The BuyLine
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Message From our Director

We are pleased to announce starting on Monday, April 3rd we will transition BuyWays from the OfficeMax site and on to the Office Depot site. On Sunday April 2nd the OfficeMax site will be disabled and the new Office Depot site will be activated. When you log in on Monday April 3rd you will only see the Office Depot site. Note that the OfficeMax site will continue to be active behind the scenes for processing & payment of orders that were placed prior to the changeover.

Based on our testing of the new Office Depot site we feel that there is no need for formal training because it is very intuitive to use. The common comparison is that if you can use Amazon.com you can use Office Depot. We will post instructions and other information on the Procurement home page and the A&F Systems website in case you have a question once you use the site. Of course you can always email or call our office with any questions… Gary Duggan at: 5-6231; email gsduggan@umass.edu or myself at 5-0361; email jomartin@umass.edu.

If you have a favorites list in OfficeMax verify that it goes over to the Office Depot site. If it doesn’t then create a new list the 1st time you sign in. It will then remain there for future use.

The Office Depot site will allow automatic sorting of contract items by lowest cost to enable you to see the best value for all core (high use) products. The system will automatically substitute a private brand toner for the more expensive brand name toners. The private brands have been tested thoroughly and are fully guaranteed to perform equal to brand names. My office has been using them for about 2 years without any issues. The Office Depot site allows real time inventory and pricing so you are aware of what is in stock when you order.

Office Depot also offers over 1,100 full service retail stores across North America and our contract ensures negotiated contract pricing is available in the Office Depot's Retail stores. This can be handy if you are traveling and need supplies while on the road.

We are also continuing our UMass employee purchase program under the new Office Depot contract. Please only use this contract for your personal use and not for business or friends and relatives.

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Training Dates

BuyWays:
To register for a Buyways Training, please visit the Workplace Learning & Development website for our current session.
http://www.umass.edu/wld/

Procard:
Procard User training is available through an online training module. A link to this training will be made available upon receipt of the Procard application. Please submit your Procard application to procard@umass.edu or contact Hillary Osgood by Phone: 545-1748 or via Email: hosgood@umass.edu

Procard Reallocation:
Training is arranged on request. Contact Gary Duggan by Phone: 545-6231 or via Email: gsduggan@admin.umass.edu
Xerox Change Orders FY18 Format Required

XEROX COPIERS

In preparing for Fiscal Year 2018, which starts July 1, 2017, we are asking departments with a Xerox copier to enter a Change Order Requisition into BuyWays for Fiscal Year 2018 against your existing purchase orders. The format for Xerox 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 6/30/17 to 6/30/18
- Change Line 2: Overages Black and White, Increase QTY from (XXX,XXX) to (XXX,XXX) copies and Extend PO End Date from 6/30/17 to 6/30/18
- Change Line 3: Overages Color, Increase QTY from (XXX,XXX) to (XXX,XXX) copies and Extend PO End Date from 6/30/17 to 6/30/18

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.

All Mail is Not Created Equal

Postage is based on shape and weight

If your dept. sends packages, you can save money by preparing your packages following a few simple rules.

1. Use the free supply of USPS official boxes and envelopes. You will realize maximum savings because the dimensions are designed to maximize conformance to postal discount standards. These supplies are available with a simple call to Mail Services at 5-2488

2. If you choose to use your own packaging, please use a box as close to actual size as possible without risking damage. If you need to fill empty space with bubble wrap or packing peanuts, you are probably wasting money.

3. Address, address, address. If your address is not complete and ACCURATE, you are wasting money because it will not qualify for a discount. We “verify” address accuracy with every package we send so please make sure you write legibly.
**Furniture Requisitions Update**

With the continued renovations going on in various areas on campus, many departments are purchasing new furniture pieces. Please refer to the Procurement Buyline Newsletter for July 2014 for a quick reference chart on the appropriate Account and Commodity codes to use. Keep in mind that items that are over $1000. (741970) or over $5000. (763900) that have associated freight and installation charges should be coded the same as the furniture pieces. Those charges become part of the cost of the furniture. (See long descriptions of account codes on the Controller’s Office website.) Note that any upholstered furniture must be approved by the Department of Environmental Health and Safety to meet fire code requirements. Please email your quote to Ed Mientka in EH&S for review. Attach his emailed response to your requisition in the Internal Attachment area. As always, contact Procurement if there are any questions.

**Spring is Coming… Sale of Surplus Property**

Spring is coming and it is time to get rid of the old unused stuff that has been taking up valuable space and collecting dust in your department. So, think of turning that old stuff into extra revenue for your department and simply sell it. Since using Municibid.com the Sale of Surplus Property program continues to grow and grow. Not only are we reaching out to a larger base of people to bid, we are also generating more revenue for the departments across campus. Check out the Procurement Web-Site for details on how to submit items for sale in this program. Simply go to: https://www.umass.edu/procurement - Surplus Property. OR call Rosemary in Procurement at 545-1094 for more details.

**Attention Print Services Customers!**

Our main phone number has changed to 413-545-2718. Please be sure to update your contacts accordingly. We look forward to your call!

**Procard & Travel Card Program Manager**

Hillary Osgood has joined the Procurement Department as our new Procard & Travel Card Program Manager. In this role, Hillary will be responsible for both of these card programs and she will be the primary contact for members of the campus community regarding questions concerning their Procard or Travel Card.

Hillary previously worked for Coca Cola as a Buyer / Material Planner II. This experience gives her a valuable background in purchasing. In addition, Hillary spent several years managing a Procard and Travel Card Program at Hamilton Sundstrand.

Please join us in welcoming Hillary to the University and wishing her success in her new role. Hillary can be contacted at hosgood@umass.edu or by phone at 5-1748.
Procards Are Now Being Mailed to Cardholders

We are making some changes that will make it easier and faster for Procard holders to receive their cards.

Effective immediately, all Procards will be delivered to cardholders through the mail. New and reissued cards, which are cards that are keeping the same account number but are being reissued with a new expiration date, will be mailed through the U.S. Post Office.

All special cards, which will include all replacement cards, lost / stolen requests and cards that are requested for 1 – 2 business days for delivery, will be mailed to the Procurement Department and then sent to the cardholder through interoffice mail. The delivery of these cards will be tracked using a bar code system. This system provides a secure and accurate process for the delivery of these cards.

This process change eliminates the requirement that cardholders come to the Procurement Department with a photo ID to pick up their card. Cardholder’s will still be required to sign a Cardholder Agreement before their card will work but we have made changes to this process which includes using electronic signatures to streamline this process.

Everyone who receives a Procard in the mail will follow the steps listed below to sign their Procard Agreement and activate their card.

- When you receive your Procard in the mail, you will go to the Procurement Department Web Site or use the following link to access the Procard Cardholder Agreement [click here](http://www.umass.edu/procurement/).

- A guide will be emailed to the cardholder to help the employee complete and sign the agreement. After the cardholder submits their agreement, an email will be sent to the cardholder’s UMass email address and the cardholder will be required to reply to this email in order to verify their identity and to confirm that they submitted this agreement.

- At this point, a member of the Procurement Department will adjust the credit limit on the account and sign the agreement.

- In the final step of this process, a copy of the completed agreement will be emailed to the cardholder. The cardholder can now call the Citibank phone number on the sticker on the face of the card to activate the card and create a four digit PIN. As part of this process, a Citibank employee will ask the cardholder for their employee ID number. Your employee number is the eight digit number the Human Resources Department gave you and it appears on your Paycheck.

Email Addresses for Procard & Travel Card, Applications, Questions and Requests

Please use the email addresses shown below when submitting a question or request for a Procard or Travel Card:

Procard - procard@umass.edu  
Travel Card - travel@admin.umass.edu