

FEDEX PRICE INCREASE DELAYED

You may be aware that FedEx recently announced a 5.9% rate increase for Express and Ground Shipping services.

This rate increase went into effect on January 2, 2012 for all customers, except those accessing the E&I contract pricing – which includes the University.

FedEx agreed to delay implementation of the rate increase until June 30, 2012 resulting in an extra four months of savings. This incredible discount opportunity is a direct benefit of the University's participation in the E&I contract.

For more information please contact Stacy Jones at jonessta@mst.edu

SAM'S CLUB CARDS NOW AVAILABLE

Departments may now make University purchases at any Sam's Club using a University issued purchasing card as the payment method.

To request your card and get all the details please contact Kristy Cook @ kristvc@mst.edu

XEROX COPY MACHINE MAINTENANCE MAY NOW BE PLACED ON UNIVERSITY ISSUED PURCHASING CARD

With the award of the University contract to Xerox for any multi-function devices, you may now place your payments for the maintenance of those machines on your University issued p-card.

At the time of purchase you will be asked to fill out a maintenance agreement form at which time you may request the p-card payment method for the monthly fees.

SHOPPER ONLY ROLE AVAILABLE IN SHOW-ME SHOP

The shopper only role allows users to go directly to the Show-Me Shop website to browse or select items. You can "shop" in Show-Me Shop without having access to PeopleSoft.

Shoppers build their carts in Show-Me Shop and then assign them to a department PeopleSoft requester. The requester then completes the processing PeopleSoft (editing funding or shipping location as necessary), and the order is submitted to the vendor for processing.

For more information or to enroll users as Shopper Only, please contact Stacy Jones at jonessta@mst.edu

SHOW-ME SHOP VENDOR SPOTLIGHT – MCMaster CARR

McMaster Carr offers a wide range of industrial supplies, components, tools and specialty devices. Categories include: mechanical, electrical, plumbing and utility hardware. Next day delivery is available on all orders processed in Show-Me Shop by 5:00 pm Central Time.

Check them out in Show-Me Shop today!

Contact information:

Customer Service – chi.sales@mcmastercarr.com

CHANGES TO OFFICE SUPPLY CATALOGS IN SHOW-ME SHOP

Staples and OfficeMax Hosted Catalogs:

Effective February 24th the Staples and OfficeMax hosted catalogs have been removed from Show-Me Shop (SMS). The hosted catalogs contained limited product offerings. While the hosted catalogs have gone away, the Staples and OfficeMax punchout catalogs remain available with the following changes.....

Staples Punchout Catalog:

When you click on the Staples punchout logo in SMS, you will now be taken to a new and improved site. The new site includes a more robust search feature allowing you to drill down to more detailed information.

OfficeMax Punchout Catalog:

The OfficeMax contract has been renewed and includes deeper pricing discounts which are now available in SMS.

PAPERLESS PURCHASING FORMS NOW AVAILABLE

Paperless purchasing forms include purchasing card change form, purchasing card cancellation form and Show-Me Shop shopper only access request. For more information regarding these forms please go to: http://www.umssystem.edu/ums/fa/procurement/outlook_forms

SHOW-ME SHOP UPGRADE

The Show-Me Shop (SMS) is undergoing changes that will be effective Monday, March 26th. The SMS cart will have a new appearance and History will be replaced by a new and enhanced search tool called Document Search. More details will be provided a week before upgrade.

REQUISITION "ATTENTION FIELD" INFORMATION

When a requester creates a requisition, there are 2 pieces of delivery information transmitted to the vendor: Ship to Code (address) and Attention Field. The Attention Field automatically populates with the requester's name based on the information included in the defaults. Requesters or Approvers may edit this field before it's sourced into a PO and sent to the vendor.

Vendors in SMS use this information to generate shipping labels, packing slips and email confirmations for the items ordered. Because they expect to see a comma in that field, most vendors have programmed their internal software to find this comma and use it as a trigger, or indicator, in generating a label for the PO. If a requester edits this field on the requisition and does not include a comma, the order may be misdelivered which results in delivery delays. We understand that some departments need other information displayed in this field and may have a need to edit this field.

Suggested format examples (please note - field is limited to 25 characters) ---

Dept. A opts for central delivery and instructs their requesters to enter PI name and lab # ---

Example - PILastName, Room# -- or - PILastName, Room# PIFirstName

Dept. B purchases radioactive material and an Authorized User # needs to be displayed ---

Example - LastName, User# First Name – or – User#, FirstName LastName



UM PROCUREMENT SERVICES
G5C CAMPUS SUPPORT FACILITY

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PROCUREMENT HOTLINE
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Contact the Procurement Hotline with any questions regarding requisitions, Show Me Shop, purchasing cards or PaymentNet