Following are the questions asked by people about the new SciQuest electronic purchasing system since the November-December issue of the BuyLine Newsletter was released. The system is scheduled to go live in July 2013.

What if I don’t want the vendor to get a copy of the PO?

We have added a checkbox which, when selected, will prevent the PO from being auto-dispatched to the vendor.

How do I make a line a blanket order line?

There will be a checkbox available to users to indicate when an order will be a “Blanket Order”. In this case, a blanket order is defined as a quantity of one (1) with multiple invoices to be paid against it.

Can I still split fund a requisition?

You will be able to split fund a requisition, with the ability to split at the line, as you do today, or at the header level, so you only need to enter the split once for the total dollar amount of the order.

What should I do if I need something encumbered?

The BuyWays system does not pre-encumber requisitions as Finance does today. In rare instances when a requisition is large dollars and may take a long time in the approval process (for instance a contract for service), an Encumbrance Request requisition can be submitted in BuyWays. All such requests will be subject to the prior review and approval of Procurement.

Email notifications will be available

The BuyWays system will send emails to users based on various types of transactions in the system. For instance, when a requisition is returned to a requisitioner or when a shopper assigns a requisitioner a cart.

If I have a question or concern about the new system, whom should I contact?

The best way is to send an email to roper@admin.umass.edu with BuyWays in the Subject Line. The project team will find answers and those answers will appear in this section of future issues of the BuyLine Newsletter. Additional information will be sent out through project email and at meetings as the implementation progresses.
UD10-SC-0006 – University Contract: Copiers
UMass Amherst Accounts Payable / Xerox Corporation Invoices

Effective with all invoices received after January 1, 2013, UMass Amherst Accounts Payable Department will be sending via E-mail to each department copies of their Xerox Corporation invoice(s).

This is in effect for Xerox Corporation under the University Contract: Copiers – RFB# UD10-SC-0006 only and is in direct response to the many billing issues and concerns expressed by departments on the Amherst campus.

It is important that all departments across the UMass Amherst campus E-mail respond to these E-mails in a timely manner.

Reminder:
Effective July 2012
UMass Amherst received a new Xerox Client Sales Executive.

For all questions and issues concerning Xerox please contact:

Madeleine M. McKay
Client Sales Executive
Xerox Corporation
101 Federal Street
Boston, MA 02110
Phone: 617-556-3481
8*395-3481
Cell Phone: 617-777-9216
FAX: 585-422-4827
E-Mail: madeleine.mckay@xerox.com

Welcome to UMass Amherst,
Madeleine!

There is a five (5) days turn-around to get the response(s) to these invoice(s) back to Accounts Payable.

Please pay special attention to the following:

- Verify that the invoice sent to your department is actually for the machine that you are leasing.
- Verify this is for the correct UMass Amherst Purchase Order Number.
- Verify the monthly base price is the same as on your Xerox Services and Solutions Order Agreement.
- Verify that the monthly reading has been taken for B/W copies. Be sure that there is a beginning monthly reading, ending monthly reading and total volume. Verify the rate that you are being charged is the same as the rate on your Xerox Services and Solutions Order Agreement.
- Verify that the monthly reading has been taken for color copies, if this applies. Be sure that there is a beginning monthly reading, ending monthly reading and total volume. Verify the rate that you are being charged is the same as the rate on your Xerox Services and Solutions Order Agreement.

If you do not want any portion of the invoice(s) paid due to discrepancies, please contact Xerox Corporation to let them know why you do not want to pay. For all issues concerning Xerox please contact the Xerox Sales Representative for UMass Amherst is: Madeleine M. McKay – E-Mail: madeleine.mckay@xerox.com – Cell Phone: 617-777-9216. The Xerox Accounts Receivable Contact Person for UMass Amherst is: Carileen Rogers – E-Mail: Carileen.Rogers@xerox.com – Phone: 1-888-391-5525 option 1 ext. 5257 / FAX: 972-420-4187.

It is very important that you respond back to Accounts Payable within the 5-day period.

If Accounts Payable does not hear back from you within five (5) days, the invoices will automatically be paid as invoiced.

Please cc Amy Mathieu (amathieu@admin.umass.edu) and Paul Piquette (paulp@admin.umass.edu) when you contact Xerox to get your invoices corrected and when you are entering a change request in the system so that all changes can be monitored by Accounts Payable.
Commonwealth Honors College Residential Complex Update

As work progresses on the construction of the new Commonwealth Honors College Residential Complex, UMass Residential Life has just finished the process of selecting furnishings for the new complex. UMass Residential Life currently ranks as the fifth largest residential program in the country, housing over 12,000 students in 45 residence halls. When the new Commonwealth Honors College Residential Complex opens in August of 2013, six additional residences will be added housing an additional 1500 students and elevating the program to the third largest in the country.

Over the years, Residential Life has done extensive research on Residence Hall furniture and has gained valuable insight on its construction and durability. Residential Life plans on an average life cycle of 20 to 25 years for residence hall case goods. That means that the quality of the product is a primary concern. In 1998, Residential Life paired up with Moduform, a Massachusetts manufacturer of residence hall room furniture, lounge seating, tables, chairs and library furniture. Moduform has consistently met the durability requirements and as a result was selected and is currently manufacturing the case goods required for the new Commonwealth Honors College Complex. The purchase is being made through MHEC Contract C-7.

Moduform’s manufacturing facility is located in Fitchburg, Massachusetts and consists of 170,000 sq. ft. of manufacturing, warehouse and office space. The company was founded in 1976 and at that time their primary focus was rotationally- molded plastic seating for heavy-use and abusive institutional environments. In 1988 Moduform began production of case goods specializing in room furniture for heavy- use environments. In 1998 Moduform acquired Library Bureau which brought to Massachusetts a significant addition of new manufacturing skills and equipment to open up new markets and applications. Since that time, Moduform has continued to invest in new manufacturing technology and at the same time has made a commitment to environmental stewardship.

In 1995 Moduform received the Governors “Gold Award” from the Commonwealth of Massachusetts for achieving 68% post-consumer recycled content in all packaging. Finishing of Moduform case goods utilizes finishing ultraviolet cure technology to produce ZERO volatile organic compound emissions. Glues are water-based and produce no emissions for the life of the product. In order to minimize the carbon footprint, Moduform utilizes certified domestic Appalachian and North American hardwoods offering both sustainability and durability. Metal bed springs are made from recycled materials and side rails are made from recycled railroad tracks. Wood scraps and sawdust are donated locally and are recycled into pellets for pellet-burning stoves. In short, Moduform provides the University with quality case goods that stand the test of time and are manufactured locally with a commitment to sustainability.

Because Residential Life was able to place their orders in December of 2012, Moduform was able to maintain their workforce through a normally slow time for the industry. In return, Moduform has agreed to store the completed furniture until the Commonwealth Honors College Complex is complete. Beginning in May, delivery of the residence hall furniture will begin with an anticipated sixty 53’ tractor-trailer loads being shipped from the Fitchburg facility. This purchase provides the University with good value while supporting Massachusetts based jobs and the environment.

The picture at right shows the storage and retrieval system which increases efficiency and productivity with use of automatic robotic arm, computerized inventory control and 24/7 operating capability.

DID YOU KNOW?

There is 45% more hardwood forest today than 45 years ago.
The Procard User Training is in development on the OWL (Online Web-Based Learning) platform supported through the Center for Educational Development. To date, Procard training has been delivered classroom style and scheduling conflicts arise delaying the timeline for a card to be issued. Once the OWL training is complete, University staff members who apply for a Procard will have the option to complete their Procard User training online based on their schedule. This training content will be composed of IUs (Instructional Units) covering an overview of the Procard Program, the Purchasing Process & Procedures, Restricted Commodities, Records Management and the Procard Audit Process. Development is in the final stages and the online option is expected to be available in February 2013. We are pleased to offer this new option as part of our on-going program development.

Returning an IKON or Ricoh Copier

We have received a few calls from departments who are having issues with returning copiers that are off-lease from IKON or Ricoh. The issue is that the vendor is stating that the department is responsible for the cost to pack & ship the copier back to them. Please note that this is NOT accurate. All copiers from Ricoh and IKON that were leased under the State of Massachusetts contract, which 99% are, should be picked up by the vendor at no cost.

If you have this issue with a vendor, please bring this information to their attention. If necessary, you are welcome to have them contact: Rosemary Hassay, Purchasing Manager in Procurement. We’ll make sure your department is not charged.

In honor of
Martin Luther King Jr. Day
January 21, 2013

The function of education is to teach one to think intensively and to think critically.

Intelligence plus character—that is the goal of true education.

~Martin Luther King, Jr.

American clergy, activist and prominent leader in the African-American Civil Rights Movement

Procard Training to be Offered On-Line

The Procard User Training is in development on the OWL (Online Web-Based Learning) platform supported through the Center for Educational Development. To date, Procard training has been delivered classroom style and scheduling conflicts arise delaying the timeline for a card to be issued. Once the OWL training is complete, University staff members who apply for a Procard will have the option to complete their Procard User training online based on their schedule. This training content will be composed of IUs (Instructional Units) covering an overview of the Procard Program, the Purchasing Process & Procedures, Restricted Commodities, Records Management and the Procard Audit Process. Development is in the final stages and the online option is expected to be available in February 2013. We are pleased to offer this new option as part of our on-going program development.

A Non-Cardholder Can View Procard and Travel Card Accounts on the Citibank Web-Site

A Non-Cardholder can be given the ability to view Procard and Travel Card accounts on Citibank’s Web Site. The employee that wants to obtain this access must complete a Non-Cardholder access form. This form gives the employee the ability to obtain this access by department. A cardholder can also complete this form to gain access to view additional accounts.

When filling out this form, the employee must select the type of account they want to view. Their choices are Procard, Department Travel Card and Individual Travel Card. In addition, they must list the Department I.D. that contains the cardholder accounts that they want access to on the Citibank Web Site. This access can only be given at a four digit department level (ex. A8241) and not for a full department I.D. (ex. A824100000). As a result, if the form is approved, the employee will be given access to all accounts contained in the four digit department number. The employee can also use one form to request access to multiple departments. The Department Heads for each of the departments listed on the form must approve the form in order for the employee to gain this access.

The Authorization for Online Access to Citibank Cardholder Accounts for Non-Cardholders form can be found on the Procurement Department Web Site by selecting the Forms link, then the Travel Card link and the Non-Cardholder Access Form link will appear at the bottom of the screen.

Also, Individual Travel Cardholders can log onto the Citibank Web Site and give Non-Cardholders the ability to view their Individual Travel Card Accounts.

Pardon Us

“If you find mistakes in this publication, please consider that they are there for a purpose. We try to print something for everyone and some people are always looking for mistakes.” (quoted from a weekly paper in Clermont, Florida)
On Saturday December 15th, Matthew Leber (from Print/Opscan Services) and his wife Susan were transformed into Mr. and Mrs. Santa Claus to the delight of 56 needy children and their families from the Ware/Quabbin Valley area. The event was sponsored by and held at the United Church of Ware.

The children, ranging in age from about 8 days old to 14 years, were involved in a day of Christmas celebration in the church hall including making tree ornaments, holiday table centerpieces, face-painting, playing games and singing Christmas songs. The children/parents/guardians were interviewed well before the event (except for the eight-day-old) and a paper with the child’s name, age, gender and any requests or needs for appropriate gifts for each specific child were hung on the Christmas tree in the sanctuary of the United Church of Ware and parishioners were asked to pick a list off the tree and purchase the presents for the child. A church group then sorted, wrapped and labeled the gifts for each specific child.

Then the big moment arrived! Mr. and Mrs. Santa Claus proceeded down the center aisle of the sanctuary to the strains of the families singing “Santa Claus is Coming to Town”, the children laughing, waving and cheering from the pews and Santa waving and “Ho, Ho, Hoing” as he and Mrs. Claus walked to the front of the church.

With the help of Santa’s "elves", each child was called by name and came to the front to receive his/her presents from Mr. and Mrs. Santa and have their picture taken.

The church parishioners were extremely generous with their gift giving and there were enough presents so that the families were then asked to return to the church hall so the children could proceed next into "Santa’s Workshop" to choose an unwrapped present of their choice. Everyone was then served a healthy hot lunch, cookies, cupcakes and other goodies which were provided by several churches from Ware to Amherst.

This is a wonderful, yearly event for the needy children and families of the Ware/Quabbin Valley area. Matthew and Susan have participated as Mr. and Mrs. Santa Claus for 7 years. Susan, a quilter, sewed the suit for Santa. When asked about playing Santa Claus, Matthew stated "Santa got much more out of this than the children did. It truly is better to give than to receive!"

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**Charlie Apicella named Industry Chairperson for the Western Massachusetts Postal Customer Council**

Charles Apicella, Manager of Mail and Distribution Services has been elected to a 2 year term of Industry Chairperson for the Western Massachusetts Postal Customer Council®.

The Postal Customer Council® (PCC®) is a resource for business mailers, large and small. PCC serves as an open channel for USPS-to-business communication, providing information and best practices for cost-effective and profitable mailing, education and training. PCC members include large business mailers, government agencies, and business mail service providers. PCC members keep abreast of the latest postal developments and work closely with local post offices to make mail service more efficient.

Charlie has been actively involved with the PCC for many years and is looked to for his vast knowledge of postal regulations and his leadership. This honor culminates his many contributions to the PCC and is a well-earned honor.

**Congratulations Charlie!**

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**Staff Profile: Matt Leber, Opscan Services**

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