Message From our Director

Going a little Greener…Part II

In the last issue we reported on the Campus Print department switching over to 30% post-consumer recycled paper. This issue we want to focus on another “green” initiative with our office supply dealer OfficeMax. In order to reduce our carbon footprint the Campus is reviewing the option of having OfficeMax deliver on Mondays, Wednesdays and Fridays vs. the current 5 days per week. This will reduce the carbon footprint of the delivery trucks by 40%...a large savings in fuel and CO emissions. Another advantage is that there will be less trucks driving on the campus roads and pathways which makes for a safer campus. We put this idea in front of about 200 staff at our Liaison and Data Operator’s meeting last month and it received very positive feedback. One concern voiced was regarding emergency orders so if this new delivery schedule goes into effect we will insure that there is a simple process for emergency orders in place before go live. I would like to hear from others before this decision is made so feel free to email me with your thoughts. Along with the environmental green advantages it will also bring back additional rebate monies to use towards campus initiatives…a different type of “green” but always a welcome one!

Desktop Printers:

Did you know that the average desktop printer that many of us use costs about 10 times more per copy than if you use a networked Xerox copier? Our Xerox contract cost includes all supplies except paper and are much more efficient than the desktop machines. Desktop machines are also much slower and noisier that the Xerox machines so think about tossing out that old inefficient desktop printer and using a networked Xerox printer. Call Procurement if you need assistance.

Recruitment Advertising:

Our contract with Buyer Advertising expires on June 30th so we are preparing a bid to award a new contract. Currently the contract is used for all recruitment advertising in the newspapers, journals as well as on-line with Facebook, Monster.com and HigherEd.com. This allows us to maintain a branded advertisement that anyone looking for our ads quickly recognizes as UMass Amherst. If there are any departments that use these services and have experienced any issues or want to comment on this contract please send John an email by the end of March.

BuyWays:

New Vendors being added to our BuyWays eProcurement platform in the next 30 days are listed below:
- Genesee Scientific
- USA Scientific
- Beckman Coulter

These vendors are being added because they have sufficient volume and transaction numbers to make it feasible to have them as a hosted catalog vendor. Once these go up please order on BuyWays versus using the Procard. This will allow us to better track usage and negotiate the best prices going forward.

OfficeMax Update:

Since the proposed merger of OfficeDepot and Staples has been put on hold due to the recent court decision we are again looking at moving from the OfficeMax ordering platform to the OfficeDepot Platform. The OD platform is more robust and allows us to sort the items by lowest cost contract items so you don’t have to spend a lot of time looking for the best pricing. We expect to have a firm timeline for this transition in the next 2-3 weeks so it will be announced to the campus once we have it. If training is required that schedule will be announced also.
The BuyLine

Dell is now a Punch Out Site in BuyWays

Dell has recently completed an upgrade to their catalog punch out site in BuyWays. The benefits we will receive from this upgraded site are listed below.

- Expanded access to Dell E-Quotes and Sales Quotes
- Improved site navigation
- Display of shipping rates
- Enhanced site performance / stability
- Increased scalability for future enhancements
- Improved product and content search capabilities.

The process of requesting non-standard quotes (sales quotes) will remain the same. The end user will receive an email and the quote will be accessible through the punch-out, via quote link at the top of the page. In addition, the new site will also allow sales quotes to be created with a quantity greater than One.

Sole Source Option in BuyWays—Sole Source Form Revised

Please make sure you select the Sole Source option when you are submitting a requisition for a Sole Source purchase in BuyWays. This option can be found on the Final Review tab of the requisition (see print screen below). You should select the edit icon to the right of the Sole Source field and place a check mark in the Sole Source field to indicate that the requisition is for a sole source purchase. If the total purchase price is $10,000 or more, you must attach a Sole Source Justification Form that can be found on the Procurement Department Web Site http://www.umass.edu/procurement/Fill-In_Forms/Sole%20Source%20Justification%20Form.pdf.

It is important to remember to select this option because the Grant Accounting Department is looking at this field to determine if they need to review the attached documents for a sole source on a grant. Note: Sole Source Justification for purchases on a Grant start at $0 rather than the $10,000 threshold for non-grant purchases. The current Sole Source Justification form is being reworked to include additional details for Grants. This new Sole Source form will be added to the Purchasing Forms section of the Procurement Department Web Site shortly. You can access it at: http://www.umass.edu/procurement/Fill-In_Forms/formindex.htm

The new form will be required for all purchases, including Grants, that require sole source justification as of March 14, 2016. Please contact your Grant Accountant or Procurement with any questions.

HP 3800dn Printer
Toner & Laserjet
Parts
Available

+ half-used magenta, yellow (Q7581A, Q7582A, Q7583A)
+ new cyan, magenta, yellow

Also, laserjet parts - fuser, etc.

Contact:
Jo-Ann Bourguignon
PSE
545-2892
joanb@mail.pse.umass.edu
**MHEC Continues to Grow**

The past year has been one of growth for the MHEC.

The MHEC has updated its website and many of its contracts. As a member of the UMass community, you can access and use any of the 56 MHEC master contracts for your purchasing needs at any time. All MHEC contracts are publicly bid and have substantial discounts available through our many suppliers. A workshop for the UMass purchasing community is in the works for the near future.

The MHEC now has over 668 members and 625 suppliers on contract. We look forward to working with you and pride ourselves on being the Premier Purchasing Consortium on campus and in New England. Please go to our website at [www.mhec.net](http://www.mhec.net) to access our contracts or contact our staff at extension 5-4669 or 413-545-4669 with your question any time.

**OFFICEMAX – Delivery Timeframes**

At a recent PO Data Entry Operator/Liaison Meeting, some comments were made regarding delivery timeframes with OfficeMax. On the OfficeMax punch-out catalog, projected delivery times are listed by each item. Please see examples below:

![Delivery Timeframes Example](image)

For the two examples above, these items are available, the Uni-ball pens are available next day but the bulletin board will take 1-5 days for delivery.

In the next example, the product is no longer available and a suggested substitution is provided:

![Substitution Example](image)

Having these additional details in mind, will provide more information and allow you to make alternate choices where necessary.
Tips to save Time and Money on your Next Printing Order

It seems that now, more than ever, our friends and colleagues across campus have been sharpening their pencils in an effort to determine where they can save a few dollars and eliminate unnecessary spending from their budget.

The team at Print Services strives to help you find the most efficient, sustainable, and economical means for ordering printed materials. When the time comes to place a printing order, asking the following questions can yield considerable savings.

How much will you really benefit from high-end printing processes?

Spot varnishes, coating (UV, aqueous, Soft Touch), metallic ink, die-cuts, embossing, and other advanced printing techniques can add a substantial amount to the cost of printing. Depending on the end-use of the product, these effects can either enhance functionality of the piece, or serve to line the pockets of your print provider. Also, depending on how the piece will be distributed, these additional options may complicate the process and cause delays, especially during mail processing.

If you are thinking of using any of these techniques on your next printing order, ask the customer service representative to submit estimates with and without these add-ons. Once you've determined the cost difference, consider whether it’s worth proceeding with the high-end process, or if the additional funds are better served going toward another portion of your budget.

Are you utilizing the most efficient means to complete the job?

If you’re running all over town and fighting traffic to pick-up your printing order, just to go back out to the post office to mail it (hoping to get there before they close!) there’s a much more efficient and environmentally-friendly method of getting this done.

The Print Services department works with Mail & Distribution Services to offer delivery of printing jobs to UMass Amherst departments at no additional charge. By taking advantage of this service, it is possible to submit and receive your printing order without leaving your office. We also coordinate with Mail Services and Bulk Mail Services to print and mail a wide variety of personalized materials, including annual reports, newsletters, and postcards.

Have you planned accordingly?

As to-do lists expand, ordering printing can quickly sink to the bottom of the heap. Without proper planning the cost of printing can add up quickly, even for smaller jobs. Rush jobs incur extra charges, and in many cases will contain typographical and production errors, resulting in a reprint.

A tremendous amount on time and money can be saved by planning ahead at the earliest possible stage of the project. Contact the printer in advance to discuss your timeline. Based on your delivery needs, they will give you a realistic deadline for placing the order and submitting files, and will also alert you to certain aspects of the project that may cause delay if not properly considered.

How low can you go?

“If I order more will the price per piece go down?”

We are asked this question at least once a day in Print Services, and in most cases, the answer is “yes”. But there are few instances where buying in bulk is not the best option. I have spoken with a number of customers who have ordered printing in large quantities from off-campus vendors, only to be left with excess materials that took up valuable space in their office. We are always converting unused printing from other vendors into scrap pads for departments on-campus, so it would appear the trend continues, even today.

Make sure quantity is discussed early when planning your print project. Be sure to ask the printer to submit quotes on a range of quantities. It’s tempting to jump at a higher quantity, thinking that you may eventually use all the materials, but in many cases this does not happen. Often times, the savings incurred is mitigated by unused printing, ultimately sending the “final” per piece cost skyrocketing.

The Print Services department specializes in digital printing, which provides high-quality and quick turnaround on a number of common items, including postcards, flyers & posters, chops, programs, booklets, signs, and banners. This method of printing is conducive to shorter runs – which generally can span from a single copy to a run of 5,000. Many requisitions we see coming through specify print quantities of 10,000 or more. In most cases, these orders are not candidates for digital printing, but I can’t help but ask myself how many will end up in storage, or turned into scrap pads.

For those jobs that do require higher quantities, we still offer traditional offset printing, perfect for letterhead, envelopes, business forms and newsletters, and much more!

How low can WE go?

Do not hesitate to ask the printer if they can make any recommendations on how to lower the cost of your order. If you are flexible on paper stock, they may offer savings if you use their “house stock” (a sheet that is used commonly in the shop, of which they maintain ample supply), or an alternative brand of paper. Maybe they offer a discount if you submit multiple print jobs at one time.

Most printers are looking to fill gaps in their production schedule, on both digital and traditional offset printing equipment. Your customer service rep may be willing to discuss ways that your job could fit the bill, and be done at a reduced cost.

Do not hesitate to see how the team at Print Services can save you time and money by calling our customer service desk at 413-545-2718, or by emailing print@admin.umass.edu. We are located at 151 Whitmore, and are open Monday – Friday, 8:30 a.m. to 5:00 p.m.
Workshop on Procurement & Campus Services Department

Things are always changing. Whether you have just joined the University or have been here for a long time, it is helpful to stay on top of changes big and small. The Procurement Department along with Print and Mail Services in conjunction with Workplace Learning and Development (WL&D) will be conducting a workshop on—Thursday, May 12, 2016 from 9:00 am to 12:00 am.

This session is one of two (2) sessions that make up the Financial Transactions Certificate Program. Participants will learn:

- An overview of the Procurement Department’s functions and responsibilities
- Purchasing procedures
- Contracts and Contracts for Services Policies & Procedures
- How to navigate and locate resources on the Procurement web-site.
- Print and Mail Services

During this workshop you will hear from and meet many of the Procurement Staff including the Director, Associate Directors, Purchasing Manager, along with the managers for Procard, Travel Card, Print Services and Mail & Distribution Services. Staff in many campus roles who have attended this workshop have found it helpful and informative.

This session is not just for new hires. Please consider joining us!

Registration is available on the WL&D web-site at: https://www.umass.edu/wld/registration

Important Reminders

From time to time, various Procurement forms are updated to provide the necessary documentation for purchase order, Procard and Travel Card. All of our forms are available at a link off of our Procurement Home Page.

Changes have been made to our Sole Source Justification and Contract for Services forms as well as some Procard and Travel Card forms. It is important that the current version of any form be used for all Procurement and Card Program needs. Please always use the links above to gain access to the current form needed. This will save time getting purchase orders and card applications and changes completed and avoid needing to have forms re-done.

BuyWays Catalog Vendors

Procard should not be used for any BuyWays Catalog Vendor. All orders for Catalog vendors must be placed via a purchase order in BuyWays. Those vendors are –
Request a Receipt in BuyWays

A requisitioner in BuyWays can prevent a line on their requisition from being paid until they have the opportunity to review the invoice for that line. This requirement can be accomplished by using the Requires Receiving option that is only available at the line level of the requisition. This option is available on every line of the requisition. In order to create this requirement on a line of a requisition, you must select the edit icon which is on the right side of the screen for each line when you reach the Final Review Tab on your requisition. This edit button is shown in the print screen below.

After you select the edit icon, you will place a check mark in the Requires Receiving field on the next screen. Your next step will be to select the Save icon at the bottom of the screen. These steps are shown in the print screen below.

After you have completed these steps, you will see a check mark in the Requires Receiving field on the line of the requisition, which is shown in the print screen below. Each line of the requisition that has a check mark in the Requires Receiving field will require a receipt to be made in BuyWays before the invoice that includes that line item can be paid. The department’s receipt of the item in BuyWays will be their approval of the invoice and release the

USPS to reduce rates 4%!!!

Postal Service prices for mailing services are capped by law at the rate of inflation as measured by the Consumer Price Index. However, the law does allow for exigent pricing (price increases beyond the CPI cap) due to extraordinary or exceptional circumstances. That was the case when the Postal Service sought and ultimately received approval for the current exigent pricing January 2014 to partially alleviated extreme multi-year revenue declines.

On 4/10/16, the surcharge will be removed. This represents an across the board reduction of approximately 4 percent. A first class stamp will decrease from .49 to .47.

If you purchased a book of Forever Stamps at .49 each, the face value of those stamps will be .47. The USPS will not offer refunds.

Mail Services is updating systems and postage meters and will be fully prepared to reduce rates and save all departments mailing costs accordingly. The decrease in postage will save the campus approximately $17,000 per year.
New OfficeMax Contact

Warren Desjardins has assumed the position of Major Accounts Manager for OfficeMax for the Amherst campus. Warren has worked for Office Depot for 6 years in business acquisition to account management. His work experience includes support for other Colleges and Universities and understands the unique issues that they encounter. Warren has other clients that use SciQuest (the platform our BuyWays system is hosted on), so he is familiar navigating this system. In addition to Warren, OfficeMax has assigned an in-house Service Consultant to help with routine questions.

Warren should be your main contact for any OfficeMax issues or product ideas. When Warren is on the road, Michael Heffernan is available for the status of an order, to see if a product is available or to set up a merchandise return.

Their contacts details are –

Warren DesJardins  
Major Accounts Manager - Office Depot, Inc.  
518-926-9719  
warren.desjardins@officedepot.com

Michael Heffernan  
Service Consultant - Office Depot, Inc.  
860-356-6859  
Michael.Heffernan@officedepot.com

Travel Card and Procard Program Contacts

Gary Duggan manages the Travel Card program. Both Individual Travel Cards and Department Travel Cards fall under this program. Questions, requests for exceptions or issues related to either Travel card should be directed to Gary. He can be reached at 413.545.6231 or gsduggan@admin.umass.edu.

Holly Lankowski manages our campus Procard program. Any Procard questions, exception requests, or required changes should be referred to Holly at 413.545.1748 or lankowski@admin.umass.edu.

During off hours for either program, contact Citibank Support at 800.248.4553 to report that your card is lost or stolen, advise that fraudulent charges have been detected or determine why a charge declined.

Xerox Copiers

In preparing for Fiscal Year 2017, which starts July 1, 2016, we are asking departments with a Xerox copier to enter a change order requisition into BuyWays for Fiscal Year 2017 against your existing purchase orders. The format for the change order requisitions is shown below.

The format should be:

- Change Line 1: Net Monthly Base Charge, Increase QTY from (XX) to (XX) months and extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 2: Overages Black and White, Increase QTY from (XXXXXX) to (XXXXXX) copies and extend PO End Date from (X/X/XX) to 6/30/17
- Change Line 3: Overages Color, Increase QTY from (XXXXXX) to (XXXXXX) copies and extend PO End Date from (X/X/XX) to 6/30/17

These change orders do not have to be entered before the end of this fiscal year, but we are alerting departments early so they have time to prepare their change orders. If you have any questions or need assistance, please reach out to Nancy Rule at 545-1093 or nrule@admin.umass.edu.

Whalley Computer soon to be Punch Out in BuyWays

The Amherst Campus will be adding a catalog punch out site in BuyWays for Whalley Computer in the near future. This site will contain all of the products on our USAVE contract. In addition, Whalley sales representatives will be able to create quotes for products and post them on their catalog web site. Our employees will be able to pull these quotes into their shopping carts in BuyWays just like we currently do with other vendors in BuyWays such as Dell and Home Depot.