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University of Connecticut

Purchasing Department

September 2003

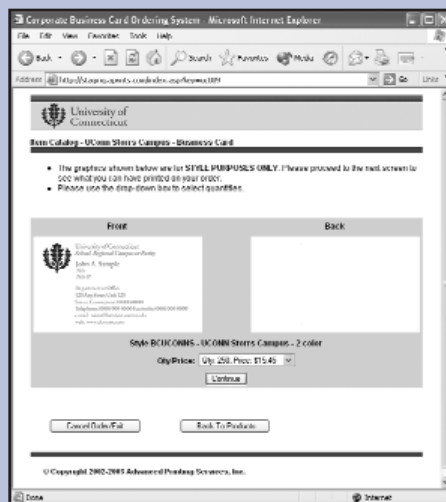
## Online Stationery Ordering is Here!

The University has awarded a contract to Advanced Printing Services, Inc., effective September 1, for online ordering and printing of official University stationery. The online system is the culmination of efforts to streamline stationery ordering and expedite delivery. End users will access the online ordering site via a link from the Purchasing Department's homepage, enabling them to complete the order form, view a proof before submitting the order for printing and place orders immediately, using their department's FRS account or ProCard. Users will also be able to track orders and receive the shipment from UPS at their department. Use of the online system requires Internet Explorer.

Each University employee responsible for ordering stationery for their department will be required to submit a registration form and attend a training class prior to accessing the ordering site. If your department has not completed an online stationery class, please contact Karen White at 486-2623, e-mail karen.white@uconn.edu or Joyce Meehan at 486-1054, e-mail joyce.meehan@uconn.edu, to schedule a training session.

Prior to attending a training class, you

must download the registration form from <http://www2.aprints.com/uconn.html>. The form should be filled out and faxed to Karen



or Joyce at 486-5051 along with a copy of your department letterhead.

A link to the price list for all stationery items can be found on the Commodity Assignments page of the Purchasing Web site.

*Penny Guerin and Karen White*

## Microsoft® Announces Enhancements to Software Assurance

*The following is excerpted from the July 2003 edition of Microsoft® Select newsletter.*

Microsoft has announced key enhancements to its Software Assurance offering. Microsoft will provide all business customers that purchase Software Assurance with resources including training, support, and deployment and management tools.

### 1. What's new in Software Assurance?

Software Assurance now includes more features for the same price, including business-hour problem resolution support for covered server products, access to managed

newsgroups and online concierge chat, and Microsoft's self-paced training courses. Desktop and server offerings include different features.

### 2. How do I get Software Assurance (SA)?

Any Microsoft volume licensing reseller offers software assurance through Microsoft volume licensing programs. It is acquired with the corresponding license you wish to cover.

### 3. I already have Software Assurance. Do I get the new benefits?

Yes, you can begin using the new benefits

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## University Contract Updates

### Change of Company Name

Effective June 30, 2003, State Stamp Works changed its name and location to:  
Northeast Graphics Corp.  
1051 Farmington Avenue  
Farmington, CT 06032  
Phone: (860) 773-6792  
Fax: (860) 773-6795  
E-mail: stamps@negraincorp.com

Contact Team 5 to obtain updated order form and catalog.

### Furniture Contract Awarded to bkm Total Office and Business Invirons

Effective May 1, 2003 the University entered into new agreements with two suppliers of systems office furniture and office seating to service the Storrs campus, regional campuses and satellite

offices throughout the state. The Purchasing Department is pleased to announce the two firms who will be specifying and supplying the University's office furniture needs exclusively for the next two years:

#### bkm Total Office

300 East River Drive  
East Hartford, CT 06108  
(860) 291-5666  
Abbie Prevost/Laura Lawton  
furniturehelpdesk@bkm.com  
Web: <https://shop.bkm.com/uoc862>

#### Business Invirons

1084 Cromwell Avenue  
Rocky Hill, CT 06067  
(860) 257-4900 Ext. 247  
Mark McElrath  
mmcelrat@businessinvirons.com

Enhanced product offerings include more choices of steel systems furniture at all price points, wood suites, conference room and lounge furniture, architectural products and ergonomic accessories. bkm's seating showroom is located in the Purchasing Department at 3 North Hillside Road. A team of skilled, profes-

sional sales representatives from both firms are poised to assist your department or school in selecting the appropriate furnishings for your environments.

*Kathy Joy*

### Remanufactured Laser Printer Cartridges

A new contract has been awarded to Flo-Tech for remanufactured laser printer cartridges. The selection has been increased and the prices are better than the previous contract. See Central Stores' online catalog for items and pricing. You can find all currently stocked remanufactured cartridges by using *remanuf* in the description field, or *Flo-Tech* in the Mfg Nbr field. You can also search for both OEM and remanufactured cartridges using your printer model number in the description field. A flyer that cross-references the remanufactured cartridges is also available. Call 486-3627 if you need assistance or additional information.

*Janice Nash*

## Software Assurance

*Continued from page 1*

for those licenses already covered with SA in September 2003. This applies to all customers with active SA, including upgrade advantage and enterprise agreements.

#### 4. Do I have to get SA to use Microsoft software?

No, SA coverage is optional. If you choose not to get Software Assurance coverage, you may continue to use your original software. However, you will need to acquire new licenses when you do choose to migrate to a newer version.

#### 5. I have Software Assurance on my server. Do I have to get Software Assurance for my client access licenses (CAL) in order to receive the server support benefits?

Yes, for products you have licensed using the server/client access license (CAL) model, you need to acquire Software Assurance for both the server license and for all CALs accessing that server.

A useful Web site to check out for an explanation of the "new" Software Assurance, available September 2003, is: <http://www.microsoft.com/licensing/programs/sa/faq.asp>

#### Microsoft Downgrade Options in Volume Licensing

All Academic & Corporate  Open License  Select License  Enterprise Agreement (EA)  EA Subscription  Campus & School Agreement

For products purchased through Microsoft volume license programs, Microsoft grants the rights to use any prior version of the same product in place of the version specified on the license confirmation. This allows customers with legitimate business needs to buy a current version license for a current product and run a prior version of a specific software that may no longer be offered on the volume license price lists. The simple fact of downgrading does not change the version on your license, so when you are ready to use the current version there is no extra upgrade license you need in order to get back to the version on the license confirmation.

The ability to downgrade in this manner is contained in the Open License, Select License, EA, and EA Subscription agreements themselves and covers any products purchased through those agreements. Similar language is also in the Academic Open License, Select License, Campus and School agreements as well. The same rights are applicable in the same manner in both the Corporate and Academic programs.

If you would like additional information, please contact Kathy Desmarais at 486-1781. For a detailed overview of Academic Software Assurance in PDF format, e-mail Penny Guerin at [penny.guerin@uconn.edu](mailto:penny.guerin@uconn.edu).

*Kathy Desmarais and Penny Guerin*

*Thanks to Rick Grady from Microsoft for assistance with this article.*

## Mail Services Policies and Schedules for New and Returning Faculty and Staff

University Mail Services extends a welcome to new faculty and staff, as well as those returning to campus this fall. Included here is an overview of policies and schedules for University mail, to help familiarize you with available services. If at any time you have a mail-related question, please call 486-2024 for assistance.

University carriers deliver and collect at central locations in each building on the main campus as well as the Depot campus, Monday through Friday, and on those holidays when classes are in session. Delivery and collection takes place once daily, between approximately 10:00 a.m. and noon, depending upon volume.

Our operation is open from 7:30 a.m. to 4:30 p.m. and walk-in customers are welcome. With the EXCEPTION of selling stamps, all other USPS services are provided by our staff.

Policy states that the use of University Mail Services is restricted to University

business conducted by University personnel. This includes the receiving and sending of mail which contains University business and is never available for personal use.

OUTGOING departmental mail that requires postage, must bear a UNIVERSITY return address and valid FRS account number, appearing above the return address.

Internal mail circulation is provided between all departments on the main campus and Depot campus, as well as most State agencies.

Mail will be collected from your central location when it is separated as follows:

- A. Domestic Letter mail
- B. Domestic All other sizes
- C. International mail – KEEP CANADA SEPARATE
- D. Campus and inter-agency mail

Campus and inter-agency mail for all occupants in the building may be combined.

All other categories above MUST BE SEPARATED BY FRS ACCOUNT NUMBER for accurate chargeback. Remember to call Mail Services if you need postal containers for your larger mailings.

You must call University Mail Services at 486-2968 by 9:30 a.m. if you have a large shipment, so our carrier will come prepared with equipment to collect the shipment.

University Mail Services encourages rate shopping for your out-bound mail and parcels with other shippers, such as Fed Ex and UPS, by contacting Central Stores at 486-3626. To further economize, we encourage the use of e-mail and faxing where appropriate.

Mail Supervisor Dora Guilbeault is responsible for day-to-day operations and can be reached at 486-2968 or via e-mail at [dora.guilbeault@uconn.edu](mailto:dora.guilbeault@uconn.edu).

*Nancy Popeleski-Smith*

### Copying Available - No Purchase Order Required!

Get black or full-color copying done at your in-house Quick Copy shop. We provide finishing services: folding, stapling, comb or wire binding. We accept electronic files or hard copy and we offer competitive pricing. Call Debbie Gyngell at 486-2022 for a price quote. Give us your job and your FRS number and we'll do the rest!

### Are You Getting the Best Postal Rates on Your Bulk Mailings?

Are you getting the lowest postage rate when processing mail in your department? Let the staff at the Inserting and Addressing Department assist you to get the best bulk mail rate for your mail pieces. Contact Vanessa at 486-4218 for details.

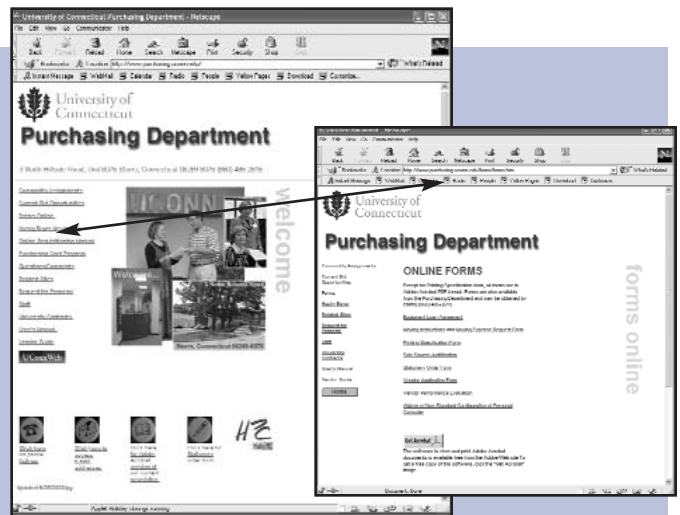
*Lori Nye*

### Central Stores Internet Ordering Information for New Users

If your department wants access to the Central Stores Internet Ordering System, you must request your own logon identification. Orders should not be placed under someone else's name/logon identification, as this can cause problems if Central Stores needs to contact you about your order; it can also lead to delivery errors.

If you wish to have access to the Central Stores Internet Ordering System, send an e-mail to [annemarie.ryan@uconn.edu](mailto:annemarie.ryan@uconn.edu), stating that you have signature authority. If you do not have signature authority, the appropriate person must send an e-mail confirming that you have permission to place internet orders with Central Stores. Also, provide your department name, unit and phone number.

forms online



### Purchasing Forms Available Online

Some of the most frequently required Purchasing forms are available from our Web site. The forms, posted as PDF files can be accessed from <http://www.purchasing.uconn.edu> and selecting the link to Forms Online:

<http://www.purchasing.uconn.edu/forms/forms.htm>

*Penny Guerin*

In addition, let Central Stores know when a staff member has departed, so we may delete that person from our system. Just send an e-mail to [annemarie.ryan@uconn.edu](mailto:annemarie.ryan@uconn.edu).

No logon identification is required for the Online Catalog. The Online Catalog is a convenient way to search our current inventory and to check pricing without placing an order. To access the catalog, simply go to the Central Stores Web site, <http://www.stores.uconn.edu/>, and click on the second link, Online Catalog.

*Annemarie Ryan*

## News from Central Stores . . .

### Surplus: Are You Confused?

Surplus at the University of Connecticut...Let's see...There's the surplus center at the Depot Campus...And then there's the other surplus center at the old Central Warehouse...Also, the Public Surplus Store is open once a month...Confused?

Help is here! Below is your guide to obtaining surplus items through the University's Surplus Program administered by Central Stores.

Equipment and supplies declared surplus by the University are available for reassignment to University departments. University employees are welcome to visit the two surplus centers during regular business hours to pick out—"tag"—surplus items for their department.

After items are offered as surplus for 30 days, surplus items not selected for transfer to another department may be sold at the Public Surplus Store.

### Surplus Centers

#### Depot Campus

Location: Old Mail Services Building, 6 Ahern Lane.

Hours: 1pm to 3pm, Tuesdays and Thursdays.

Surplus Available: Electronics: computers, copiers, etc., some furnishings, and a variety of other items.

Who May Obtain

Surplus: University employees for departmental use.

Fee: None.

Paperwork

Required: Form ACT 39.

Pick Up /

Delivery: Items can be picked up or departments may request delivery.

#### Main Campus

Location: Old Warehouse Building

181 Auditorium Road.  
 Hours: 1pm to 3pm, Mondays and Wednesdays.  
 Surplus Available: Furnishings: desks, file cabinets, chairs, etc.  
 Who May Obtain  
 Surplus: University employees for departmental use.  
 Fee: None.  
 Paperwork  
 Required: Form ACT 39.  
 Pick Up /  
 Delivery: Items can be picked up or departments may request delivery.

#### Public Surplus Store

Location: Depot Campus, Old Mail Services Building  
 6 Ahern Lane.

Hours: One Friday a month, 10am to 3pm.  
 Store open September 12, October 10,  
 November 14, and December 12.

Surplus Available: Wide variety of items that change monthly—computers, furnishings, athletic clothing, CD's, chalkboards, and more.

Who May Buy

Surplus: University employees, students, and the general public.

Fee: As priced. All sales cash only.

Paperwork

Required: None.

Pick Up:

Items not removed when sold may be picked up by appointment only. Receipt must be shown.

For more information about the University's Surplus Program, please visit the Central Stores Web site:  
<http://www.stores.uconn.edu>

*Annemarie Ryan*

### How to Find Current Pricing for Special Order Items

Prices in the Central Stores printed catalog are not necessarily current. Real-time pricing is available on our Internet catalog for those items currently in stock. Pricing on stock items may change when new stock is brought in. Special order items will show the pricing as of the last purchase. The prices might be valid, but could be very out of date if the last purchase was some time ago. If current pricing is needed on

a Special Order item, please call 486-3627.

### Returns

Returns on stocked items should not be a problem as long as the goods are not past their shelf date, obsolete, or no longer stocked. Credits for returns of Special Order items will be subject to the vendors' terms for return. Any applicable restocking or shipping fees will be passed on to the returning department.

*Janice Nash*

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