Welcome to our first newsletter! Welcome to our first newsletter. We hope you find it both informative and entertaining. We will be publishing one approximately three times a year. It will be filled with announcements, reminders, changes, updates, as well as some fun facts and activities.

Why the newsletter now? The different surveys we sent out over the last year indicated that communication is one of the areas you would like to see improved. We have discovered that while emails and our purchasing training meetings are good for some people, and the infoNet/K: drive are good for others, there is a group of people who like to be reached in an altogether different way. We hope through these three methods that we are able to finally reach all of our customer base. Please fill out the bottom section with your comments. We promise we will read them! We also would like to see improved. We have discovered that while emails and the infonet/K: drive are good for others, there is a group of people who like to be reached in an altogether different way. We hope through these three methods that we are able to finally reach all of our customer base. Please fill out the bottom section with your comments. We promise we will read them! We also would like your thoughts as to what the next newsletter should contain. Thank you.

We, in the Procurement Services Group, wish you and yours a warm wonderful Holiday Season as 2004 comes to a close.

Use your PCard...Often!
Tri-C has negotiated with NCB so that the new Visa will yield a rebate at the end of each calendar year. The rebate is based on our annual spending so using your card often will help produce another source of income for the College during these trying times. We encourage you to use your card often, but especially those over $5K. We can help smooth the process and speed it up if we are involved when the need first arises. We can provide sources, get quotes, and make sure all necessary paperwork is complete so that the purchase can be made swiftly. A complete list of who will handle what commodities will be forthcoming.

Locating a Supplier
Hint: Please use the wildcard search when trying to locate a supplier on Banner. Use a percent sign both in front and after a portion of the supplier’s name. Use as much of the supplier’s name as possible to limit your list of searches. (example: ‘Corporat%’ for Corporate Express—sometimes eliminating the first letter also helps when there is a question about its capitalization since Banner is case sensitive. Using wild card searches will help eliminate duplications in the supplier database and make your searches more successful.

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Thought For the Quarter
Durant’s Discovery
One of the lessons of history is that nothing is often a good thing to do and always a clever thing to say.

PCard Hint
When making a purchase over the phone or on the internet, your billing address should be the address where you are located. If 700 Carnegie, Cleveland is listed as the invoice address, the invoices from your purchase goes to accounting and you risk the opportunity of losing your receipt. If no invoice arrives, a packing list can be used as a receipt but must contain the quantity, price and item so that accounting can match it up to your PCard statement when it arrives.

Ad Costs Slashed
Though Tri-C will be putting fewer ads in with our recent policy change, it is good to know that our ads will run about 45% less now than previously. Procurement has reviewed the ad content and layout, revised them so that the ad contains all pertinent data but on a smaller scale taking up much less room in the papers. Ads running about $400 will be running about $250 with the PD and the Call and Post resulting in about 38% cost savings per ad. Update: Please note that the requirement for your department to pick up ad costs has been rescinded and Procurement will resume this responsibility.

CONGRATULATIONS
Conversations to Jeff Sako. Jeff recently took a certification exam and passed. The successful exam was along with criteria including years in a supervisory role, years in the business, education and published writings or formal presentations are what enabled Jeff to become a CCMDSM “Certified Mail and Distribution Services Manager”

Involving Us Early…. And Often!
In order to service you better we are going to becoming more specialized in key commodity areas so that we can provide more sourcing and technical support. We align ourselves along key commodities, like computers, audio visual equipment, and advertising, please be aware that we bring much knowledge to the table. We encourage you to involve us early! Any purchase is a candidate for our assistance, but especially those over $5K. We can help smooth the process and speed it up if we are involved when the need first arises. We can provide sources, get quotes, and make sure all necessary paperwork is complete so that the purchase can be made swiftly. A complete list of who will handle what commodities will be forthcoming.

Unscramble the purchasing terms
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The Link
Winter 2004

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Our Progress

Procurement has several key objectives for their Business Plan this FY05. They are: the Development of STARS program (Supply Teams Achieving Real Success)-a supplier performance programs coupled with an SBE outreach program; Cycle Time Focus; A Value Added Initiative; and Reduction of Reqs that are placed after shipment/invoice of product/service. The Key performance indicators (KPIs) to show how we are doing against these objectives include PCard activity, the number of reqs placed that are under $1K, and # of P.O.s issued with correct address, just to mention a few. An external website presence has also been established for our supply base (tri.edu/procurement).

Logistics’ key objectives for this FY are to increase deliveries to two times a day to the East campus; Update Safety procedures and build a cage at UTC; Create process to keep internal mail lists up-to-date; Establish contract to add value from UPS, USPS, and Midwest and re-engineer receiving to do the 2 way match. Two of Logistics KPIs are the number of same day deliveries and the savings on the mail permit.

Below are two Procurement and two Logistic KPI charts to show how we are doing so far this fiscal year. Please see the K: Drive for a complete list of our KPIs, under FBS then under Business Services. We appreciate your help since our achievement could not be done without your support. THANK YOU.

![Permit Mail Savings](image)

<table>
<thead>
<tr>
<th>Month</th>
<th>Permit Mail Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>6,407.00</td>
</tr>
<tr>
<td>August</td>
<td>7,175.00</td>
</tr>
<tr>
<td>Sept</td>
<td>7,200.00</td>
</tr>
<tr>
<td>Oct</td>
<td>7,175.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Reqs under $1K comparison (Inc Prof Svcs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>50%</td>
</tr>
<tr>
<td>Aug</td>
<td>60%</td>
</tr>
<tr>
<td>Sept</td>
<td>70%</td>
</tr>
</tbody>
</table>

Our Progress

Jun 04 Jul Aug Sept Oct
Period

10,000
Savings

61 2344
Midwest

7,175.00 8,142.00 1,615.00 2,195.55 5,157.00

3,000

9,000

10,000

Permit Mail Savings

Savings

<table>
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<tr>
<th>Month</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Provision for the PCARD

The PVS reports are being emailed to everyone on or about the 2nd of the month for the previous month’s activity. When the PVS report arrives some changes in the accounting information may be required. When we received our Master Card Statements it was appropriate to line out the wrong accounting information and put the correct information on the report, but with Visa PVS report we have the ability to edit transactions electronically. Manual line outs are not acceptable. Eventually, these reports will be tied into Banner and it will be very important for transactions to be correct. Editing your transactions during the month will aid in an error free PVS report at the end of the billing cycle.

If changes are needed, please edit the transactions and reprint a new PVS report. Log into www.pvcard.com and go to transactions, enter the required information so the report proper may be generated.

After the transactions have been edited, generate a new PVS report by going to reports and putting in the required information. Proceed to the Report Log, search for the report that you just generated. Open the report and print the new report.

The new report should be attached to the original PVS report, along with the receipts. We need to trace where the original accounting number was charged to. Both reports need to be signed by the appropriate people. Then submit the package to Jennifer Nyce in procurement at the District Office.

If guidance is needed to edit transactions and print a new report, please contact Jennifer Nyce at 216-987-4781.

Slay the Rumors, Here are the Facts

A lot has changed since the last time the College was in the copier market. Technologies have now blended such that we now are often buying a Multi-Function Device (MFD). Rather than a pure copier, the new machines have the capability to be configured as a copier, or upgraded to also be a LAN printer, fax machine, or scanner, which makes for better efficiency and cost effectiveness. The type model selected for your area was determined by interviewing key operators on your department’s current needs and future applications as well as assessing proximity to machines like faxes and desk-top printers. Larger jobs will still need to go to the Copy Center or to Repographics, but the new MFD’s will be a productive, reliable replacement for our aging copier and LAN printer fleets.

Late this summer, we finalized a Request For Proposal process. We are pleased to announce that we will be partnering with Meritech and Blue Technologies. Both distributors provide Konica-Minolta equipment. Meritech will be providing the vast majority of the equipment, the low and mid volume machines, with Blue providing the few high volume machines needed at the College.

Machines started to be delivered in early December and we anticipate all machines to be delivered and installed by year end. The machines will initially be set up as copier-only devices, and we are working with TSR to develop a schedule to hook the models that are printer-copier devices to the network.

While it is easy to use the basic features of the machines, training will be held soon on how to use some of the more advanced features that will help us all to be more productive.

PVS REPORTS FOR THE PCARD

We are your Procurement Services Group

Contact                  Phone          Key responsibilities
Renaud Alexander        987-4710        UTC Receiving
Dion Corrigan           987-2565        Mail Center East Campus
Don Guider              987-4715        printing services, mic small dollar purchases under 5k
Jerry Jackson            987-5349        Mail Center West campus
Angela Keith             987-4259        Mail Center Metro campus
Ann Krefet               987-5352        Mail Center West campus
Jennifer Nyce            987-4781        professional svc agreements, Pcard, new supplier additions, W9 forms
Bob Ruppe                987-4719        office supplies contract, Computers and supplies, purchases over 5k
Jeff Sako                987-4341        mailroom and logistics for all campuses
John Konoswinski         987-4710        UTC Receiving
Norm Walker              987-4259        Driver
Jeff Young               987-2259        Mail Center East
Bonnie Sams              987-4706        procurement and logistics, specialized contracts over 50k

New Announcements

We want to extend a warm and hearty welcome to Don Guider who recently accepted the position of Assistant Buyer beginning 12/04 in the procurement area at District. Angie Keith who accepted the position as a full-time mail center clerk at Metro Campus starting 12/06 and Jennifer Nyce who was recently hired in August 2004 as a Unit Specialist in the procurement area at District. Jerry Parker (new hire) accepted the position as Mailroom Lead at the Metro Campus and will be starting his new position 12-20-04. We wish them well as they begin their new careers here at the College.

![Picture](image)