



INDIANA UNIVERSITY

PURCHASING DEPARTMENT

Newsletter

Volume 4, Issue 5

June 2008

This month's Highlights:

- New Purchasing reporting resource available in the IUIE
- Training classes available on the IUB and IUPUI campuses
- What you can do to speed up vendor approval process

New Purchasing Reporting Resource Available

A new resource has been created for those who are involved in the purchasing process that will help identify procurement related reports in the Indiana University Information Environment (IUIE). The resource contains some frequently asked questions and links to the reports that may be used to find their answers as well as instructions on how to use the report parameters. The page can be accessed directly from this URL: <http://www.indiana.edu/~purchase/iuiefaq/index.html>

specific to Purchasing reports and does not address general questions about using and navigating the IUIE. Those questions can be answered by reading this Knowledge Base article: <http://kb.iu.edu/data/apecy.html>.

Please send comments and suggestions to purchasing-l@indiana.edu. Feedback from the user community will be used to improve this resource and the reports available in the IUIE. ■

This resource provides information

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Save Time, Save Paper and Save Money

If you have an estimate, quote or contract to be signed; it isn't necessary to attach a printed copy of the requisition when sending it to Purchasing. When we receive copies of the requisition we only end up recycling the paper.

Save yourself some time, paper and the department's money by writing the requisition number on the top of the estimate, quote or contract. Then you can fax the document to Purchasing, or you can scan the document and email it to us. ■

Reverse Agreements

A reverse agreement is an agreement where IU is the entity providing the goods or services and receiving payment. Please do not send reverse agreements to the Purchasing Department. These agreements should be sent to the General Coun-

sel's Office. The General Counsel's office will review the agreement and forward it to the Treasurer for signature. As with all contracts, the agreements should not be signed by departmental staff. ■

Travel

Watch for upcoming events related to the deployment of a new travel system at IU. The travel team will begin to address various groups at the IUB and IUPUI campuses about features and

functionality of the system. Also the travel team will be conducting training sessions as the implementation date nears. ■

Campus Events

Bloomington Campus

Licensing and Trademarks Class



The office of Licensing and Trademarks will hold a class to discuss:

- How to register a trademark
- Guidelines of use for trademarks
- Appropriate use of the ® and ™
- Trademark enforcement
- What products can and cannot be licensed
- Why the University licenses its trademarks
- Royalties and fees associated with licensed products
- Purchasing licensed goods for promotional use

**If you purchase logo items or have logo items printed, you will find this class very beneficial.

When: Thursday, July 24, 2008 from 9:00 am —10:30 am

Where: IMU Oak Room

Register at: <http://www.indiana.edu/~blpur/training.shtml>

Contact: Valerie Gill

(vkgill@indiana.edu) if you have additional questions

Vendor Entry & Approval Process Class

In this class:

- Learn the steps of entering a new Vendor
- Learn what paper work is needed
- Learn about the Vendor Information Packet
- Learn the requirements
- Learn the protocols of approving a Vendor.

Please register on Line at <http://www.indiana.edu/~blpur/training.shtml>.

You will receive an email confirmation. Keep that for your "receipt" and send a copy to Laurie Sylvester at lsylvest@indiana.edu for a head count.

Since there are so many that want to attend this class, the seating is limited, but there will be 2 different days you can attend the class. The dates are: July 30, 2008 from 9:00 – 11:00 am in Poplars Room 181, and August 5, 2008 from 9:00 – 11:00 am in Poplars Room 181. Please select only one class.

Depending on how many people register, more classes may become available at a later date.

Training classes available at the IUB and IUPUI campuses.

“I NEED...” Call Purchasing!!!

Campus Events (cont...)

Bloomington Campus (cont...)

Furniture and the Guy Brown B2B Site...

We have had several questions regarding restricted furniture items on the Guy Brown B2B site. Furniture items are restricted due to problematic issues with delivery. Many of the items are too large for our delivery personnel to handle. They may weigh too much, there may be issues with accessibility, or many of these products require assembly. Should you find a furniture related item in your printed copy of the Guy Brown catalogue that meets your needs, please contact Purchasing for assistance in finding these products from other sources that can provide appropriate delivery service. We may also be able to find an alternate product that will meet your needs and provide cost savings. We look forward to assisting you with your furniture needs. Please remember that if you need to furnish an entire office or offices, please complete the request for design service located at <http://www.indiana.edu/~blpur/forms/design.shtml>.

Do not hesitate to contact us at: Karin Coopersmith, 855-5813, kcoopers@indiana.edu or Brandie Roberts, 855-3198, blr@indiana.edu.

East Campus

Nothing to report at this time.

Indianapolis Campus

Next IUPUI Surplus Auction -

Date: Saturday, July 19, 2008

Time: Open at 8 a.m. bidding starts at 9 a.m. Vehicles auction at noon.

Where: 1830 W. 16th Street, Indianapolis, IN, 46202, Campus Services Bldg #4.

Several items for sale! Including electronics, laptops, pcs, medical and dental equipment, office furniture, filing cabinets plus many more items!

Contact Tally Thrasher
tthrashe@iupui.edu 317.274.7753
with questions.

EPIC 101 Training Class –

In this class you will learn to:

- Set up a vendor in EPIC; inclusive of paperwork and approvals
- Set up and route requisitions
- Look up requisition status
- Join the Purnews@iupui and EPIC listservs

Group Classes are offered once a month. Contact Nathan Smith (nrsmith2@iupui.edu) to register and attend an EPIC training session. Include in your email to Nathan, the user Name and contact phone number of the person attending the class. Please make sure the person who is taking the class has an Indiana University email account setup.
Date/Time – July 10th Thursday 9am-12 EST and August 14th, Thursday 9am-12 EST
Location – UN 544 (Union Building North Wing)

Kokomo Campus

Nothing to report at this time.

Northwest Campus

Nothing to report at this time.

South Bend Campus

Nothing to report at this time.

Southeast Campus

Nothing to report at this time. ■

Contact your Purchasing Department for additional activities on your campus.



EPIC

Electronic Procurement and Invoicing Center

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EPIC Pending Print

On occasion, an order will be processed as an APO and will remain in pending print status because the vendor does not have a fax number in our system. Please check pending print status to be sure your orders have completed the processing cycle and are in the hands of your vendor. To accomplish this, in EPIC:

- Search for Documents
- On the purchase order tab fill in your chart and org and check the pending print box
- Do a search

If an order appears in this list, you will need to print the purchase order and mail it to the vendor. Should you have any questions regarding this, please do not hesitate to contact purchasing. ■

[Subscribe to the EPIC Listserv](#)

To receive updated information and announcements about EPIC, you can subscribe to the listserv by:

- Sending an e-mail to : listserv@indiana.edu
- Place “subscribe EPIC-L” in the body of the message (no subject).