Happy Fiscal Year 2013!

The yearend rollover of purchase orders occurred on July 2, 2012. We successfully rolled 1070 open purchase orders. Please review your open encumbrance reports and submit a change request for any required changes.

Procurement News

If you need assistance with the new Finance 9.1 eProcurement we have posted job aids on our web page. You can select the link below to access the job aids. If you require additional assistance, please call Procurement help line @ 7-5060.

http://www.umb.edu/administration_finance/contracts_compliance/procurement/purchasing

eProcurement Job Aids

Requisitions
How to Enter a Multi-Line Requisition
How to Create a Blanket Order
How to Create a Requisition with a Split Distribution
How to Use the UMass Marketplace
How to View Requisition Approvals
How to Copy a Requisition
How to Edit a Requisition
How to Print a Requisition

Purchase Orders
How to Inquire on a Purchase Order
How to Print a Purchase Order
How to Create a Change Request

Competitive Procurement Contracts

To all Finance Users,

Thank you for your comments and concerns related to the University’s technology supply contract with Office Max. Based on your feedback, the University has decided to officially terminate our technology supply contract with Office Max. Cancellation of the Office Max contract will commence immediately.

One of the main objectives particularly in these economic times is to increase the University’s awareness of the benefits of competitive procurement contracts. As important is the need to increase the use of these contracts in order to lower our cost of goods.

Please utilize the technology supply contract vendors on the Massachusetts Higher Education Contract (MHEC) and the OSD State Contract.

For more information on competitive procurement contracts, please contact the Contracts and Compliance Office @ 7-5060 or visit our website http://www.umb.edu/administration_finance/contracts_compliance/procurement/purchasing/best_price

We look forward to your input on future University competitive procurement contracts.
14th Annual MHEC Product Expo 2012.
This year’s EXPO features over 140 vendors and provides exhibitors and attendees the opportunity to engage and network with others in higher education procurement and the supplier community.

Click here to register

OSD State Contract

Announcing New Statewide Contract Vendor Report and Search Functionality.
The Operational Services Division is happy to announce a new feature of the Comm-PASS System. Based on user feedback, the Comm-PASS team has designed new, easy to use and highly accessible Statewide Vendor Reporting and Search functionality. Without requiring login credentials or more than a few clicks, one can browse all Active Statewide Contracts and Vendors and search for Active Statewide Contract Vendors. Results include links directly to contracts, vendor details and all search results can be exported in Microsoft Excel. This enhancement saves time and makes Statewide Contracts more accessible for all users. Learn how to utilize these new features and more.

“The new fiscal year 2013 is now open for new purchase requisitions.”

On Monday, July 16, 2012, W.B. Mason is hosting its WhattaBargain Sale at its warehouse store located at 647 Summer Street in Boston, MA. W.B. Mason promises up to 90% discount on selected items. It would be a good opportunity for anyone on campus who may need an office chair, storage cabinet, lateral file or an office desk. Giveaways and raffle tickets are also available. Raffle prizes may include Red Sox tickers and a Keurig brewer! This sale is open to the public for personal and institutional purchases. Click here for flyer and coupon information

To RSVP, please send an email to BostonWhattaBargain@wbmason.com and include your name, department and campus.

Please feel free to pass this on to anyone who may have an interest.
If you have any questions, please contact Cathy.Hennessey@umb.edu or call 7-5064.
Staff Highlights

UMB Graduate Vinay Dagar!

Vinay joined the Contracts and Compliance Office as a student in January 2011. He is responsible for data analysis, metric reporting and procard data management. Prior to coming to this department, he held various part time jobs including teaching veterans in Upward Bound and helping professors on their “tech-calls” in Media Services.

Vinay completed his undergraduate studies in Information Technology from Delhi, India in the spring of 2007. To gain experience in the industry, he worked for two years as an IT-coordinator in one of the leading IT Companies. In order to diversify his career, he traveled to the United States and joined the MBA program at UMB in the fall 2009 session. His majors in the MBA program included information system and operations management. To add to his skills, he also completed a MS from the College of Management. One of the important parts of his studies, completed under the guidance of Professor Ricardo Checchi, included an independent study paper on “IT alignment and business performances”

On June 1, 2012, while UMass Boston celebrated its 44th commencement ceremony here on campus, Vinay’s parents were proudly watching the ceremony live from India. Vinay graduated with two degrees, an MBA and a MSIT. We, are indeed, extremely proud of Vinay’s accomplishments as well.

Vinay always brings a happy and helping attitude into work every day. Please join us in congratulating our new UMB Graduate Vinay Dagar.

Property Department

Please visit our website for updated policies and procedures, information on purchasing equipment, taking equipment off-site, disposing equipment and forms

http://www.umb.edu/administration_finance/contracts_compliance/property/policies

FY12 Purchasing Statistics

<table>
<thead>
<tr>
<th>Procurement Purchase Orders for FY12</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown of Orders</td>
<td># of Orders</td>
<td>Amount</td>
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<tr>
<td>Marketplace Orders</td>
<td>1815</td>
<td>$519,989.31</td>
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<tr>
<td>Non-Marketplace Orders</td>
<td>5590</td>
<td>$33,753,489.05</td>
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<tr>
<td>Total # of POs</td>
<td>7405</td>
<td>$34,273,478.36</td>
</tr>
</tbody>
</table>

Procurement Training

The following training classes are required for those with purchasing responsibility: ePro, Procurement of Goods and Services, and ProCard.

Staff can now sign up online to attend the following training through the UMass Boston Training Portal: http://www.umb.edu/training.

- ePro
- Procurement of Goods and Services
- ProCard
- Inventory Control Policies and Procedures