The roll out of the Citibank Procards is going well. Although deliveries have slowed down a bit due to summer vacations, 90% of the cards have been replaced. Thanks to all of you for your patience and availability during this transition. If you have not yet done so, be sure to register your card on the Citi website. The registration document can be found on the Procard Home Page at http://www.umass.edu/procurement/Procard/procard_index.html

The following are some helpful tips as we get started with Citibank.

MONTHLY STATEMENTS
Paper statements are no longer being mailed. After you have logged-in to your account, scroll down on the home page and click on the red button View Statement. You can view the current or past statements as needed. Once you have the monthly statement you want displaying, scroll to right until you see the red button labeled "Download" (Do not use the Print icon). Select the PDF format and click on Download. You will get a message that the file has been cached to your local machine—Click OK. If the file does not open immediately, you should follow the instructions to click "here". Once the statement opens, you should print a copy to match to your receipts.

CITIBANK WEB LOG IN
If you forgot your user name, contact Holly Lankowski at lankowski@admin.umass.edu for this information. Holly can also re-set your password if needed.

EQUIPMENT WAIVER
If you were approved to buy equipment on a JPMC card, that privilege carried over to the Citibank replacement for that card.

Why Wait….Save Now!

Print Department Special…
Who needs a Groupon or 10% Charlie when you have print specials right here on campus! Our print department has a surplus of 20lb. paper in the colors “Graphite Grey” and “Grand Slam Green” (named after the Green Monster maybe?) so until it’s gone we will print your job on either color…or both if you’re feeling festive…and give you a discount of 25% off our normal prices…wow!

If you want to just purchase the paper for your office copier or other jobs the cost per ream is only $1.50…that’s about 70% off the original price. We’ll even include delivery on orders for full cases of 10 reams or more. Contact the Print Department at extension 7-9500 or stop by the new walk-up copy center on the ground level of the Whitmore Building where our friendly and experienced staff will be happy to assist you. Your business is very much appreciated!
A Look Behind the Scenes...

Every day we sit at our desks and use our computers or if we are in research we use our specialized equipment to do our work without really thinking about how it all got here in the first place. Most staff and faculty probably wouldn’t know where the receiving department is if they were asked...but that’s ok because they don’t really need to know. We have a dedicated crew in Distribution Services that tirelessly works behind the scenes to receive and deliver everything from a pallet of paper to specialized research equipment. In the picture below you can see John Fitzgibbon driving the forklift truck while Richard O’Rourke is carefully watching him load a water tunnel that will be delivered to the Engineering E-Lab.

These are just two of the dedicated members of the Distribution Services team lead by Supervisor Jim DeRoy.

Quoting Alan R. Rakouskas from Mechanical & Industrial Engineering “It’s a pleasure to work with people who are so professional and resourceful. Many thanks.”

So the next time you have a new piece of equipment appear in your department or lab remember the staff behind the scenes that work hard to make it happen.

New W. B. Mason Cost Savings Feature Announced

As one of our ongoing campus cost savings initiatives, the Procurement Department is pleased to announce a new feature called “Swap and $ave,” which has been added to W. B. Mason’s ordering system for both the UMass Marketplace and the WB Mason direct site on June 13, 2011.

Once you add items to your “cart” and click on the “Checkout” button, the Swap and $ave feature will display a lower cost alternative. The screen will show you what you could save on each item and a grand total of your savings potential. It is important for you to know that all lower cost items are of equal quality but provide greater cost savings.

Instructions and screen shots to help you navigate Swap and $ave can be found at http://www.umass.edu/procurement/docs/WB%20Mason%20Swap%20and%20Save%20e-mail%20announcement.pdf

Procurement will have the capability of providing reports on cost savings (or lost savings), by person, by department, so that we can track and report our progress.

We strongly encourage the selection of all lower cost alternative items.
MHEC Web-Site Training Session at UMass Amherst

MHEC will be coming to the UMass Amherst campus to conduct a training session on Contracts and usage of their Web-Site. Contracts can be confusing and hard to understand. Many of you have told us that you would like to learn how to utilize the MHEC Contracts and their web-site better. This training session is scheduled for:

Date: Thursday, August 4, 2011
Time: 9:00 am to 11:30 am
Location: Campus Center – Room 811-815

All campus personnel who utilize MHEC contracts should consider attending.
R.S.V.P. to: Rosemary A. Hassay – Purchasing Manager @ rhassay@admin.umass.edu on or before Wednesday, July 27, 2011 to ensure a space will be reserved for you.

Advance planning in emergency preparedness pays off. Support made available to local community devastated by recent tornado.

Campus Rallies to Tornado Relief Efforts

When the Environmental Health and Safety Department went out to bid for cots, blankets, and pillows in August of 2010, little did they know that a tornado would hit western Massachusetts in June of 2011. The two trailers purchased through the bid process were part of the emergency response plan under which the Mullins Center and other campus buildings could be opened in the event of widespread emergency relocation.

EHS Director Don Robinson reported that campus Emergency Preparedness and Planning manager Tom O’Regan, along with Mike Swain, Rick Sawin, Ed Mietka and two drivers from Fleet Services drove the emergency trailers to a shelter at Central High School, not far from the devastation. After unloading 150 cots, the team was asked by the state Department of Public Health to deliver the remainder of the cots to a West Springfield shelter.

We thank all the volunteers that came together to help in this devastating emergency.

For more information on: “Campus Rallies to Tornado Relief Efforts” check out the article In the Loop dated June 8, 2011 - http://www.umass.edu/loop.

Postal Customer Information Session Held

Mail Services hosted a western Massachusetts Postal Customer Council seminar June 15th at the Campus Center. Charles Apicella, Manager of Mail & Distribution Services was the main presenter. Session topics included:

1. Postal Issues for Non-Profit Organizations
2. Clean Addresses Mean More Donors
3. Mailpiece Design Affects Your Budget, Design with Price in Mind

Sixty attendees enjoyed a lively, informative program and left with valuable information.

Congratulations to Charlie for hosting a very successful session. He received many kudos on his presentation.
Contract ID Needed on Purchase Requisitions

A reminder - When a purchase requisition is issued to a vendor against a Campus, University, MHEC, or State Contract, please remember to reference the contract ID by selecting it in the Contracts Application. If it is not listed in the Contracts Application, and it is for a significant amount of money or is used frequently, please email Carol Thurlow—cthurlow@admin.umass.edu in Procurement to request that it be added. When you reference the contract ID in its proper place, it will print on the purchase order to inform the vendor that contract pricing applies and it will also assist Procurement to report on contract activity.

On the Create Requisition, Define Requisition tab, expand Line Defaults and select the Vendor ID for your purchase. The Contract ID(s) associated with your vendor can then be viewed and selected by clicking on the magnifying glass next to the Contract ID field.

Used Copier

The School Of Education recently upgraded their copier and are looking for a home for their previous machine. This copier is in fine working order and on maintenance until it was retired.

First Come - First Serve

Call Charlene Holley at 545.2577 or cholley@educ.umass.edu for more information.