aren't ready to begin ordering online, take a few minutes to check out the information the main web page provides. It just might be enough to encourage you to join the fun.

Training is provided for all new users. For those who learned the I-97 system, refresher sessions in the new site will be available in the fall for those who would like them.

If you have a Purchasing Card and would like to take more control over your office supply orders, please call MaryAnne Brennan at 486-2607 if you are ready to register or Kathy Joy at 486-4202 if you have questions about how this program is administered.

MaryAnne Brennan

Boise Cascade Office Products on-site representative

Research Laboratories Take Note

The Department of Environmental Health & Safety (EH&S) has implemented a new policy regarding the purchase of biological safety cabinets and horizontal/vertical laminar flow benches. Form P, the *Clean Air Device User Justification Form*, is available from EH&S. The completed and approved form must be submitted to Purchasing along with the Purchase Requisition for the intended equipment. Any questions regarding this program may be directed to EH&S at 486-3613.

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News from Central Stores . . .

New Public Surplus Store Opens!

Central Stores opened its Public Surplus Store on Friday, August 17, 2001. This "pilot" opening was a resounding success! Before the store opened at 10:00 am, a line of eager customers had gathered outside the doors. And as the day progressed, lines of customers paying for their goods extended from the check out counter to the back wall of the store.

The Public Surplus Store is located at the old Mail Services Building, 6 Ahern Lane, Depot Campus. Initially, the store will be open one day a month to all University Staff, students, and to the general public. All sales are CASH ONLY. Checks and credit cards are not accepted. All items are sold "As Is". No guarantee or warranty, express or implied, is provided.

A partial listing of the items that were sold at the initial

opening included the following: computer systems (Apple, 486s and low end Pentiums), computer accessories (printers, monitors, keyboards, and CPUs), file cabinets, desks, chairs and stools, tables and benches, and book cases. Items available at the store will change monthly.

The next Public Surplus Store opening will be Friday October 19 from 10:00 a.m. to 3:00 p.m. Please watch for our announcement.

Note: The Central Stores Surplus Center is also located at the old Mail Services Building at the Depot Campus. Hours are Tuesday and Thursday, 1:00 p.m. – 3:00 p.m. For other times, or to schedule surplus drop off, please call 486-6298.

Annemarie Ryan

Internet Ordering at Central Stores— Growing Stronger!

The number of customers using the Central Stores Internet Ordering System continues to grow everyday. "Most departments are now placing their orders with us online," said Central Stores Manager Wayne Landry. "The momentum with this program just keeps growing stronger. The word has spread—online ordering is simply the easiest and quickest way to obtain supplies from Central Stores. And because we want new users to feel comfortable with our Internet Ordering System as quickly as possible, we provide a complete written set of instructions and excellent phone support."

Want to eliminate the use of transfer vouchers and requisitions and make your supply ordering easier and more efficient? Send an e-mail to annemarie.ryan@uconn.edu or call 486-

3626 for your login ID information and internet ordering instructions.

Central Stores stocks a wide variety of products for the University community. Office supplies include copy paper, printer and fax cartridges, and various forms. Also stocked are several types of maintenance supplies including hardware, cleaning goods, and electrical and plumbing materials. Laboratory supplies are also stocked.

AR

Did you know?

Central Stores will pick up your used printer and fax toner cartridges for proper recycling. To schedule a pick up, please call 486-6297. You may also mail your used toner cartridge to Central Stores, Unit 6114. Please mark the box *For Recycling*.

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