Procurement and Campus Services Department

The BuyLine

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Message From our Director

UMACC Campaign: We are in the beginning of the annual UMACC (UMass Amherst Community Campaign) that allows staff and faculty to donate to their favorite non-profit charity. Last year the campus community donated approximately $435,000 thru the UMACC campaign. I encourage all staff and faculty to take part in this campaign in whatever amount fits their budget. It’s important to note that a donation of only $5 per pay check can have a significant effect on a family that is struggling to make ends meet and cannot afford enough food and clothing for their family. As a bonus various vendors and UMA departments have donated raffle prizes that anyone who makes a pledge to UMACC will be entered into. Two top prizes are 2 round trip air tickets donated by the Travel Collaborative & Jet Blue and 2 pair of tickets to a Boston Bruins games donated by Whalley Computer. To donate please go to the UMACC site at: http://www.umass.edu/umacc

Office Depot: As most of you already know we have been having issues with the Office Depot contract. The latest issues have to do with OD adding a $4.99 “convenience fee”...not a term I would have used...to all bottled water and related beverages. The charge applies to each case ordered which actually increases the cost of the product 2 or 3 times. According to OD these products are causing large loses for them and it had to be implemented. The two issues UMass has is that these charges were implemented without any notice and they are not allowed by our contract with OD. We are working thru the latter issue and in the meantime all products with the fee have been restricted by OD...meaning you cannot order these products from them. Anyone that has ordered these products already and has been charged the fee will receive a credit in the near future. The other fee that has been instituted is a $9.95 shipping fee for all staff orders under $50.00. OD has informed us that there are many orders that have been made by staff that are “excessive” in the quantities ordered. This indicates to them that these orders are not strictly for personal use. There are orders that they have tracked down that actually went to business addresses...we have asked them for specifics on these and will follow-up with the individuals that placed these. Please note that these special prices are for our staff and faculty’ personal use only. These are not for your friends or businesses and if the issues continue we will all lose the option to purchase under the UMass contract prices.

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New Contact for Furniture Fire Code Approval

Ed Mientka has retired from EH&S. Staff requiring upholstered furniture approval should email Michael Swain mjswain@ehs.umass.edu. Maryanne Steele msteele@ehs.umass.edu is his back-up. As a review—any purchase of upholstered furniture with fire code CAL117 must get an email approval from EH&S for use of the furniture in the location where it will be used.

Attach the approval email to your Buyways requisition as an Internal Attachment. Complete information on setting up a furniture requisition in Buyways can be found in the July 2014 & an update in Feb/Mar/Apr 2017 editions of the Buyline newsletter. All past issues can be found on the Procurement website under “About Us”.

Payments To Citibank For Foundation And Development Employees Are Now Electronic

All Foundation and Development employee payments to Citibank, for expenses charged to their Individual Travel Card Accounts, have been paid by check. This process was slow and at times inaccurate. Employees at Citibank had to manually process the checks which delayed the posting of the payments to our accounts and on occasion the payments were posted to the wrong account which created problems at Citibank and for us.

Members of the Treasurer’s Department and members of the Amherst Campus Accounts Payable and Procurements Departments have been working on a solution to this problem. They identified a solution and successfully implemented it during the past few weeks. These payments are now sent electronically to Citibank by ACH (Automated Clearinghouse). This change has reduced the cost and time to process these payments. In addition, it has improved the accuracy of the posting of these payments to the correct accounts.

University Travel Program

The University Travel Program includes an online option and a travel agency to help University employees and guests make their travel arrangements. Both of these options give our employees and guests the ability to purchase tickets and make reservations for airfare, hotel, car and Amtrak tickets at negotiated discounted rates.

The online toll is Egencia which is the corporate version of Expedia. Egencia gives our employees the convenience of booking their travel arrangements online at any time.

The Travel Collaborative is the live travel agent option for our employees that want assistance making their travel plans. The Travel Collaborative has dedicated phone numbers for UMass employees and an emergency after hour’s service.

For more information regarding the UMass travel program, please visit https://www.umassp.edu/travel
**Surplus Office Supplies**

The Office of News and Media Relations has the following surplus office supplies up for grabs:

- 18 boxes of unmarked 10x13 brown clasp envelopes
- 6 boxes of unmarked No. 10 white envelopes
- 2 unopened HP laser jet cartridges 61x for printers 4100-4101

If you would like any of these items, please contact Melissa at 5-0445 or mbreor@umass.edu. Must be willing to pick up items at Munson Hall (next to Whitmore).

**Mail and Shipping 101**

Relax- your mailings are covered!

Starting this fall, for the first time ever, Mail Services will be conducting a seminar through WL&D that will focus on mailing and shipping basics for all Umass Depts. and affiliates.

The class will consist of tips and tricks on mail and package preparation to minimize postage costs.

Conducting the class will be Mail Services staff who are certified mailing specialists. Instructors also include freight and large parcel shipping experts.

Watch for the WL&D annual class listing and sign up promptly as space is limited.

**Happy Retirement Nancy**

Nancy Rule has retired after 40 years of service to the University. Nancy started in July 1977 and worked in the Procurement Department for most of her career at the University. She amassed a wealth of knowledge that she willingly shared with the campus departments over her years on Campus. It’s fair to say that her leaving the department is a great loss to not only Procurement but also to the hundreds of other staff that she came into contact with on Campus.

Nancy has agreed to work part time post retirement for a short period while we find someone to replace her. She will be here on Tuesday/Wednesday/Thursday at her same phone number. Peter Royer will be covering for her prior duties when she is not here so feel free to contact him with any questions.

Procurement congratulates Nancy and we wish her a great retirement as she cruises off into the sunset.

Happy Retirement Nancy
In preparing for Fiscal Year 2018, which started 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

NOTE: If No Change to Quantity for Overages, please use the following format:

Change Line 2: Overages Black and White, No Change to QTY and Extend PO End Date from 6/30/17 to 6/30/18

Change Line 3: Overages Color, No Change to QTY and Extend PO End Date from 6/30/17 to 6/30/18

If you have any questions or need assistance, please reach out to Nancy Rule at 545-1093 or nrule@admin.umass.edu.
Did you know that your training for Procard and Records Manager training has a three year expiration? The Procard team will be reviewing the list of people who will be expiring within the next month. Please look out for an email on how to re-take your Procard/Records manager training in OWL. Please feel free to contact Hillary Osgood at hosgood@umass.edu with any questions about the training.

**TRAVEL CARD/DEPARTMENT CARD TRAINING TO BE OFFERED ON-LINE**

The Travel and Department Card Training is available on the OWL platform. This training content is composed of Instructional Units covering an overview of the Travel and Department Card program. We will be going live with the Travel and Department Card training on OWL on September 1st. Once your training has been completed and your application has been approved by Citibank, your Citibank card will be delivered by U.S. mail to your campus address.

**DEPARTMENT TRAVEL CARDS AND INDIVIDUAL TRAVEL CARDS ARE NOW BEING MAILED TO CARDHOLDERS**

We are making some changes that will make it easier and faster for Department and Individual Travel Card holders to receive their cards. Effective immediately, all Department and Individual Travel Card 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 Department Travel card or an Individual Travel Card in the mail will follow the steps listed below to sign their Department Card or Individual Travel Card Agreement and activate their card.

· 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