

## Supplies Management includes Print Services, Purchasing, and Shipping and Receiving Divisions.

Our goal is to provide the highest level of service to the staff and students of UFV.

Over the next few weeks we are introducing several initiatives that we hope will improve our ability to serve you and help you do your job even more effectively.

The **Purchasing Division** is introducing online ordering with Grand & Toy for stationery supplies and the BMO Purchasing Card - a credit card that can be used by staff to acquire low dollar value goods and services directly without having to use a purchase order or use personal funds. These two initiatives will benefit the entire organization by reducing the number of invoices to process, allow us to use electronic means to track and file purchases and open the supply chain network to more users



through online purchasing and save money! The time saved from reduced purchase order processing will be invested in researching and establishing contracts that add value to UFV.

The **Print Services Division** has just installed two state of the art digital colour photocopiers that have greatly improved the Division's ability to produce high quality publications in less time. Your cost for colour copies is now .30 cents per page—



Colour Copies—\$.30 ea  
Business Cards—\$10/250

better than any external print shop such as Staples. And a new hydraulic paper cutter now allows them to produce business cards on site—at a cost of \$10 for 250 cards—a 50% saving from our outside printer. In addition to speeding up the process, the cost savings to all of UFV will be considerable.

Print Services is also a member of the **Photocopier/Printer Committee** that has been tasked with replacing our existing photocopiers and some printers with multi-function devices as part of an overall initiative to introduce better

technology and reduce costs. The new equipment will provide for multiple functions from one machine—scanning, printing, copying, faxing and emailing. The Committee will hold a series of consultative sessions with faculty and staff about the new copiers which will be introduced starting this Spring with full roll-out through the summer, ready for September start-up.

The **Shipping and Receiving Division** is reviewing its processes to manage growth and at the same time continuing to provide the same exemplary service they have in the past. Some challenges have been how to add new offices or sites to an existing mail run without delaying your deliveries.

**Furniture and office moves** - The Facilities Department, Shipping/Couriers, IT, and Custodians work together to complete furniture and office moves. **Submit your requests for small furniture and office moves via an email to the Shipping and Receiving office** or for larger moves via a

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## Introducing Grand & Toy Online

Supplies Management, Purchasing Division, is pleased to announce that UFV has entered into a strategic supply arrangement with **Grand & Toy** that will give UFV the ability to realize savings in many different office supplies categories through discounts as high as 58% on a majority of products and up to 85% on select items.

Grand & Toy was selected through a formal bid process conducted by EDCO – the Education Cooperative Purchasing Group as the primary supplier for office supplies, and toner supplies. This supply arrangement provides UFV with a tremendous opportunity to realize immediate point-of-purchase savings on quality products, reliable service, and focusing on sustainability stewardship as well as electronic ordering and tracking and next day delivery for most items.

**Key benefits of the program include the following:**

- **More “Best Value” items at lower prices:** There are over 2000 commonly purchased contract items at discounts of up to 85% off list or catalogue price.
- Electronic Ordering,
- Next Day Delivery and order tracking,
- Wide selection of “green” products

**Bookstore:** The Bookstore will continue to supply office supplies from their locations on campus and will also have the ability to order direct from Grand & Toy for items that they do not stock.

Purchasing Services will arrange formal presentations and training with Grand & Toy and will contact departments to obtain names of users for this program.

## TILMA TAKES EFFECT APRIL 1, 2009—REQUIRES OPEN BID PROCESS

TILMA is a groundbreaking bilateral agreement between Alberta and B.C. on trade, investment and labour mobility. The **Trade, Investment and Labour Mobility Agreement** between the provinces of Alberta and British Columbia, will: reduce or eliminate barriers to trade, investment and your ability to work in both provinces; increase opportunities to work; make it easier to find workers or attract investment capital; reduce costs on the goods and services you use every day; and benefit all residents of Alberta and British Columbia. Striving to reduce and eliminate barriers to the free movement of workers, goods, services and investments, the TILMA came into force on April 1, 2007.

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work request with Facilities (icon on your desktop).

**Surplus Furniture**

Do you have surplus furniture or equipment?. We redeploy surplus furniture and equipment, and what is available can be viewed on the Shipping/Receiving web-page.

We have some very usable furniture and equipment on occasion so if your department does not have the funds available to buy new, visit our webpage, and select from material that is taking up valuable storage space.



**Incoming and outgoing freight and documents:** Please use the shipping/receiving department for the shipping of outgoing materials, and for the receipt of incoming materials. A Shipping Requisition is required for outgoing courier packages to ensure the shipper has all the information required to get your package to its

destination, and to permit tracking of the shipment if necessary.

When documents and freight are being sent to UFV, in most cases it is best to have it delivered to the Receiving department; contracted carriers are not familiar with the campus, and don't know where to go, and you may not be available when the carrier arrives.

**Personal mail and personal use of contracted couriers:**

Letter mail with postage applied (stamps available from the Bookstore) can be left at any departmental pick up location. Incoming personal mail and courier shipments will be accepted and forwarded providing there is no cash required. Personal mail or courier shipments requiring monetary transactions can no longer be processed by UFV Shipping/Couriers/Mail services.

**Scheduled Inter-campus Courier/Mail runs** - All courier services are provided from the Abbotsford cam-

pus. Please ensure that each envelope, package, or parcel, is properly addressed; include the name of the recipient, campus, and department (include the destination room number if item is not to be delivered to their mail-box).

**Inter-departmental "hand delivery" envelope** – please label with a bright Post-it note.

See the last page for regular courier runs.



**The Importance of Packing Slips—Completing the 3-Way Match**

Many of you have asked—what am I supposed to do with a packing slip?

Packing slips are issued by the supplier and sent with the goods. If goods are received in our central receiving area, the packing slip is used to verify that the goods received are accurate. The slips are then forwarded to Accounts Payable to be used in the payment process. Accounts Payable compares the Invoice with the Packing Slip and the Purchase Order to ensure we don't pay for items we haven't received. A/P then issues payment to the supplier. In financial circles it's referred to as the 3-Way match—PO, Packing Slip and Invoice. From an Auditors viewpoint we should only pay for goods where we can show a 3-Way Match.

If you've received goods from a supplier—whether you picked them up at a store or whether the vendor delivered them to you at your office—check the packing slip or invoice for accuracy and send it to Accounts Payable for payment.

Without the necessary paperwork, Accounts Payable doesn't have the authority to pay for the goods. Repercussions for non-payment include:



*Vendors may incur financial difficulties as a result of non-payment.*

- Vendors refusing to supply goods in future
- Vendors incurring financial difficulties as a result of non-payment
  - Financing or penalty charges for late payment
  - Increased costs as a result of non-payment (Vendors may increase their cost to us to account for late payment)
  - Duplication of work if we don't know the goods are received—call Purchasing or the vendor to expedite the goods or get a duplicate copy of the packing slip.
  - Duplicate shipments if we believe the goods have been lost

So the answer to the question at the start of this article is: if you've received goods directly from a supplier, send the packing slip to Accounts Payable with your signature and date to prove that the goods were received.

If you need to see a packing slip to confirm what you've received, they are kept on file for seven years.

## Purchasing Card Program

We are pleased to introduce a Purchasing Card Program that will provide UFV staff with an efficient and cost effective method of purchasing small dollar and some high volume, repetitive purchases with an approved credit card.

The program is designed to reduce the number of vendor invoices and eliminate the traditional requisition/purchase order form process.

The "PCard" offers staff a convenient way to make immediate purchases, provides payment flexibility for those who purchase on behalf of their departments and reduces the time between ordering and receiving.

Your department will make the decision about who should have a card and Purchasing will provide education and training and provide users with procedures on the use of the card.

Some examples of uses for the PCard are:  
-Mail order houses, subscriptions, discount stores, supermarkets, department stores, spe-

cialty stores such as RONA, Fabricland, Fortins, Wal-Mart and IT suppliers for small, low dollar peripherals.

The card is not intended to bypass the purchasing process for items that are under contract or items that should be competitively bid. Users will be limited to a maximum item limit of \$500 and monthly limits will be set based on need and with department approval.

Some items that will be restricted from purchase with the PCard include fuel, computers, furniture, leasehold items and capital purchases.

Users will be trained how to reconcile their monthly statements electronically and will be subject to audit by the

Finance department and the University's auditors.

Users will appreciate the benefits of the PCard program—please watch for the launch of the program in February.



## Have you tried one of these Top Restaurants in Vancouver? (Web rated)

- 1 - Blue Water Cafe
- 2 - Villa del Lupo
- 3 - RainCity Grill
- 4 - Chambar
- 5 - Le Bistro Chez Michel



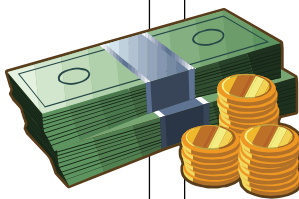
- 6 - Simply Thai
- 7 - Global Restaurant
- 8 - Provence Marinaside
- 9 - Salade de Fruits Cafe
- 10—La Terrazza Restaurant & Lounge

## Tender and Contract Savings of \$207,000+ for UFV in 2008

One of the ways that a purchasing office can generate significant savings is through the competitive bid process and the establishment of contracts for frequently purchased items. In addition, a stable source of supply, reasonable prices and efficient payment processes can add great value to an organization. Purchasers regularly look for opportunities to establish long term contracts and regularly review purchases with vendors to see if there might be a possibility to establish a contract rather than buy sporadically or deal with multiple vendors for the same item.

One example is the purchase of **Computers and Peripherals**. ITS has established standards for desktop and laptop

computers and printers and Purchasing conducted a bid process to put a long term contract in place. As a result we have had a stable source of supply and we know what the standards are from year to year. In addition, this year UFV negotiated a **\$50k** reduction in the cost to "ghost" our standard software image. Desktops at UFV are replaced on a refresh cycle every four years for staff, every three years for Labs, and monitors are on a six year refresh cycle. Please check with ITS to learn when your refresh cycle will occur. Laptops may be substituted for desktops in some cases—



again, speak with ITS. Printers have been standardized with Hewlett Packard but are also under review at this time as we move to a new contract for multifunction devices (copier, printer, scanner, fax all-in-one). Contact Purchasing for current specifications and prices for all computers and peripherals.

Other tenders conducted by Purchasing generated savings of **\$157,000 in calendar 2008**. For example: Lamps and Ballasts—significant discounts to UFV (15-25%), Reroofing, Building A—savings of **\$109k**; Mattress covers—cost avoidance **\$13k**, Microfilm Scanner and miscellaneous

computer and office supplies—savings of **\$4.9k**; UPS power supplies—savings of **\$4.5k**; Letterhead and Envelopes for rebranding—savings of 32% - **\$13k**; Wayfinding Signage—savings of 49% - **\$12k**; Transcript and Parchment Paper—savings of 60% **\$1.2k**.

**Science Supplies** Contracts are in place with major suppliers with fixed discount structures for a 3 year period. Fixed discounts are in place for consumables and regular supply items. Equipment valued at more than \$500 is still subject to a competitive bid process. Contracted Suppliers include: Fisher, Boreal Northwest, Ward's, Sargent Welch, Palcik and Spectrum. Contact Ramona Franzen for more information.

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Phone: 604-854-4519  
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Email: purchasing@UFV.ca

*Are you looking for a product or a supplier? We're here to help—please call or email purchasing@ufv.ca*

## Inter-Campus Mail Delivery

\*times are approximate

<u>Chilliwack campus, Yale Road</u>	Daily, Monday to Friday; leaves Abby at 9:30*, returns at 1:00*.
<u>Trades &amp; Technology Centre Tyson Road,</u>	after stopping at Chwk. Daily, Monday to Friday; leaves Abby at 9:30*, arrives at CEP at 11:30* returns at 1:00*.
<u>Agassiz, and Hope</u>	(after stopping at Chwk) Thursday; leaves Abby at 9:30*, returns at 1:00 PM*.
<u>Abbotsford Collegiate (CTC)</u>	Tuesday leaves Abby at 1:00 PM*
<u>Marshall Road Annex</u>	Daily, leaves Abby at 1:00 PM*
<u>Aerospace &amp; Coastal Pacific</u>	Thursday, leaves Abby at 1:00 PM*
<u>Mission</u>	Monday, Wednesday, and Friday, leaves Abby at 1:30 PM,* returns at 3:00PM*

## SEE OUR WEBPAGE [WWW.UFV.CA/SUPPLIES MANAGEMENT](http://WWW.UFV.CA/SUPPLIES_MANAGEMENT)

### Yoga on the Go!

You say you are too busy to take half an hour to an hour out of your day to practice a Yoga routine. You can still practice the poses even standing in a grocery check out line.

The Mountain Pose is one you can do and no one will notice. Here are the basics of the Mountain Pose. Stand straight with your weight distributed evenly between both feet. Let your shoulders hang easily and put your pelvis in a neutral position.

Also, wear flats when you are running errands, it will make it easier to sneak in the Mountain Pose, and your feet will feel better at the end of the day.

Msn.ca



### Valentine's Day is coming

#### Top Ten Gifts to make your Valentine Smile!

Here is Trippon's annual top 10 list of the most expensive Valentine's Day gifts for 2008:

1. **Harry Winston Pink Diamond Ring** - \$6.4 million
2. **Lake Forest Confections Le Chocolat** (in yellow or blue diamonds, or emeralds and sapphires - \$1.5 Million per box
3. **Chanel Diamond Forever Classic Bag** - \$261,000
4. **Tequila Ley .925 gold and platinum Passion Azteca Liquor** - \$225,00 per bottle
5. **Clive Christian 5-Carat diamond Imperial Majesty perfume** - \$215,000 per bottle
6. **Maserati GranTurismo** - \$125,000 (starting at)
7. **Guerlain KissKiss Gold & Diamond 2.2-Carat Lipstick** - \$62,000
8. **Sabbia Rosa cashmere and silk robe** - \$3230
9. **Manolo Blahnik Alligator Halter shoe** - \$2685
10. **24-Carat Gold Facial at Eldorado Hotel and Spa** - \$475

## TILMA, continued

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Canada's most comprehensive interprovincial trade agreement, the TILMA creates a market of more than 7.7 million people – the nation's second largest economy. Beginning April 1, 2009, the MASH sector will open up procurement opportunities, beginning at \$75,000 for goods and services tenders and \$200,000 for construction projects. This represents a further opening of tendering contracts from current rules governed through the pan-Canadian *Agreement on Internal Trade* (AIT).

For UFV this means that purchases beyond those thresholds are required to be publicly tendered—this will expand the existing bid thresholds currently in place at UFV—

Up to \$1,000	One quote—verbal or written— <i>can be conducted by staff</i>
\$1,000 to \$2,500	Two written quotes— <i>can be conducted by staff or Purchasing</i>
\$2,500 to \$25,000	Written quotes <b>obtained by Purchasing</b> through formal or informal bid process
\$25,000 to \$75,000	Formal Sealed Bid Process—public or invitational bid process by Purchasing
\$75,000+ Goods	Public bid process, posted on BC Bid and/or advertised, by Purchasing
\$200,000+ Construction	Public bid process, posted on BC Bid and/or advertised, by Purchasing