



The BuyLine

Training Dates

- eProcurement Training to be held Friday—November 19th—contact Leasa Roberts at ljroberts@admin.umass.edu or 545-0363
- Procard Trainings to be held on Tuesday—November 9th and Wednesday—December 1st —contact Leasa Roberts at ljroberts@admin.umass.edu or 545-0363
- Procard Reallocation Training is arranged as needed — contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

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Walk In Copy Center Opening on Campus



University Print Services is opening a new walk in copy center. Effective November 1st all departments will be able to access the new digital copy center in room 139 of the Whitmore Administrative Building. It's located diagonally across from the elevators on the lower floor directly inside the rear entrance. It's designed to allow staff, faculty and students to walk in and get their printing needs completed easily and at a competitive cost.

You can get copying done while you wait or you can drop it off and pick it up later. They also offer pickup and delivery if needed.

Both black & white as well as color copies are available in various sizes and stocks. If you need help with design, formatting or any other aspect of a job they have the staff on-site to assist you.

Part of the extra service they provide is making sure the logo, colors and overall design of the job meets University standards. They can also save you time by coordinating larger jobs that need to go off campus.

Support the staff by stopping by to see what they offer. You'll be glad you did!

Tell them you saw this announcement in "The BuyLine" and get a 10% discount on your 1st visit to the Copy Center (value up to \$100)

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WHO BUT
W.B. MASON

Office Products Show

Brought to you by
UMassAmherst
PROCUREMENT

Tues., November 2
10:30am – 1:30pm
Campus Center, Concourse Level
Reading Room
(across from the Blue Wall)

eProcurement Reminders

Change Requests:

1. Please do not add the vendor ID to your Change Request Requisitions. The vendor name should always be *UMass Change Request*, which is auto entered by the system. The vendor name will automatically attach itself to the PO ID that you enter as a part of the Change Request. See the job aid if you need help. The actual instructions start on page 9:
http://www.umass.edu/af/systems/files/jobajds/epro_request_a_change_to_a_purchase_order_v1.pdf
2. You may determine if a requested change has been made to your purchase order by reviewing the status of the Change Request Requisition in the Manage Requisitions application. Remember, Change Requests are reviewed by the buyer and the changes are then made manually to the purchase order. The buyer signifies that they have completed the process by Approving and then canceling the Change Request Requisition. You may view the changes by reviewing the appropriate pages in **PO Inquiry**.
3. **Xerox:** If you haven't already done so, please put in your Change Request Requisition to increase the purchase order for your Xerox lease for FY11. We ask that you do it as a Change Request to the existing purchase order rather than a new purchase order, for billing and tracking purposes. We require two lines. One line for the base monthly charge; the other for the copies.

Some helpful reminders are offered for Change Requests, Line Descriptions for Materials and Contract Purchases.

Requisition/PO Line Descriptions for Materials:

When ordering materials, it is important that the **brand and model number** be referenced in the line description, as well as a description of the item. For example, Chair, Herman Miller Model XXXXXX, etc.

- Otherwise, when running reports, or trying to identify an asset, there is no way to identify the brand or item that was purchased on the line.
- Long lists of items (more than 15 lines) may be referenced *as per the attached list*, BUT, the line description should reference the brand(s) and types of items in the list. For example, *Herman Miller desks, tables, and bookcases, as per the attached list*.



Contract Purchases:

If the item (s) is covered by a State, MHEC, Campus, or University Contract, it is important to identify the correct Contract ID in the appropriate field.

- You may do this by clicking on the *magnifying glass* next to *Contract ID* in the *Define Requisition* tab and selecting the appropriate contract.
- You may also add a contract ID to existing lines in the Review and Submit page using *Modify Lines*. If using *Modify Lines*, the Vendor ID must first be entered in the *Modify Lines* page.
- If the Contract is not set up in the system, it may be referenced in the UMass Req Info page in the *Define Requisition* tab, under *Other*.
- The field *Other* should not be used to make references to anything other than a State, University, Campus, or MHEC Contract.
- If you notice that the contract is used frequently, you may ask Procurement to add it to the Contracts Application.

Procards and Federal Grants



Procards make life easier for purchasing small items but if a Procard directly charges a Federal grant or if charges will be reallocated to a Federal grant, the Procard user needs to know what can and cannot be charged to the grant according to OMB Circular A-21. General purpose items, such as office supplies, should not be charged directly to a Federal grant because these charges are normally included in the indirect base. In the near future, the Procard Holder Agreement form will contain language that reminds the user of OMB Circular A-21 requirements. Please contact Priscilla Caouette at pcaouette@admin.umass.edu for more information regarding OMB Circular A-21 requirements or review the requirements at <http://www.umass.edu/af/systems/fca/>.

Procards—Employment Status

As part of the application process for our Procard credit card program, we verify active appointment for the department for which a card is being requested for. When a cardholder leaves employment with the University or transfers positions to a new department, their Procard needs to be canceled. Some employees are appointed for specific timeframes; often, these employees are reappointed annually or based on grant funding terms.

Procard Program staff work with Human Resources to oversee appointments so that Procards do not remain active when appointments or employment end. Using

information from HR, we review our card database to identify any employees holding active cards who are now terminated due to completion of assignment, retirement, resignation, etc. When we identify a cardholder in this situation, we will suspend these cards. If a re-appointment for the same department is in place within one month, we will reinstate the card. Otherwise, the card is canceled. A new card would be available through the new card application process.



ePro Training Sign Up

Registration for eProcurement

End-User Training is now being handled through the

Procurement Department.

The training dates for this class can be found on the

Procurement website at [http://](http://www.umass.edu/procurement/)

www.umass.edu/procurement/

[ePro_Training.html](http://www.umass.edu/procurement/ePro_Training.html) .

Please contact Leasa Roberts

at [ljroberts@admin.umass.edu](mailto:lroberts@admin.umass.edu)

to register for this training.

Travel Card & Procard Bank Change

In March, we announced that we were going out to bid to solicit proposals from banking/financial entities to provide both Procurement Cards and Travel Cards. The bid review process is complete and the University system is in the process of awarding a contract to Citi to manage both card programs. Although we do not have a specific date set for re-carding, we anticipate that this will occur in the first quarter of 2011. For now, it is business as usual with our existing banks. More details will follow as we lay out our implementation schedule.

Welcome Alex!!!



Alex Therkelsen joined the Procurement Department on October 12th as our new Contract Lease Coordinator. Alex is very familiar with the University. He is an Alumnus, and has worked recently in Auxiliary Services as a Buyer. Alex is the go to person for lease questions. He will also be working with construction contracts, and assisting with bid openings. Alex is looking forward to learn all he can not only about leases but the whole Procurement process. Alex's hobbies include camping, and scuba diving. He enjoys the outdoors and lives in Goshen, MA. Please feel free to call Alex at 545-1089 for help with any question or problem you may have on leases.

Amherst Procurement Department

407 Goodell Building
140 Hicks Way
Amherst, MA 01003-9334

Phone: 545-0361

Fax: 545-1643

E-mail:

procurement@admin.umass.edu

We're on the web - <http://www.umass.edu/procurement/>



A long time University and Mail Services employee Mike Piotrowski, more commonly referred known as "Big Mike" retired at the end of September. "Congratulations to Big Mike"

Phishing Emails



External fraud and phishing attempts are always increasing. Phishing is the criminally fraudulent process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy entity in an electronic communication. Cyber Crime surpassed drug trafficking as the number one criminal money maker in 2008.

Internal Audit has received notification of numerous phishing emails that attempted to fraudulently obtain secure financial information.

Here are some tips to avoid being a victim of a phishing scam:

- Be suspicious of any email with urgent requests for university or personal financial information
- Don't use the links in an email, instant message, or chat to get to any web page if you suspect the message might not be authentic or you don't know the sender or user's handle
- Avoid filling out forms in email messages that ask for personal financial information.
- Always ensure that you're using a secure website when submitting credit card or other sensitive information via your web browser.

Remember not all scam sites will try to show the "https://" and/or the security lock. Also get in the habit of looking at the address line. Were you directed to PayPal? Does the address line display something different like "<http://www.gotyouscamed.com/paypal/login.htm?>" Always know where your web address is directing you. Ensure that your browser is up to date and security patches are applied.

(This article courtesy of the University Internal Auditors Department Fall newsletter)

Surplus Equipment—Time to Get in Shape



Surplus Equipment Sale: Occasionally the University has to dispose of equipment that is surplus

to its needs. Once it's determined that other departments on campus can not use it the equipment is deemed surplus to our needs. The Procurement Department is in charge of the disposal and advertises it for sale as a public bid. Most items have a minimum bid amount assigned to them to insure that the University recoups a reasonable amount.

All bids are advertised on the Pro-

urement Department web page at <http://www.umass.edu/procurement/surplus/GP-SEBL.html>

The bids are listed for at least two weeks and have a closing date listed that all bids must meet to be eligible.

Currently we are disposing of a quantity of used exercise equipment from our housing department.

If you want to get healthy and maybe get a bargain at the same time click on the link above and look at what's available.