

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

October 2006

Finance/Purchasing Orion Training:

If you are a new employee and interested in attending the next ORION Finance and Purchasing Training sessions to receive ORION Finance and Purchasing security, please contact Regina O'Hara at 904.632.3258 or rohara@fccj.edu for the date of the next available class.

Next Scheduled Classes:

Finance:

October 24, 2006 - URC Room 318, 9 a.m. to noon

November 28, 2006 - URC Room 318, 9 a.m. to noon

December 12, 2006 - URC Room 318, 9 a.m. to noon

Purchasing:

October 25, 2006 - URC Room 318, 9 a.m. 4 p.m.

November 29, 2006 - URC Room 318, 9 a.m. 4 p.m.

December 13, 2006 - URC Room 318, 9 a.m. 4 p.m.

Employees who are interested must have their budget administrator send an e-mail to Regina O'Hara at rohara@fccj.edu requesting that the employee(s) be enrolled in the class.

After training, each employee is required to take and pass six (6) online exams scoring 100 percent on each before security to the Finance and Purchasing systems is granted. **NOTE: Employees must attend Finance Orion training prior to Purchasing Orion training.**

Blue Streak Courier Service Update:

The College has a discounted courier contract for emergency same day service. Blue Steak Couriers now offers a "3 attempt - signature required delivery" service. This type of service is typically requested for important deliveries which can not be left without a signature and is often used for residential deliveries. When this type of delivery is required, simply request the 3 attempt - signature required delivery service when calling for service, as this is not automatic. Charges will apply as follows:

- 1st attempt – normal contract pricing
- 2nd attempt – normal contract pricing plus \$10.00
- 3rd attempt – normal contract pricing plus \$20.00

If no one is available for signature after the third attempt, Blue Streak Couriers will return the shipment to the sender for the normal "round-trip rate of 50 percent of the original fee for the first attempt. For more information about the courier contract, please call Debbie Smith at extension 3297 or email her at dsmith@fccj.edu.

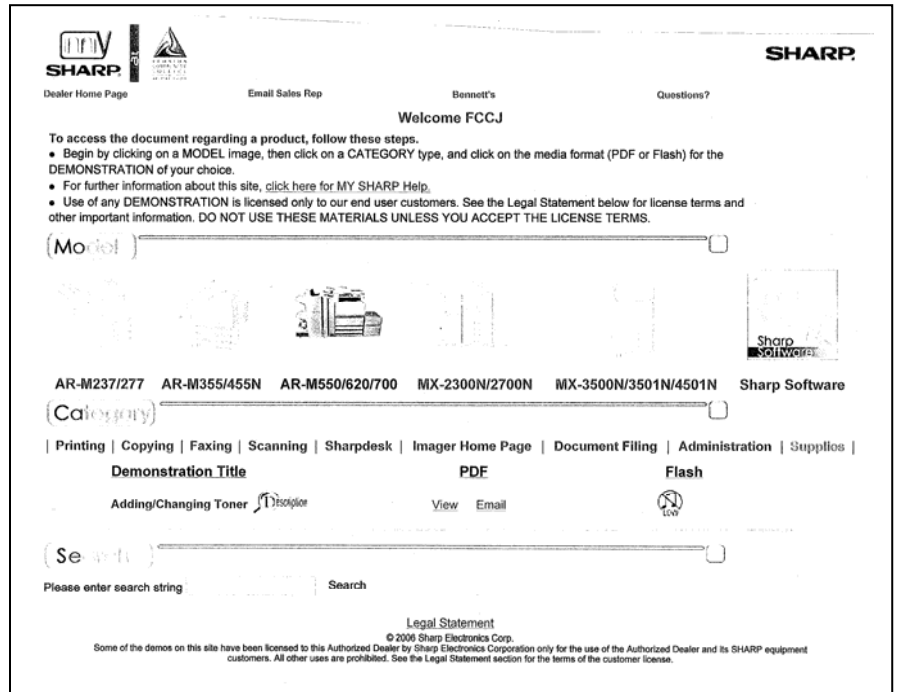
Delivery Order Contract Update:

Effective 9/12/06 the College has added an additional Delivery Order Contractor (Terra Firma). You may contact Sam Phillips for more information.

“The New Copier Has Finally Arrived, Now How Do I Use It?”

All employees, whether faculty, administrator, professional, or career may have seen the latest addition to the campuses and centers. That’s right, Florida Community College at Jacksonville (FCCJ) has finalized the Walk-up and Duplicating Center’s five-year contract with Bennett’s Financial Systems, Inc. for duplicating center and Sharp walk-up multi-functional copiers that allows most employees to send/receive faxes from your desktop PC, scan, and do system printing.

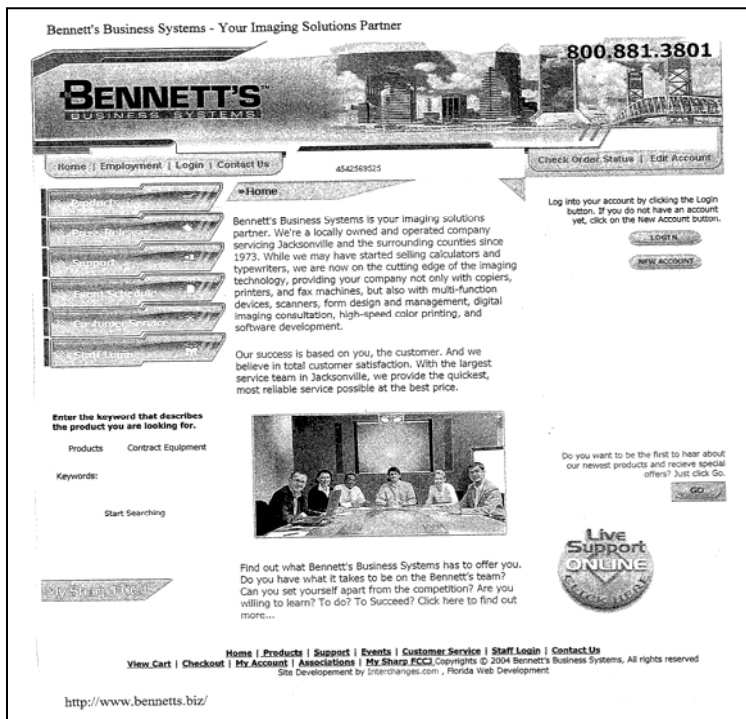
Bennett’s has been and will continue to provide on-site training for all newly installed copiers. But when that “once in a great while” special copy is needed, Bennett’s has provided a 24/7 web-site (shown on the right) step-by-step tutorial at <http://www.sharpdnc.com/sa/MySharp/displayclient.asp?LegalRead=1&id=15720>. This web site also has a direct link “My Sharp FCCJ” on both FCCJ’s Purchasing Website <http://fccj.edu/campuses/mccs/purchasing/vendorlinks.html> (scroll down and click on Bennett’s Business System), and on Bennett’s Business Systems, Inc. web site (shown below) at <http://www.bennetts.biz>.



Through a four step process, tutorials can be viewed or emailed in a PDF file or by video including sound using Flash. The steps are as follows:

1. Click on the MODEL image.
2. Click on the CATEGORY type.
3. Go to the DEMONSTRATION TITLE.
4. Click on the format in which you want the tutorial to be displayed in.

Other features that Bennett’s and FCCJ staff are striving to implement is direct interfacing for: (1) Meter readings, (2) Supply ordering, (3) Record of service call – type and frequency, (4) Service Call placement and (5) Desk-top faxing.



CENTRAL STORES SURVEY:

Over the past few years, there has been an increase in the different models of desktop printers used throughout the College. It has become apparent that many departments are ordering replacement cartridges individually. It is the mission of Central Stores to identify high-use items and cost-effectively bid them out and buy them in bulk to resell to departments at deeply discounted prices, if justified. This justification is measured by generating a net savings of at least 10% over buying single items. Central Stores needs your help to identify which printer cartridges are being purchased individually. Please tell us which printer cartridges you are using and the approximate annual usage of each. Please send your reply by 11/06/06 to Ron Attaway at Central Stores or e-mail rattaway@fccj.edu.

In addition to printer cartridges, please identify any office or janitorial supplies that you purchase repeatedly that may justify Central Stores stocking. Please include approximate annual usage on these items also.

Again, return your survey to Ron Attaway, Central Stores, by November 6, 2006.

**RON ATTAWAY
CENTRAL STORES**

New Functionality: Print Purchase Orders with Account Numbers:

Departments are now able to print themselves a file copy of their purchase orders that now have account numbers appearing below each P.O. line item. These PO's can be printed using your department's networked system printer.

Please note, the PO's with account numbers are file copies for internal use only and should not be mailed, faxed, or otherwise transmitted to the vendor in an attempt to have the order filled. Purchasing will continue to send the vendor an official, signed PO that authorizes the vendor to fill the order.

This print function can be accessed through the ORION **Campus Menu** under "**Document Inquiry Menu**", option **PT**. Direct command: **CM DI PT**

The example below shows how the account information will appear for each line item:

Multiple Accounts – Allocation Based On Dollar Amounts:

ITM NBR	DESCRIPTION	QUANTITY ORDERED	UNIT MEAS	UNIT PRICE	TOTAL AMOUNT
1	Construction Services Per ITB #2006-xx	1.0000	JOB	775,680.81	775,680.81
	7XXXXXXX 7XXX11	00	76034	0.0000%	337,639.90
	7XXXXXXX 7XXX21	00	76034	0.0000%	413,267.86
	7XXXXXXX 7XXX21	00	76034	0.0000%	10,066.00
	7XXXXXXX 7XXX11	00	76034	0.0000%	14,707.05

Order Name Tags Online From Holmes Stamp Company:

Employees can now order name tags online by going to the purchasing website <http://www.fccj.org/campuses/mccs/purchasing/contractsforms.html> and clicking on "Placing Your Name Tags Online".

Next click on one of the samples, either magnetic back or pin back. The next page is used to fill in the information you are requesting (persons name, title, etc.) Once you are satisfied with your entry press the "Add to Cart" button.

The next page is your order. It will show name, title, etc. If the information needs to be changed, corrected or if you would like to add more name tags click on the little name tag to the side. Once you are finished click on the "Update" button. If everything is correct, click on the "Checkout" button. You may continue to shop by clicking on the "Keep Shopping" button.

Next you will need to fill out the login page and create a new account or login using your current user information and then click on the appropriate button.

The next screen is for shipping and billing information, fill out the information requested and click the "Continue" button.

The payment page is next, fill out your desired form of payment*, shipping instructions and click on continue, the next page will have all your information on it. You should check it carefully before submitting your order. If all is correct click the "Place Order" button. (*Whether by P-Card or planned payment by disbursement request).

The last page will show you a copy of your order. Print this page for your records.

Office Supply Update:

We are pleased to announce that the Council of Purchasing Professionals (COPP) for the 28 community colleges in Florida, as a group, has recently established a new potentially eight-year office supply contract that is effective immediately. The state-wide heavily discounted contract was awarded to Office Depot (OD). Therefore, the College will continue to purchase its office supplies and related materials and equipment from Office Depot.

Reminders:

- To browse only (product search/contract pricing), go to <https://bsd.officedepot.com>, use log in name: FCCJ-JAX; password college.
- To receive your personal login password, send e-mail request to jkumm@officedepot.com – provide: name, phone number, room number, shipping address, campus location, indicate type set up desired, (i.e., P-Card, blanket purchase order or both.)
- P-Card customers may shop at any local OD store and receive contract pricing at the register (once your P-Card is swiped), however, first time users must send a request to have their card linked initially. Send a request to jkumm@officedepot.com.
- Keep in mind, all ORION department requisitions must total at least \$200 or they will be returned (unless hazardous). Therefore, please obtain contract pricing for your requisitions and not catalog pricing. Remember contract pricing is obtainable via the browse feature by use of your personal login.
- When creating ORION requisitions, please select Sequence #9 for Office Depot.

Please contact Emily Perry at eperry@fccj.edu or at extension 3282 if you have any questions.

New Vendor for Adobe and Macromedia Software:

After publicly soliciting bids and working with the Florida Distance Learning Consortium (FDLC), Florida Community College at Jacksonville has signed an Adobe Open Options Contractual Licensing Program Membership agreement through the FDLC and naming Computer Intelligence Association as our Initial Designated Authorized Educational Reseller.

The procedure to procure software licenses is still the same. Input an Orion department requisition on line using the "IT" (as your requisition type), RLO (as the buyer), and the suggested vendor would be **Computer Intelligence Association**. For contract pricing on software, contact Regina O'Hara at rohara@fccj.edu or at extension 3358.

DHL Shipments:

Please remember when using DHL for your overnight shipment, use a pre-printed form. It is very important to use these pre-printed forms because it has the FCCJ account numbers pre-printed on these forms to ensure that FCCJ receives the State of Florida contract rates. If you do not have or can not locate any preprinted forms on your campus or center, please call Debbie Smith at 632-3297.

Also, please do not use DHL for any over night deliveries in the Jacksonville area. We have a courier service contract. See the article in this "Provider" newsletter called Blue Streak Courier Service Update.