Procurement Hosts a Vendors Showcase 2017

On Thursday September 27, 2017, the Procurement Department hosted a Vendors Showcase in the Campus Center Ballroom. Twenty-seven vendors came to participate in the event. Several of the vendors that attended are vendors on our Buyways hosted catalog. A number of non-Buyways hosted catalog vendors also attended to showcase their products to create a presence and to build relationships with the UMass Boston buyers’ community.

It was a great event for UMass Boston staff and faculty to attend for three very important reasons:
- a chance to learn about new products and services,
- a way to network and interact with vendors and colleagues,
- a way to have some fun.

Amy Collinsworth from Leadership in Education won a Precision Standing Desk from Office Depot, and Salina Allen-Sharpp from the IT Vice Provost for Technology department won an adjustable desktop riser, from Connections (formerly GovConnections).

We would like to acknowledge the IT Communications & Infrastructure Services staff, the Communications staff, the Campus Center Events staff and Quinn Graphics staff for their support in making this event possible. We thank all those who took part on this event, and we look forward to hosting more of these events in the future.

Central Receiving New Technology

UPS Trackpad®
Tracking Your Internal Deliveries Was Never This Easy

UPS Trackpad from UPS Customer Solutions lets you monitor parcels and documents as they make their way from the loading dock to the recipient’s desk. It puts up-to-date information at your fingertips about packages you have received and your own internal mail. It all comes in an easy-to-use interface.

UPS Trackpad empowers you to focus on the big picture. It helps you manage your staff and resolve problems in the shipping room and beyond - in all corners of your enterprise. It provides information that helps save time, cut costs and improve customer satisfaction.

Here are a few of the ways you can use UPS Trackpad®:
- Access shipment status and location anywhere in your enterprise.
- Review delivery reports and signatures to verify proper receipt.
- Keep track of visitors to your corporate campus.
Note: Please note that the above chart does not include certain GL Account/Public Sector Expenses

Spent Report Chart December 2017 (FYTD)
FYTD Contract/Sub-Contract for Services Report Card

<table>
<thead>
<tr>
<th>FY17 - YTD</th>
<th>Count</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract for Services</td>
<td>27</td>
<td>$1,294,900.66</td>
</tr>
<tr>
<td>Sub-Contract for Services</td>
<td>7</td>
<td>$289,779.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>34</td>
<td>$1,584,679.66</td>
</tr>
</tbody>
</table>

Water Bottle Supplier

Office Depot (OD) has added a $4.99 “convenience fee” to all bottled water and related beverages. The charge applies to each case ordered which increases the cost of the product 2 or 3 times. According to OD these products are causing large losses for them and it had to be implemented. These charges, which they enacted without prior notice to UMass, are not permitted under our contract with them. Therefore, until we are able to work through this issue with OD, all products purchase these products from them. In the meantime, please place orders for bottled water and related products through Bill Zolga at WB Mason.

Buyways Tips

“When creating a blanket order requisition make sure that quantity is equal 1. Quantity greater than 1 on a blanket order will generate a system error and will delay the requisition approval process.”

“When entering requisitions please use the account code book, a link to which is provided on Buyways home page; make sure that the Commodity matches the Account Code.”

“All requisitions with a Consultant or Operational Account code require an Employee Status Form for individuals regardless of the dollar amount.”

“Service related requisitions must include in the description: A short description of services to be provided, Inclusive dates of services and the rate of pay.”

“Requisitions for Consultant or Operational Services of $10,000 or great require a Contract/Sub-contract for Services and a Scope of Services.”

“Returned requisitions can be found in your shopping cart. You will also receive an email notification from Sci-Quest.”

“When creating change requests, select no on the Send Revised PO to Supplier to avoid PO duplication.”
Pro Card Training

**Procard Reminders:**
- Monthly reconciliations are to be completed.
  - complete required Procard Activity Log (PAL),
  - sign and date the PAL upon reconciliation and
  - submit monthly reconciliation packet to supervisor
- Supervisors or authorized account administrator should conduct timely monthly review/approval of cardholder PAL’s
- Before making a purchase, review the Allowable/Restricted list
- Procard transactions should be reallocated to the appropriate account code. Job aid is on line

**Procard Training**
Procard Refresher Reallocation Workshop
This is an interactive workshop for current cardholders and business manager, not intended for new cardholders. It will include an overview of Procard policies, procedures, and record keeping requirements. In addition, a suggested business process for Procard reallocation with hands-on instruction will be included. Annual attendance is highly recommended

Workshop is offered monthly. You can self-register for this workshop at the IT training portal: [http://www.umb.edu/training](http://www.umb.edu/training)

Purchasing Training

**Purchase of Goods:**
This session is designed to provide an understanding of the policy and procedures related to the purchase of goods. We will also cover the competitive procurement contract process and the navigation of the State and MHEC contracts. Please email James.Novello@umb.edu to schedule 1-on-1 training.

**Purchase of Services:**
This workshop will cover the following topics:
- Purchase of Services Policy governing the Purchase of Services,
- Most Commonly Use Service Account Codes/Commodity,
- How to draft a requisition for services that will be approved upon submission and;
- How to complete a Contract for Services Terms and Conditions and Scope of Services. Next session scheduled for Wednesday, January 24, 2018 from 10:00 AM - 11:30 AM