



The BuyLine

September 2009

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Training Dates

- eProcurement Training on Tuesday—October 20th— contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- Procard Trainings to be held on Thursday—October 15th and Friday—October 30th— contact Leasa Roberts at lroberts@admin.umass.edu or 545-0363
- Procard Reallocation Training is arranged as needed— contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

FAQ—Frequently Asked Questions next issue

Starting with our next issue, we will launch a section devoted to frequently asked questions—“FAQ”. Whether you need to complete a Contract for Services, go out to bid, obtain a Procard, sign up for training or have a question on your Corporate Travel Card. Our FAQ section will cover the routine and sometimes not so routine questions we get.

We have a few to start with but want to hear from you. If you have questions you need answered, chances are many others on campus will benefit from hearing the answer too. Send along your questions to our department email — procurement@admin.umass.edu



Workshop on the Procurement Department available

The Procurement Department in conjunction with Workplace Learning and Development will be conducting a workshop on **Tuesday – November 17th from 9:00-12:00**. This session is one of two sessions that make up the Financial Transactions Certificate Program.

Participants will learn:

- An overview of Procurement Department functions and responsibilities
- Purchasing procedures
- Contracts and Contracts for Services
- How to navigate to and locate resources on our department web site.

During this workshop, you will hear from and meet many of the Procurement staff including the Director, Associate Director, Assistant Director, Purchasing Manager as well as the Managers of the Procard and Travel Card Programs. This session is not just for new hires. We have received positive feedback from staff in many campus roles who found the session helpful and informative.

Please consider joining us.

Registration is available on the WL&D web site at <http://www.umass.edu/wld/registration.php>

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Staff Profile...who are you going to call...



Gary Duggan -
Travel Card Manager

As you may remember, the Procurement Department recently took over responsibility for the Travel Card Program from Campus Services. We are happy to announce that Gary Duggan has joined us as the new Travel Card Manager. Gary comes to us with a strong background in accounting and Procard so he is an

ideal match for the new position. Gary will be reaching out to Travel Card Holders to get feedback on ways that he can help to make the program more efficient. Gary will also assist to back up the Procard Program.

In the meantime, Gary can be reached at 545-6231 or email him at gsduggan@admin.umass.edu if you have a question for him.

Motor Vehicle Policy Updated

Motor Vehicle Acquisition Process

Effective August 1, 2009, a Motor Vehicle Review Board has been formed and charged with reviewing and approving all requests for the purchase or lease of motor vehicles. Prior to entering requisitions, departments are required to fill out a Vehicle Request Form which will be submitted to the Transportation Office @ Transport@admin.umass.edu and reviewed by the Board. The web page for the Motor Vehicle Policy also gives further details and links regarding Vehicle Standards, Alternative Fueled Vehicle Requirements and charges, the Vehicle Request Form and the Vehicle Review Board process. Because of the Energy Policy Act of 1992 (EPA Act) passed by Congress, departments purchasing Non-Alternative Fuel Vehicles will be assessed a \$1,000.00 charge by the Physical Plant.



UMass Amherst Vehicle Standards

- All vehicles purchased shall be basic white.
- All vehicles shall have the UMass Amherst Seal on each side front door.
- M numbers should be located on the front fenders of each side and the upper left corner of the rear of the vehicle.
- All vehicles will be labeled with division and department above and below the seal.
- All lettering shall be maroon and size and placement shall be determined by the paint shop supervisor.

The purpose of this policy is to standardize the University fleet for consideration of acquisitions, cost and efficiency. Requirements and links to related topics can be found at <http://www.umass.edu/procurement/policies/motorvehicles.htm>

On Campus Vehicle Rentals

Enterprise Rent-A-Car is our campus contract vendor—see page 4 for more details.

Like a Bargain....check this out!

At various intervals during the year the Campus has a variety of unwanted items that it puts up for public bid. The Procurement Department is responsible for tracking and disposing of these items through a public bid process. The items are regularly listed on the Procurement web site at:

<http://www.umass.edu/procurement/surplus/GP-SEBL.html>
All items are sold "as is and where is" so if you have an interest in an item please contact the person

listed to view the items before you bid. You must submit your bid on the form supplied by the date listed.

Please note that if you are the high bidder you will be required to pay for the item so only bid on items you really want! All bids will be opened at the date and time listed in the University Procurement Office. The opening is public to insure the integrity of the process. Good Luck!

Travel Card

Manager position

filled....Gary

Duggan appointed.

Chemical Inventory Mandate



Local, state, and federal regulations require that we maintain a complete inventory of all chemicals and where they are stored (the building, floor, and room number of the laboratory, classroom, etc.). This is not an optional requirement. The University must comply or risk consequences.

To meet this mandate, all chemicals for the Amherst Campus must be Shipped to 710 North Pleasant St., 125 LGRT, where each chemical and its intended destination will be logged into the CEMS (Chemical Management System). EH&S Laboratory Health & Safety Services will deliver the chemicals to the Location (building, floor, and room number) that is listed on the respective purchase order, or, in the case of a Procard order, to the building, floor, and room number that was given to the vendor by the cardholder.

Please Note:

- Orders for chemicals should not be mixed with other laboratory supplies. Two orders may be necessary.
- All chemical orders (excluding radioactive chemicals) should be assigned Category/Account Code 739630.
- Radioactive chemicals should be assigned Category/Account Code 739650.
- In the electronic Purchasing System, the **Ship To** code on the requisition must be changed from the default that is assigned to the data entry operator (such as DS) to *CHEMS*. This information prints on the purchase order and will tell the vendor to ship the chemicals to LGRT 125.
- The campus internal delivery information (building, floor, and room number) that prints on the purchase order is contained in the default Location Code that is assigned to the data entry operator who enters the requisition.

tion. The default Location code is usually the building, floor and room number of the office in which the data entry operator is housed. This default code can be changed by the data entry operator at the time the requisition is entered.

- To avoid undue delays with chemical deliveries, the Location code must be accurate and should reflect the building, floor, and room number in which the chemical will be housed. Note that it is not enough to add this information as a line comment, as such comments are not necessarily transmitted to, or noticed by, the vendor.
- A complete listing of Location Codes and their definitions can be found at the Procurement Department website: <http://www.umass.edu/procurement/>
 - Scroll down the web page until you see **End User Training and Support, eProcurement Location Codes**.

Questions concerning how to change the Ship to or Location code on a purchase requisition may be directed to the Help Desk at 5-2119.



Questions concerning this policy should be directed to Glenda Pons, Hazardous Materials Tracking Manager, Environmental Health and Safety Dept. Telephone 577-3631, or email gppons@ehs.umass.edu

Glenda is making a concerted effort to educate the campus on this very important requirement and would be happy to meet with any department that has questions or concerns.

Thank you for your understanding and cooperation.

Glenda Pons
provides details on
chemical inventory
mandate.

W. B. Mason Account Representative Schedule

Judy Balicki, our Account Executive for W. B. Mason has set standard hours she will be on campus and available to meet with you regarding purchasing needs and account issues. Her hours will be Tuesday and Thursday—11:00-3:00.

Judy can be reached at—

Office—800.262-1622—Ext. 8057

Cell—413-326.0668

Email—judy.balicki@wbmason.com



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/](http://www.umass.edu/procurement/)

UMass Amherst Rental Car Supplier Named



Enterprise Rent-A-Car is the new UMass Amherst Rental Car Supplier

We are pleased to announce that Enterprise Rent-A-Car, North America's largest car rental company, has been selected as the new rental car supplier for UMass Amherst. This new contract will enhance UMass Amherst's ground transportation options by providing significant savings in rental rates and by providing UMass travelers with the industry's best in customer service. Exclusive UMass rates are available on the special website below using your UMass Net ID and Password.

Enterprise Rent-A-Car was rated the best rental car supplier for the fifth year in a row by J. D Power and Associates in November 2008, receiving top marks in all 6 categories: costs & fees, pickup process, rental car, return process, reservations process, and shuttle bus/van process.

Enterprise Rent-A-Car Benefits for UMass:

- Convenient on-campus location! UMass travelers can pick-up and drop-off rental vehicles on campus and park their personal vehicles while renting at Enterprise Rent-A-Car's new on-site location:

Room 100 RTIC Transportation Building
255 Governors Drive (adjacent to Bus Garage)
Monday - Friday, 7:30 a.m. – 5:30 p.m.
Saturday, 9:00 a.m. – 12:00 noon
413/577- 7368
rentalcar@admin.umass.edu
www.umass.edu/rentalcar

- After hours rental car pick up and drop off and free local pick-up
- Familiarity with UMass Travel Policies and insurance requirements
- Exclusive rates for passenger cars, SUVs, cargo & 12 passenger vans, and light trucks rented at the UMass Amherst or Route 9 Amherst branches
- Reduced rates for rental reservations across the U.S. made through the special UMass web-site found above
- Access to a vast network of 7000 neighborhood locations and 240 major airport locations in North America, the U.K., Ireland, and Germany
- Month-Or-More Rental Plan – Special extended rental options for cars and vans
- Availability of fuel efficient hybrid and flex fuel vehicles

MHEC to hold Web-Site Training Session

MHEC will again be coming to the UMass – Amherst campus to conduct a Web-Site training session. Contracts can be confusing and hard to understand. Many of you have told us you would like to learn how to utilize the MHEC Contracts and their web-site better.

This next session is scheduled for

- Wednesday – October 28, 2009 – 9:00 am to 11:00 am
- UMass – Amherst - Procurement Conference Room - 407 Goodell Building
- Class size is limited - 12 per session



We will add additional sessions if required.

R.S.V.P. to:

Rosemary A. Hassay – Purchasing Manager – rhassay@admin.umass.edu

Campus personnel who utilize MHEC Contracts should attend. Refreshments will be served.