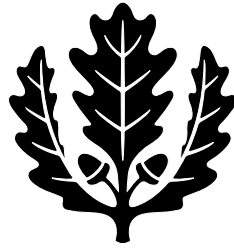


HUSKY

BUYER



University of
Connecticut

Purchasing Department

March 2001

Purchasing Prepares for E-Commerce

Two members of the Purchasing Department recently attended conferences on e-commerce. In October Kathy Joy participated in the National Association of College and University Business Officers (NACUBO) seminar in Washington, D.C. and Penny Guerin was in Phoenix for the National Association of Educational Buyers (NAEB) institute in January. These conferences provided invaluable information and insight into the fast changing environment that governs this enterprise. Following are observations on the status of higher education relative to e-commerce.

Higher education is being challenged to think creatively as we begin to re-engineer business processes to better serve the end-users while maintaining the integrity and security of our business functions. As more universities move towards participation in e-commerce, institutions are networking to share information in an effort to benefit from the experiences of those who have already begun to implement programs. To date only a handful among thousands of colleges and universities have programs and systems in place, from pilot phase to fully operational.

Types of e-commerce range from simple to complex. In the simplest system users can order directly from a supplier's site and utilize standard purchasing procedures already in

place at their institution (purchasing card or purchase order). UConn currently transacts business with Fisher Scientific and Boise Cascade utilizing this method of direct ordering. There are variations on this system leading to the higher end wherein a provider's site is used to buy at contract prices, payment is electronic and data is transferred through an interfaced system from the provider's system back to the institution's financial system.

At UConn the first level of this initiative will involve working with our partners within the University to ensure that, where necessary, relevant systems will interface and be integrated with other institutional systems. Determinations will be made with respect to our core competencies as decisions are made concerning partnering with e-commerce providers. The players are changing daily and most institutions are exercising caution while continuing to move forward.

Not surprisingly, the implementation of an e-commerce system can be costly in time, resources and capital expenditure. A consensus must be achieved with the understanding that it will enhance the University's overall operation to empower its end-users in its business services as it does in student and human resources. The Purchasing Department is poised to be a full partner in this venture.

Penny Guerin

Renewal Notices to be Distributed in March

The Purchasing Department's annual distribution of renewal notices will be done this month. The notices are blue copies of current year purchase orders that are targeted for renewal, such as blanket orders, standing orders, maintenance contracts, leases, software licenses and rentals.

When you receive your renewal notices, follow the instructions provided and return them promptly to the designated buying team. Note any necessary changes, provide appropriate documentation and an authorizing signature to ensure the renewal will be processed in an expeditious manner. By returning the renewals on schedule, the Purchasing Department will have adequate time to have the new fiscal year purchase orders available for immediate use July 1.

When deciding whether or not 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 card, contact Nancy Patrylak at 486-2622 or e-mail at nancy.patrylak@uconn.edu or Cathy Radkovitch at 486-5924 or e-mail at cathy.radkovitch@uconn.edu

Nancy Patrylak

Photocopier Leases and Maintenance Reminders

- Leases, with the exception of GE Capital leases - At least 90 days prior to the expiration date of the lease, you must notify the Purchasing Department in writing. At that time, it will be determined if the photocopier is being returned or if a buyout of the photocopier is planned. The Purchasing Department is required to send a letter to the vendor 60 days prior to the expiration of the lease end date, notifying them of our intent.
- Maintenance - If you are canceling or not renewing a maintenance agreement, notification should be sent to the Purchasing Department in writing at least 40 days prior to the expiration date of the maintenance agreement. The Purchasing Department is required to notify vendor of cancellation.
- Purchasing a photocopier - If maintenance is desired, a separate requisition is required for maintenance. Depending on the contract the photocopier was purchased against, maintenance will be set up as soon as the photocopier is received or 90 days after receipt.
- Leasing a photocopier - In most instances a maintenance agreement is required and a separate purchase order is required by some vendors. The Purchasing Department will notify you at the time the purchase order is prepared for the lease and will request a second requisition for the maintenance.
- When you receive your photocopier, you must notify the Purchasing Department with the serial number and the date of installation.
- Trade-ins against rentals or leases are not allowed.
- If you receive a demonstration photocopier, an Equipment Loan Agreement must be completed and a copy sent to the Purchasing Department. A department does not have authority to sign any vendor's lease or maintenance agreements. The only authorized person is the Director of Procurement & Logistical Services or her designee.
- Departments cannot release equipment to vendors without permission from the Purchasing Department. If a photocopier is not being traded in for a dollar value or moved to a different location, it must go to surplus. The person to contact at Central Stores for surplus materials is Phil Martin at 486-6298.
- The Purchasing Department and Inventory Control must be notified if a photocopier is moved to a new location. In addition, a photocopier cannot be upgraded or replaced without notification to these two departments.
- There have been a significant number of photocopier toner cartridge scams. If you receive an unsolicited telephone call regarding purchasing toner cartridges, please contact the Purchasing Department. The contract vendors for toner cartridges will not call departments notifying them of price increases or special buys. We have set pricing for the cartridges available through Central Stores and for cartridges included in maintenance contracts.

If you have any questions or need additional information, please contact Karen White by phone at 486-2623, by e-mail at karen.white@uconn.edu or via fax at 486-5051.

Karen White

University Contract Updates

Rubber Stamps and Marking Products

A new University contract has been developed for rubber stamps and marking products. We are excited about our new system of ordering stamps and look forward to a great relationship with our vendor, State Stamp Works of West Hartford.

There are some changes in the way your stamps are being ordered. For those of you who are not already aware of the new process, follow these simple steps:

1. Contact Kristin Allen in purchasing at 486-4995. She will forward an order form, price sheets and catalogs to you. Please make copies of the order form for future orders.
2. Fill out a requisition as usual and forward it to Purchasing along with your completed order form. You will not receive a purchase order. Your merchandise will be shipped to you and an invoice will follow.
3. Stamp your invoice "Direct Pay" and forward it to Blanche in Accounts Payable.

Our contact at State Stamp is Al D'Annibale; the phone number is (860) 953-5601. Please call him for questions regarding special orders and pricing not available on your price sheets.

Suzanne McDonald

Rising Paper Costs Affect University Stationery Contracts Again

As a result of rising pulp and paper costs, the prices for envelopes on the University's stationery contracts have increased as follows:

✍ White wove envelopes have increased 7.5%.

✍ Opaque and offset cut sheet and roll stock prices have also increased.

Penny Guerin

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

Printing Requisitions in Real Time

Did you know that you can have your electronic requisitions print directly in the Purchasing Department rather than waiting overnight? We are pleased to offer this optional service to clients already producing their requisitions electronically. While the normal processing time for requests not requiring competition is four days, we anticipate that receiving requisitions directly might shorten the time line. Further, producing requisitions electronically allows us to respond expeditiously to emergency requests.

If you would like to take advantage of this new procedure, follow this simple process: After successfully trailing your requisition on screen 256, proceed to screen 259. After verifying that the information on the left-hand side of screen 259 is correct, press the Enter key; no data entry is required on screen 259. A date will appear in the 'Print PR' field indicating that your requisition has printed.

We encourage you to utilize this new option for submitting requisitions. If you have any questions, please contact Nancy Patrylak at 486-2622 or e-mail at nancy.patrylak@uconn.edu or Cathy Radkovitch at 486-5924 or e-mail at cathy.radkovitch@uconn.edu

Nancy Patrylak

Ending Manual Requisitions

Beginning in late 1991 the option of producing purchase requisitions electronically was offered to all campuses. During the ensuing years this method became the vehicle of choice for most campus clients. Recognizing the expanded use of this option, and as an additional enhancement to this procedure, beginning in September 2000, the electronic process was expanded to allow such requisitions to be printed directly in the Purchasing Department in real time.

As a result of the options and benefits noted above, Purchasing has experienced a steady decline in the number of manual requisitions submitted. Consequently, in a move which ultimately will allow the purchasing process to be fully automated, effective July 1, 2001, the Purchasing Department will no longer accept manual requisitions. If anyone requires additional or refresher training to comply with this electronic requirement, please contact Nancy Patrylak at 486-2622 or e-mail at nancy.patrylak@uconn.edu to schedule such training.

Sharon Alexander

Confidentiality Reminder

All employees and students in the University's decentralized purchasing environment must be sensitive to issues of confidentiality. It is improper and prohibited to discuss and/or share pricing information, trade secrets or proprietary information with or among suppliers. If there are any questions regarding what information may be discussed, contact the Director of Procurement and Logistical Services or the Associate Director of Purchasing and Stores.

Avoiding Conflict of Interest

All faculty, staff and students are reminded of the importance of avoiding conflicts of interest between their obligations to the University and their personal affairs. No faculty, staff member or student should have an economic interest in, or relationship with any firm, person or corporation doing business with the University if there is a chance it could influence the employee's or student's actions on behalf of the University.

William Hill

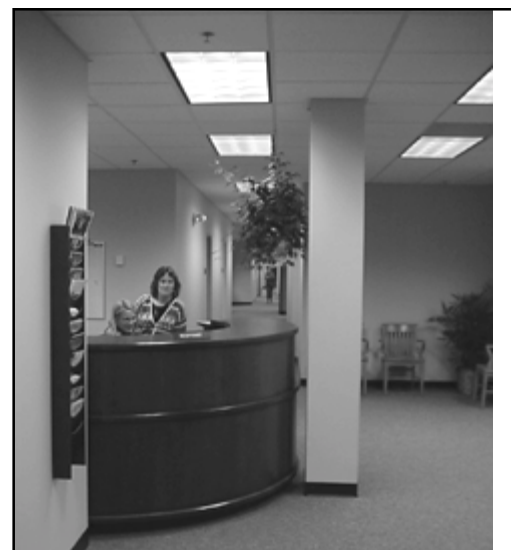
Do You Have a Purchasing Card?

Cardholders don't have to wait for purchase orders to be issued. Cardholders get what they want when they want it. How's that for instant gratification? Some of the common items currently purchased by cardholders are:

- Conference registration fees - No CO-17 required!
- Subscriptions - No CO-17 required!
- Supplies from the Co-op - No BO-46 required!
- Scientific supplies directly from Fisher Scientific via their Web site.
- Office supplies directly from Boise Cascade via their Web site.
- Software
- Books
- Computer supplies under \$1,000.

If you do not have a Purchasing Card, we encourage you to join 175 of your colleagues and enjoy this efficient and expeditious method of procuring operational items. Please contact Nancy Patrylak at 486-2622 or e-mail at nancy.patrylak@uconn.edu or Cathy Radkovitch at 486-5924 or e-mail at cathy.radkovitch@uconn.edu

Nancy Patrylak



Administrative Assistant Melanie Savino and Receptionist Nancy Corrigan are shown above in the reception area of the new Purchasing Department.

News from Central Stores . . .

New Home for Central Stores

Moving 5,600 stock items and 20 staff members into a new single floor, high bay storage facility has been quite an adventure! First of all, I want to thank our customers —you, the University community — for your patience with late deliveries, lost orders and misplaced inventory during this transition.

I also want to give special thanks to the Central Stores staff for their dedication and hard work. Their efforts included moving \$800,000 worth of inventory, setting up shelving, filling trays for the vertical shuttle, setting up a customer service counter, building a new storage area for v-belts, setting up a receiving and order confirmation work area and setting up our

new office. All this was accomplished while having to tolerate heat and dock levelers improperly functioning, trucks and tow motors breaking down and moving during a snow storm. But hard work does pay off! Our new home is bright and open and looks like a warehouse. If you haven't visited us yet, please stop by and have a look around.

Our surplus operation has moved from the Thompson Building to the old Mail Services/University Printing Building at the Depot Campus. Hours are Tuesday and Thursday 1:00 - 3:00 PM. For other times, or to schedule surplus drop off, please call 486-6298. A new surplus store will be coming soon at the same location; watch for our announcement.

Wayne Landry



The overhead doors and receiving area of the new warehouse are shown above. The new lift if pictured in the photo at right.

Photos by Michael Allen

Central Stores Reports Success of Internet Ordering

Central Stores is pleased to report the success of their Internet Ordering System launched last year. According to Warehouse Manager Wayne Landry, "The system is designed to save time for customers and reduce paperwork. Customers tell us that they find our Internet Ordering System to be user-friendly and takes very little time to learn. New users are signed up every day."

Central Stores stocks a wide variety of products and has been described as a "combination Office Max / Home Depot" for the University. Office supplies carried include copy paper, printer and fax cartridges and various forms. Central Stores also stocks several types of maintenance supplies including hardware, cleaning goods, and electrical and plumbing materials. Laboratory supplies are also stocked.

There are several advantages to Internet Ordering with

Central Stores. It shortens the normal delivery time of a mailed order by a day. Paperwork is reduced—there is no need to type a transfer voucher or a requisition, but customers can print out a hard copy of their order. Placing orders this way also gives customers access to a high-speed, up-to-the-minute catalog with the latest search tools to find the items they need. In addition, Internet Ordering is an easy way for customers to keep track of their department's ordering history. And Internet Ordering is secure as each user has a password.

Want to make your supply ordering easier and more efficient? Please call 486-3626 or send an e-mail to annemarie.ryan@uconn.edu for your password and internet ordering instructions.

Annemarie Ryan

news & notes

10th Annual Office Products Show to be held in April

Each spring requisitioners look forward to the annual office products show co-hosted by the contract vendor and the Purchasing Department. The current supplier, Boise Cascade, is extending an invitation to attend this year's show to be held Wednesday, April 25, 2001 from 10:00 AM to 2:00 PM on the lower level of the Bishop Center, located at One Bishop Circle.

The show presents an opportunity for University administrators, faculty and staff to view office products recently introduced to the market, receive product samples, meet manufacturers' sales representatives and sign up for raffle prizes.

Boise Cascade will conduct open demonstrations at 11:00 AM and 1:00 PM to showcase their Internet ordering system Order Point to interested Purchasing Card holders. Purchasing Card representatives will be on hand to discuss the merits of the program and to take registrations for training.

We look forward to meeting and talking with you over refreshments.

Kathy Joy

Annual Janitorial Products Show to be held this Month

The Purchasing Department, in conjunction with Central Stores will host our annual Janitorial Products Show on March 28, 2001 from 9:00 AM - 2:00 PM. Our primary supplier, M.D. Stetson Company (formerly Standard Cantor), is sponsoring the show. This is an opportunity to preview new cleaning products and enjoy the complimentary refreshments!

Please contact Steve Grange at 486-4928 or stephen.grange@uconn.edu with questions.

Steve Grange

Plumbing And Electrical Products Show

The 2nd Annual Plumbing and Electrical Products Show hosted by the Purchasing Department, Central Stores and our current contract vendors, Shetucket Plumbing Company and Connecticut Equipment Supply Company was held on January 10. Once again, the show again was a big success with over fifty manufacturers demonstrating new products. More than 200 University personnel attended, many

partaking in the complimentary lunch which provided a forum for brainstorming and an opportunity to exchange ideas. I would like to thank everyone who worked so hard to make the show a success, particularly Bob Armstrong and Greg Sinay our two outstanding campus sales representatives.

Steve Grange

Expediting Your Computer Order

Standard HUSKY PC Orders

- The standard Dell "Husky PC" configurations (Dell 866 and Dell 933) and approved optional equipment list are shown on the following WEB Site:
<http://huskypc.uconn.edu/standard.html>
- When entering a requisition for the standard Dell Husky PC, the only description required to be entered on the requisition is as follows:
Line item number one: Dell 866 or Dell 933
There is no need to enter the entire configuration on the requisition.
Any subsequent line items are equipment options selected from the approved standard option list only.

Dell Non-standard PC's

Make sure when ordering a Dell non-standard PC you include the following information with your requisition:

1. A formal quote that is signed by Dell's sales representative, Jarrell Boles, and
2. An executed Research Justification Form, which can be requested from the Purchasing Department. Contact Jackie Clement at 486-0993 to obtain the form.

Computer and peripheral equipment vendors, contact names and phone numbers:

Dell		
Jarrell Boles	800-274-7799	ext. 44877
Gateway		
Mike Weber	800-779-2000	ext. 23837
Micron		
Jerry Smith	800-588-4803	ext. 31071
Macintosh		
Chris Burch or John Huff (CO-OP)	860-486-8544	
Microwarehouse		
Jason Wingate	800-696-1727	ext. 7139

New Dell Standard "Husky" PC Pricing as of March 2001:

Dell 866	\$1,422.00
Dell 933	\$1,519.00

Gary Allen Weller

Build It . . . and They Will Come!

Yes - sometimes, dreams do come true! As some of you are aware, this building has been a dream to many employees for quite a long time. At last, it is here. The new Central Warehouse is located at 3 North Hillside Road. The Open House for the new Central Warehouse was held on January 19, 2001. The tour began in the Purchasing Department which led to the Accounts Payable Department. Guests proceeded through Mail Services, Inserting and Addressing, Unit Addressing Services, Copy and Bindery, the Central Stores Warehouse and offices, finishing in Transportation Services and Parking Services. Refreshments were served and a raffle with great prizes was held. Despite the brutal weather, the turn out was incredible - 173 guests. Thanks to all who attended!

Raffle winners were as follows:

Winner

Jean Cagianello, Family Studies
Roger Stuedemann, Facilities
Diane Bartlett, Residential Life
Patty Westine, Human Resources
Greg Tormey, Plant Science
Beverly Salcius, College of Continuing Studies
Deborah Weinberg, University Communications
Stephen Olsen, Plant Science
Carol Millette, Women's Center
Richard Kozel, Chemical Engineering
Nancy Kellerann, College of Continuing Studies
Joni Gould, Sponsored Programs
Cheryl Bressette, Kinesiology
James Mayo, Residential Life
Marybeth Bardot, Communication Services
John Huff, UConn Co-Op
Peter Brandolini, Capital Projects
Harvey Hebert, Mechanical Services
Wanda Joy, Pharmacy
Ron Schlehofer, Plant Science
Maria Acayan, Budget

Prize

Panasonic Automatic Bread Maker
Razor Scooter
Fahrenheat Utility Heater
LumaPro Quartz Halogen Light
Harry & David Fruit Basket
\$25.00 Gift Certificate for Co-Op
\$25.00 Gift Certificate for Co-Op
\$50.00 Gift Certificate for The Outback
UConn Basketball
UConn Polo Shirt
3M Nomad Carpet Mat
3M Nomad Carpet Mat
Sweatshirt, Hat, Golf Balls
Sweatshirt, Hat, Golf Balls
Crimson Tech Shirt
Crimson Tech Shirt
Crimson Tech Shirt
Husky Afghan
UConn Stadium Blanket
Husky Golf Club Covers
Golf Balls

A special thank you goes to the Open House Committee for making the event a success.

Kristin Allen