

# Purchasing and Business Services

## ***Dollars and \$ense***

### ***Updates & Tips***

***Spring Issue 2008***

#### **Purchasing Professionals**

Certified Purchasing Manager (C.P.M.) is a professional designation administered by the Institute of Supply Management (ISM). It is the nationally accepted standard of competence and knowledge for the purchasing and supply chain management field. In order to receive this highly coveted designation, a candidate must have direct purchasing experience and/or a college degree in a related field and they must pass a series of four all-encompassing exams. The certification must be renewed every 5 years, requiring 84 hours of continuing education.

To remain current with industry practices, in 2008 ISM unveiled a new certification – Certified Professional in Supply Management (C.P.S.M.). This certification reflects the global nature of supply chain purchasing – it will be relevant internationally and reflect the expanded education, skills and experience needed to be a successful supply management professional in today's market.

You have probably seen the C.P.M. designation following the name of many of our purchasing staff. Nine of our staff members have their C.P.M. certification and we expect two more to receive it in the next few months. Purchasing & Business Services supports and encourages our staff to obtain these certifications. We have brought in outside instructors, paid for independent study and arranged for testing to be held in our facility. It is critical to us that our staff is well educated and current with all industry practices in order to best serve our New American University.

#### **Green Tips:**

Our new Green Purchasing Policy is now on the web at [www.asu.edu/aad/manuals/pur/pur210.html](http://www.asu.edu/aad/manuals/pur/pur210.html). See how you can help in ASU's commitment to sustainability.

The goal of this policy is to reduce the adverse environmental impact of our purchasing decisions by buying goods and services from manufacturers and vendors who share our commitment to the environment.

#### **Green Tips to use at home:**

- Baking soda is a general all-purpose cleaner. Dissolve 4 tablespoons of baking soda in 1 quart of warm water. This can be used to remove mildew and stains.
- Baking soda, white vinegar and boiling water will unclog drains. Pour a little baking soda and vinegar down the drain and chase it with 3 cups of boiling water. Don't use this with commercial toxic drain cleaners.
- Mix vinegar or lemon juice in equal parts to remove mineral deposits, wax or grease build-up.

#### **Articles Found on other pages:**

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## Substitute W-9 and Small Business

When a new vendor needs to be added to Advantage, the Sub W-9 form along with the vendor add (VE document) must be sent to the Vendoring area. Before forwarding the paperwork be sure to check that the vendor has completed **both pages** of the Sub W-9 Form. Purchasing and Business Services uses the 2<sup>nd</sup> page to update Advantage with the vendor's business classification code. This is especially important for identifying small businesses.

*Fall Issue 2006:* ABOR has changed the University Procurement Code to require that purchases under \$50,000 be restricted to small businesses, unless impracticable to do so. A small business is one that has either 100 employees or less, OR \$4 million in volume or less in the last fiscal year. While we encourage the use of small businesses, there is NO Small Business requirement for those purchases under \$5,000 if you use one of the small dollar methods of payment (P-Card, PDLVPO, Reimbursement or PV). However, if an order is placed using a requisition, the Small Business requirement *does* apply. P-Card transactions of more than \$5,000 are restricted to small businesses, unless you are buying from an established contract. If you have any questions as to using your P-Card for amounts over \$5,000 send an email to [pcard@asu.edu](mailto:pcard@asu.edu).

If the Business Classification, Federal Supplier Type and Self Certified questions are not marked, please return the 2nd page to the vendor requesting they complete this page.

If you have any difficulties, contact your buyer or Chet Yancy, Manager, Diversity and Small Business Programs at 5-5688.

## Staples “Easy” Online Return Process

Although we would like to keep Staples returns to a minimum, sometimes it is necessary to return an item that was purchased in error, or damaged in shipment. But, rest assured it is “Easy” to process a return using the Staples online return process. Returns can be accessed through the Order Management tab or directly from the Returns link on the Stapleslink Home Page. Just click on RETURNS to process a return for that order. Your user and shipping information automatically populates. You will enter the quantity of specific items(s) to be returned and identify the reason for return. Also indicate the number of return boxes that Staples (Via ASU Stores Driver) will pickup. Then click “Submit” to complete the online return. From the confirmation page of the return request, print a copy of this page and include in each box being returned to Staples. Staples will send a pick-up notice to ASU Stores and an ASU Stores Driver will come by and pick up the return. Your account will be credited within a few days. It is that “easy”. If you have any questions, please contact ASU Stores Customer Service at 480-965-3772.



### Featured Buyer **Pollie Carter**

Pollie comes to the University from many places she has called home. As a dependant in a military family she traveled for the first 15 years of her marriage. Pollie finally started her own career in purchasing with an aviation company doing FAA repairs in the Burbank area. Eventually settling in the San Bernardino area she worked for the County there for many years. Pollie moved to Arizona and worked as Purchasing Administrator in the Superior Court of Arizona for 6 years. Seeking new experiences she applied at the University as an IT Buyer. As the needs changed within the Purchasing Department her responsibilities have shifted and is now one of two individuals handling the contracts for the various departments within the University. Her hobbies include animals (current residents include chinchillas, fire belly toads, cats, dogs and chickens), gardening, reading and the do-it-yourself projects around home.

### Revised Prepayment Authorization Form

Financial Services has revised the Prepayment Authorization Form. The revision date is 02/2008. You may find the new revision at: <http://www.asu.edu/fs/forms/PPAUTH.pdf>



## Stacie's Corner

### Q: Have you been scammed?

**A:** The university has identified a potential office scam in which a caller attempts to obtain the serial number of an on-campus copy machine and then sends supplies and/or an invoice for supplies that reference that serial number. We ask that you watch out for possible office scams and take the necessary steps to protect your department against them.

**Don't buy from telemarketers or give information about office equipment in your department to anyone you don't know.** For most campus copiers, toner is purchased through our contracted supplier, Staples. If you receive a call from an unfamiliar vendor who is pressing to make a sale or inquiring about the office equipment in your department (manufacturers, model numbers, or serial numbers), write down the caller's name and phone number and offer to return the call. Submit the information to [purch-q@asu.edu](mailto:purch-q@asu.edu).

### Examples of an Office Scam:

A toner scam may begin with a phone call from the scammer asking questions about models or serial numbers of copiers, fax machines and printers used in the department or the vendors that the department uses to order office supplies. The caller will often have information about a department – names and titles of employees, location of department offices, etc. – that is readily available from university directories and other public sources. The scammer uses this information to send an invoice for toner or other office supplies, often marked "past due." There may be follow-up phone calls pressing for payment. Only rarely are any goods delivered and those that are, usually have not been ordered, they are over-priced and of poor quality.

## Lab Stores is a SunRISE Supplier

We are happy to announce that Lab Stores is a supplier in our SunRISE system. You can create a SunRISE order for Lab Stores items from your desktop. Lab Stores will deliver the items directly to you within one business day or you can indicate that you wish to pick-up the order from Lab Stores. As a reminder to you, the price you see in the Lab Stores catalog is the price you pay – **NO added tax, shipping or handling charges, also no receiver is required on SunRISE orders from Lab Stores.**

Your Lab Stores order expense will appear each month in Advantage referencing the exact SunRISE PO # (SQLI100xxxx) as an II document.

If you would like access to the SunRISE system the *Request for SunRISE Access Form* is located on our Website [www.asu.edu/sunrise](http://www.asu.edu/sunrise) along with training quick guides. The completed form can be faxed to 5-2234. Our SunRISE helpline phone number is 727-RISE (7473). By calling our helpline one-on-one or group training may be requested.

### Steps you can take to protect your department against vendor scams:

- Know your vendor. A safe and easy way to protect your department is to buy from our contacted supplier Staples or ASU Stores.
- When in doubt, university employees should call Procurement, x5.3271 to inquire about a vendor's legitimacy.
- Keep track of what you've ordered. Keep a record of your order, whether it is submitted via e-mail, phone or fax.
- Do not give out your procurement card information to unknown vendors.

## Furniture for Immediate Delivery

Furnishing Services is in receipt of some excess furniture. Items are brand new and available at a greatly reduced price for immediate delivery. The table will require assembly, which we can help coordinate. Please contact Liz Chandler, 965-0578, [liz.chandler@asu.edu](mailto:liz.chandler@asu.edu), for pictures or if you are interested in purchasing any of the items.

QTY	ITEM	PRICE
8	Cinch stack chair, black upholstery, casters	\$131.00 each
8	Cinch stack chair, black plastic, glides	\$ 65.00 each
2	Steelcase Criterion task chair, navy blue	\$350.00 each
1	Steelcase Think chair, blue seat, black back	\$475.00
1	Mahogany veneer table, oval, 42"w X 84"l	\$750.00