



Use Caution When Sending Sensitive Data

Vendor Information Packets (VIPs) are vital to add new PO vendors to EPIC; however, completed forms often contain sensitive information such as tax IDs and financial data. While email is often a convenient way to send and receive VIPs, the most secure way to transmit these forms is through a fax.

Once you have entered a PO vendor, fax the VIP to (812) 855-7839 or (317) 278-2625. Include a cover page with any information Purchasing staff may need to know

in order to approve the vendor.

If you do happen to receive a completed VIP via e-mail, once the vendor is approved, permanently delete the file by not only deleting the e-mail from your Inbox, but also from your Deleted Items folder. Shred any paper copies of the VIP. The W-9 and ACH agreements are kept in a secure digital database, so you do not need to keep any copies in your files.

Source: *Kasi Spyker,
Bloomington*

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This Month's Highlights



Two Campuses Welcome Student Housing - [Page 3](#)

The end of summer is always an exciting time on Indiana University campuses, but thanks to the hard work of the Purchasing staff at IU South Bend and IU Southeast, students have something special to look forward to this semester.



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November Release Date Set For Travel System Pilot

You may want to become familiar with the Travel@IU logo—it is a representation of Indiana University's new travel system. Travel@IU is scheduled for a pilot release in November, 2008.

Incremental releases to all departments are scheduled to begin in December of 2008.

Travel@IU will simplify the travel process, allowing travelers to generate authorizations, prepayments, and reimbursements and attach images of receipts. Users will also be able to check the status of their reimbursements.

The system will launch in OneStart and will use the Workflow process that is already in place with other administrative systems.



The following departments will be participating in the pilot program.

Bloomington:

- University Technology Services (UTS)
- Business
- Athletics

IU Northwest:

- Entire Campus

IUPUI:

- University Library
- University College
- Business

Source: *John Harner,
Bloomington*

Campus Events

Bloomington Campus

Series Showcases Environmentally-Friendly Manufacturers

The Purchasing Department is pleased to announce a series of monthly seminars featuring many of the major manufacturers of interior products that IU currently uses to provide furniture, floorcovering, and other products. All of our presenters have an exciting story to tell about their environmental initiatives.

During these seminars, you will learn:

- The history of each manufacturer's sustainability involvement
- Each manufacturer's environmental philosophy
- The criteria manufacturers use in selecting parts vendors
- How each manufacturer impacts the community through sustainability initiatives
- An overview of sustainable products used by IU

The series will open on September 9, with guest speaker David A. Rinard, Director of Global Environmental Performance for Steelcase Inc. Two sessions will be held in the Maple Room at the Indiana Memorial Union, one at 10:00 a.m. and the other at 1:30 p.m. Each session lasts two hours. Refreshments will be provided.

Registration is available at www.indiana.edu/~blpur/training.shtml.

Additional presenters in the series include Herman Miller, Haworth, Kimball/National, Krueger International, Teknion, and Interface Flooring. Dates and times forthcoming.

About the presenter: David A. Rinard is director of Global Environmental Performance for Steelcase Inc., the global leader in the office furniture industry. Steelcase delivers a better work experience to its customers by providing products, services and insights into the ways people work. Its portfolio includes architecture, furniture and technology products. Dave leads the department that is responsible for overseeing the company's environmental initiatives and performance and implementing corporate environmental strategy, including regulatory compliance, sustainability, environmental outreach and responsible conduct programs.



Source: Karin Coopersmith, Bloomington

Explore the New E-Commerce Site

Indiana University Purchasing and Business Furniture recently updated their E-Commerce shopping site. Two presentations will be held in the Oak Room at the Indiana Memorial Union on Tuesday, September 16, to give users an opportunity to explore the site and learn about new features.

Session one begins at 10:30 a.m. and ends at noon. Session two begins at 1:30 p.m. and ends at 3:00 p.m. Refreshments will be provided. RSVP to Brandi Roberts at blr@indiana.edu or 855-3198 or register at www.indiana.edu/~blpur/training.shtml.

Source: Karin Coopersmith, Bloomington

New Contracts for Remanufactured Toner

Purchasing has recently established new contracts for remanufactured toner. You may now purchase remanufactured toner from the following vendors at contracted pricing by either using a university procurement card, a standard purchase order, or a blanket PO for recurring orders.

- A+ Service Solutions
- Cartridge World Bloomington
- Freedom Business Solutions
- Lasertech*

These vendors are Bloomington-based suppliers who offer reliable customer service, a wide selection of remanufactured toner, and competitive prices. They also maintain environmentally-conscious recycling programs and toner or ink collection.

For additional information, visit www.indiana.edu/~purchase/contract/contracts.html and look under the Computer Supplies & Remanufactured Toner Cartridges commodity to review the details of each vendor, including how to order and how to arrange for empty toner pickup.

Source: Michelle Dugger, Bloomington

*You may continue to utilize the EPIC Shop Contracts link to order from Lasertech until November 1, 2008; however, a new website is available where Procurement Cards and POs are accepted: www.lasertechincstore.com.

New Student Housing a Source of Pride for Purchasing

Excitement for another school year takes on a whole new meaning this semester for staff, faculty, and students on the campuses of IU South Bend and IU Southeast. This month, housing on those campuses welcomed students for the first time. While the modern buildings give everyone something to smile about, no one is more pleased than the Purchasing staff who played an integral role in developing the on-campus residence halls and apartments.

“We’ve been involved since last summer when this whole thing started,” said Ed Kochert, Purchasing Contract Manager at IU Southeast. “After the groundbreaking, we jumped right into it – furniture, appliances, security systems, you name it.”

“It has been a very exciting time for us to be involved in the project,” added Debbie Richards, Director of Purchasing and Contracts at IUSB. “There has been a lot of development in this part of South Bend recently and our student housing will now become part of the community.”



Take the virtual tour: [IU South Bend](#)
[IU Southeast](#)

Both facilities were due for completion in August 2008, allowing Purchasing staff to increase buying power and save money.

“It was important to us to get input from the students,” said Kochert. We had five different vendors come to our campus to set up model rooms and we had students comment on what they liked and didn’t like.”

The new residence hall at IU Southeast started out slow, getting only a handful of requests from students in the spring of 2008. Over the summer, that number quickly changed as excitement about the new facility began

to mount. The most recent numbers show that 385 of 399 total beds have been filled. Administrators believe the new residence hall will reach capacity within the next few weeks.

IU South Bend saw similar results. The on-campus apartments have signed contracts for 300 students, with more coming aboard every

week.

“Wednesday (August 20), was the first day that the apartments were open to students,” said Richards.

“We checked in 113 people in the first hour. It’s exciting to have a residence on campus and to see students walking around.”

“I had a chance to watch students move in and it was a great feeling,” added Kochert. “We did something really good and we can say we were a part of it. I hope they have fine memories of the time they spend here. And I hope they have some good roommates.”

Source: *Ed Kochert, IU Southeast*
Debbie Richards, IU South Bend

Campus Events (cont.)

East Campus

Nothing to report at this time.

Indianapolis Campus

Nothing to report at this time.

Kokomo Campus

Nothing to report at this time.

Northwest campus

Nothing to report at this time.

South Bend Campus

See story above.

Southeast Campus

See story above.



EPIC

Electronic Procurement and Invoicing Center

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Training Opportunities

In this hands-on class (one person to a computer) you will learn how to use EPIC to shop contracts, create requisitions, search for documents, and take advantage of many other helpful functions. People who will be placing orders for their department but have never used EPIC should attend.

Classes are currently available on the following dates:

Bloomington:

- One-on-one training by appointment
For more information, visit www.indiana.edu/~blpur/

IUPUI:

- September 11
9 a.m. to 12 p.m.
Union Building, North Side, Room UN544
- October 9
9 a.m. to 12 p.m.
Union Building, North Side, Room UN544

Register for training sessions at IUPUI now by e-mailing Nathan Smith at nrsmith2@iupui.edu. Include the username and phone number of the person attending the class. The person taking the class must have a valid Indiana University email account. For more information, visit purchasing.iupui.edu/top_training.php.

Source:

*Claudette Canzian, IUPUI
Cynthia Hughes, Bloomington
Jill Schunk, Bloomington*

EPIC Extends Time Limits

Effective August 7, a patch was implemented in EPIC that allows users to shop in any catalog for up to 90 minutes without losing their cart. Previously, the time limit was 30 minutes, causing many users to receive an error when checking out. The error occurred most often when shopping in Guy Brown due to the amount of time it takes to build a large office-supply order.

Some catalogs allow the user to periodically save their work. This functionality may not be available in all contracts; the ability to save a cart is dependent upon the vendor's site.

Source—Michelle Dugger, Bloomington

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).

Simplify Vendor Searches in EPIC

When creating a requisition in EPIC, the Search for Vendor option (figure 1) is helpful, but sometimes produces an overwhelming number of results. You can easily reduce the number of vendors that are returned by:

- Changing the Status from blank to Active
- Changing the Vendor Type from blank to Purchase Order (figure 2)

If the vendor you're looking for is not listed, run the search again with the Status and Vendor Type fields blank. If you still can't find the desired vendor, add a new vendor by selecting Add a New Vendor in the Vendor Actions menu at the top of your screen.

Source: Marilyn Kisters, Bloomington

Figure 1

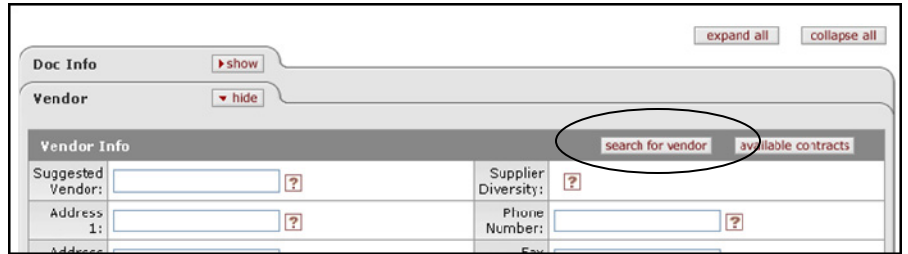
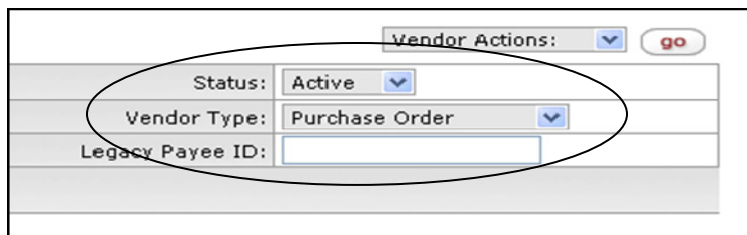


Figure 2



Save Time and Money by Identifying Shop Contracts (B2B) Vendors

When creating a requisition in EPIC and searching for a vendor, if you see "Shop" on the far right side of the screen in the Shop Contracts column, this indicates the vendor is a Shop Contracts (B2B) vendor. If you selected "Create a Requisition" instead of "Shop Contracts" in EPIC, you can

select the "Shop" link and EPIC will direct you to the B2B catalog to continue your order.

Shopping directly through Shop Contracts vendors saves time and money and reduces the chance of error because vendors will not have to re-enter your order. This also means

that vendors are able to offer deeper discounts. To help users take advantage of these benefits, any order submitted through Purchasing that could have been placed directly with the vendor will be canceled and the user will be asked to process their order using Shop Contracts.

Vendor Name	Alternate Name	Vendor Id	Status	Vendor Type	City	State	Supplier Diversity Type	Shop Contracts
Abell Elevator Service Company		95573-0	Active	PO	Louisville	KY	None	Return This Vendor
Ameritech Indiana CABS	Indiana Bell Telephone, dba AT&T Indiana	44551-0	Active	PO	CHICAGO	IL	None	Return This Vendor
BELL COURIER LLC		45593-0	Active	PO	GREENFIELD	IN	None	Return This Vendor
Bell Electronics NW Inc		54582-0	Active	PO	Kent	WA	None	Return This Vendor
BELL INDUSTRIES INC.		34332-0	Active	PO	Indianapolis	IN	None	Shop Return This Vendor
Bell Jr., Carlie		24630-0	Active	DV	Fort Meyers	FL	None	Return This Vendor
BELL OPTICAL		48730-0	Active	PO	DAYTON	OH	None	Return This Vendor
BELL SPORTS INC		50202-0	Active	PO	FANTOUL	IL	None	Return This Vendor

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ne	Shop	Retu
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Source: Dawn Bodle, Bloomington