

University Contract Updates

Online Stationery UC-04-032803-7

On September 2, 2003 the University contract for an online stationery program went into effect. Requisitions are no longer required to purchase official University stationery; all stationery orders are entered online or placed manually to Advanced Printing Inc. through the Purchasing Department.

Each University employee responsible for ordering stationery for their department is required to attend a training class prior to accessing the ordering site. You will be assigned a unique identification number and password to enter your stationery orders. The Purchasing Department has trained approximately 250 end users who are able to enter their official stationery orders online. Use of the online system requires Internet Explorer.

The procedure for entering a manual order, when required, does not require a requisition, and is as follows:

1. Access our Web site from <http://www.purchasing.uconn.edu> and select Commodity Assignments: <http://www.purchasing.uconn.edu/staff/commodities/commodities.html>
2. Select Stationery Order Form Part 1 and complete each section as required.
3. Select Stationery Order Form Part 2 and complete each section as required.
4. Print each form and fax to Purchasing with a copy of the item you are requesting.

NOTE: A manual order is only placed when an item cannot be produced exactly as needed on the Web site. If you are not sure, contact Karen White at 486-2623 or Nancy Corrigan at 486-2619.

The Web site for this program is being upgraded on a regular basis. If you cannot enter the information required on your stationery item, contact us to determine if it should be added to the Web site or if it is a unique situation. Training sessions are now being held on an as needed basis. If you have not been trained, please contact Karen White or Nancy Corrigan.

Your feedback is encouraged to ensure that this program meets the needs of the University. If you have questions or comments please direct them to one of the following contacts:

Karen White 486-2623, e-mail: karen.white@uconn.edu
Nancy Corrigan 486-2619, e-mail: nancy.corrigan@uconn.edu

Vendor Contacts:

Advanced Printing Inc.'s Web address:
<http://www2.aprints.com/index.asp?key=uc009>
Phone Number: 1-800-969-8076
Arnie Belfonti, email: arnie@aprints.com
Kristie Oren, email: kristie@aprints.com
Kevin Corbett, email: Kevin@aprints.com

Karen White

Laboratory Supplies, Chemicals and Equipment: UC-03-908997-4

We are well into our first year under the new University contract with Fisher Scientific as our primary supplier for laboratory supplies, chemicals and equipment. Fisher has expanded their services under this agreement to include an on-site representative located in the Purchasing Department. Many of you have already met and/or spoken to Kristy Pratt. Kristy is a valuable resource for product information and identification and should be your first point of contact if you are having difficulty locating any lab product.

Many departments have fallen into the habit of re-ordering supplies from other vendors without checking availability through Fisher. The benefits of purchasing your supplies through Fisher go far beyond the actual price of the item. Fisher monitors your request from cradle to grave and can provide updates at any point in the process. There are no delivery charges (including inside delivery of equipment), hazardous materials or dry ice fees added to the orders. In addition, Fisher honors our payment terms allowing an additional 2% discount for invoices paid within 15 days. Kristy is here to assist you in cross referencing items or identifying alternate brands. She can be reached at 427-7658, by fax at 427-7659 or via e-mail at kristy.pratt@fishersci.com. Any questions or concerns about the lab supply contract can be directed to Cathleen Paquette at 486-2620.

Fisher has extended a greater commitment to the University under this latest agreement. The University must also make its commitment to Fisher.

Cathleen Paquette

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Renewal Notices to be Issued in April

As is customary, Purchasing will distribute Purchase Order renewal notices, beginning in April. These notices are blue copies of current year purchase orders that are specifically targeted for renewal. Examples of purchase orders in this category are blanket orders, standing orders, maintenance contracts, leases, software licenses and rentals.

When the renewal notices are received, follow the instructions provided and return them promptly to the designated buying

team. Note any changes, provide appropriate documentation as well as an authorized signature to ensure the renewal can be processed expeditiously. Please pay special attention to the *Deliver To* area, making any necessary changes. Returning the completed renewal in a timely fashion will allow Purchasing to have the new fiscal year purchase orders available for immediate use July 1, 2004.

When deciding whether to renew a purchase order, keep in mind the option of using the Purchasing Card for the next fiscal year. If you do not have a Purchasing Card, this might be a good time to consider

applying for one. For more information on how to obtain a Purchasing Card, contact Nancy Patrylak at 860-486-2622, or e-mail at Nancy.Patrylak@uconn.edu or Cathy Radkovitch at 860-486-5924, or e-mail at Cathy.Radkovitch@uconn.edu.

DELIVER CODES

If your department has recently moved or you have new employees and would like to make permanent changes to your deliver code or set up a new code please send an e-mail to Nancy.Patrylak@uconn.edu stating your deliver code number and the changes you want to make.

Nancy Patrylak

University Mail Services Announces Postal Service Move Update Requirements

The United States Postal Service (USPS) is no different from any organization concerned with their bottom line. One of the major expenses for the USPS is the handling and disposition of undeliverable-as-addressed (UAA) mail.

In order to begin minimizing this process, the Postal Service has issued, what they term, "Move Update Requirement". This means that for any reduced-rated mail, one of their approved methods for meeting this requirement must be used. This is meant to make more mail deliverable, reducing the cost of handling the UAA mail. For now, this requirement applies to First Class, reduced-rated mail.

When deciding the best method to use, University Mail Services chose to apply the mailer endorsement to reduced-rated letter mail, which provides for any UAA letters to continue on to the new destination, while a copy of the mail piece and new address is returned to the sender, UConn. The fee for this service is currently .70 per new address record and is incorporated into your regular bi-monthly postage charges in FRS. You simply need to update your records with the new address information.

If you are a customer of the bulk mail operation, and allow them to prepare your address database, your address records

are now 'cleaned' and updated with a zip+4 code. In the near future, they will have the capability to match your address records against the USPS records in real time, prior to applying the address and sending out the bulk mail. This process will make all your First Class bulk mail pieces deliverable. During this address-matching process, some address records may no longer be valid and a report of those records can be provided to you, to update your database. Contact the Bulk Mail office at 486-4218 if you have questions.

If you are putting time, effort and expense into producing mail, it makes sense to have it be deliverable. Additionally, if you send bulk business mail that is not First Class, is undeliverable AND bears no endorsement, it lands in recycling – your expense cannot be recycled – it's gone – and you haven't reached your customer! Over 44 million Americans changed addresses in 2002. Some of these are valued customers of yours, so it's worth your while to keep your address lists updated.

For questions regarding this article and other mail-related questions, you may contact University Mail Services at 486-2024.

Nancy Popeleski-Smith

Catering and Conferences

Continued from page 1

Catering and Conferencing Services Over \$10,000, under \$50,000

Catering and conferencing services are not exempt from competitive bidding. Submit a purchase requisition along with your specifications and recommended vendors. Allow twenty-one (21) calendar days for the bid process. The bids will be reviewed with you, prior to the award. A purchase order will be issued to the successful bidder. The vendor will be paid when you issue the receiving report and Accounts Payable gets the invoice.

State procurement statutes require the University to competitively bid catering services when the cost is \$10,000 or more. Therefore, when departments contract with vendors using this authority they should advise the vendors that their invoices will not be honored unless they are for less than \$10,000.

Selecting the option most appropriate to accomplishing your objective will expedite the ordering process and reduce the amount of time spent filling out and filing forms.

Note: Any catering or conferencing service contract with a cumulative annual cost of \$50,000 or more must be a sealed

competitive bid, publicly advertised and is subject to the Standard Wage Statute. The bid process must be handled entirely through the University Purchasing Department in concert with the Connecticut Department of Labor.

Exemption of State Taxes

Departments may be asked by the vendor to provide a Cert 112 or Cert 123 prior to the event in order to provide an exempt status for Connecticut State taxes. A Cert 112 provides exemption for a single event whereas a Cert 123 provides a blanket exemption for a year. If this is not filed prior to the event, then the department is obligated to pay the Connecticut State tax. Contact Purchasing to inquire about particular vendors.

Insurance Requirements

Important details regarding insurance requirements can be found on the purchasing Web site at: <http://www.purchasing.uconn.edu/usersmanual/sectiontwo/sectiontwo.html#catering>

Any questions regarding requirements for catering and conferencing services should be directed to the Purchasing Department at 486-4992.

Suzanne McDonald

Lab Products User Group

The Purchasing Department has established a Lab Products User Group consisting of department representatives from throughout the University community. The purpose of this group will be to maintain open communications with Purchasing and our primary vendor, Fisher Scientific. Our intent is that the group will meet three times per year; the first meeting was held in February 2004. Members will have an opportunity to comment on how the contract is working for their areas, present questions to the vendor regarding any aspect of service and support, request product information and share ideas with the group.

We want everyone to take full advantage of the expanded services and support offered under this contract with Fisher. At this time, any questions or concerns that you would like to see addressed may be directed to Cathleen Paquette at 486-2620.

Cathleen Paquette

News from Central Stores . . .

Waterbury Surplus Sells Out

With the closing of the old Waterbury campus late last summer, University departments gained big time by acquiring furnishings and other equipment at no cost. Central Stores, which administers the University's Surplus Program, successfully coordinated all efforts to ensure that the entire University community had ample opportunity to obtain the much needed surplus items. These efforts included the following:

- ◆ Last August, Central Stores sponsored a bus trip to the old Waterbury campus for the convenience of staff, to select and tag needed items. Approximately 10 truckloads of Waterbury surplus were delivered to the Storrs, Avery Point, Hartford, and Torrington campuses. The estimated value of the surplus items transferred to departments was more than \$150,000. All participating staff enjoyed the ride on the new University coach bus and the lunch provided by Central Stores.
- ◆ A public sale was also held at the old Waterbury campus. Results? Over \$13,000 to the University in four hours!
- ◆ In addition, Waterbury surplus items sold at the Public Surplus Store brought in several thousand dollars to the University.

So just what sold, you ask? Desks, tables, chairs, lots of upholstered furniture, cabinets, shelving, study corrals, clocks, wall pictures, coat racks, electronic equipment, complete chemistry lab supplies, snack bar fixtures, air conditioners and more.

Here's the BIG picture. The sell out of Waterbury surplus and the Surplus Program in general is a win-win situation for the University community as well as for the State of Connecticut. University departments acquire furnishings and other supplies at no cost, thereby reaping savings for departmental budgets. And the transfer of surplus equipment to departments saves the University shipping fees to landfills, in addition to sparing the environment. In addition, the proceeds that are realized from the sales offset the cost of shipping scrap computers and other electronic equipment to a federal prison where usable parts are removed and unusable parts are recycled. The remainder of the proceeds is used to fund University small capital and equipment projects.

For more information about the University's Surplus Program, please visit <http://www.stores.uconn.edu/surplus.htm>.

Wayne Landry and Annemarie Ryan

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Receiving Orders from Central Stores

Below are important guidelines to follow when receiving your orders from Central Stores.

- You or someone in your department is required to sign for all Central Stores orders. Signature is required; the Central Stores driver is not permitted to "drop off" your order without a signature. The driver will present a manifest for your signature. Please note that by signing the manifest, you are not only verifying that you received the order, but also that you received the specific number of cartons stated on the manifest. **MAKE SURE YOU COUNT THE CARTONS BEFORE SIGNING!** It is easiest and most efficient to rectify the occasional under or over shipment when it occurs, as opposed to

days or weeks after you signed for the delivery and verified receipt of the carton number indicated on the manifest.

- Check the contents of the cartons immediately. We sometimes receive calls from customers who indicate certain items are missing from their order only to later discover that members of their department removed them from the carton(s) before the order was checked in.
- Before calling Central Stores to check on the status of an order you think has not been delivered, please be sure to check with staff members in your department who may have received the order for you. We sometimes receive calls from customers asking us to track an order, only to

discover that the order was already delivered days or weeks ago.

- Also, when you call us to check on the status of your delivery be sure to have your order number handy. Or, if you did not place the order via the Central Stores Internet Ordering System, and do not know the order number, please have your transfer voucher or requisition number handy. Central Stores needs this information to track the status of your order in our system.

In any event, Central Stores is always happy to answer any questions you may have. Just call our main number, 486-3626. Also, more information about the Central Stores ordering and delivery process can be found at our Web site:

<http://www.stores.uconn.edu/index.htm>

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