

Procurement News

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Stony Brook University
Procurement Office

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Printing Services

With the closing of Printing Services on West Campus, Procurement has contracted with several vendors to handle your printing and photocopy needs.

Forms: University forms, which were previously produced by Printing Services, are covered under an existing forms contract with **Wallace**. The blanket Purchase Order #, for State and Research Foundation use only, for fiscal year 02/03 is **201329Q**. To place an order for a form, you must use the new forms requisition **SUSB 8001**. This form can be downloaded from the Procurement website at www.procurement.stonybrook.edu.

Letterhead, Envelopes and Memo Pads: The printing of letterhead, envelopes and memo pads is under contract with **Fantastic Graphics**. The blanket Purchase Order #, for State and Research Foundation use only for fiscal year 02/03 is **201352Q**. To place an order you must use form **SUSB 8000**, which can be obtained from Central Services at 2-6297.

Business Cards: The printing of business and appointment cards is under contract with **MaryHaven**. The blanket Purchase Order #, for State and Research Foundation use only, for fiscal year 02/03 is **202446Q**. To place an order you must also use form **SUSB 8000**.

Photocopying: Kinko's Document Center at Stony Brook University will provide photocopying services. To place an order you must use the new Kinko's requisition. Please see the below article for in-depth information on what Kinko's has to offer.

For additional information or questions regarding the new Printing Procedures please contact Carl Burgos at 2-6214.

Kinko's is Open at Stony Brook University

Stony Brook University is pleased to announce that Kinko's is now open in the basement of the Melville Library, Rm. E-0320. Business hours are 8 a.m. to 5 p.m. Monday through Friday.

Visit the on-campus location for: black and white and full-color digital printing, black and white full-color copies, oversize posters and banners and finishing services, such as binding, laminating, collating and mounting.

Kinko's is pleased to be partnering with Stony Brook University to bring to you the benefits of the technology and expertise of one of the world's leading document services provider. Through the Kinko's Network of 20,000 professionals and over 1,100 locations they offer:

Customized Solutions

Kinko's has multi-channel capabilities with more than 1,100 branches and production centers worldwide. On campus, students, faculty and staff can access Kinko's during normal business hours to speak with customer service representatives and place orders. Additionally, Kinko's offers Stony Brook University 24/7 ordering access and orders are fulfilled at the near-site Kinko's Hauppauge, NY branch. Through our network Kinko's can keep pace with changing document services requirements and distribution needs of the University.

Copying and Digital Printing

Kinko's offers high-volume, black and white or full-color printing and copying services. Kinko's uses state-of-the-art digital copiers that feature an entirely electronic printing process, where every copy made from an electronic file is actually an original. This means you get high-quality documents every time.

Finishing

A wide range of finishing services is available to add a professional touch to your documents, including binding and collating, drilling and cutting, folding, padding, stapling, mounting and laminating. Make your documents stand out from the rest.

Large Format Printing

Kinko's can produce a variety of oversized prints and copies, including full-color banners, signs and full-color posters. These materials can be produced from electronic files or enlarged from smaller originals. Kinko's also offers mounting and laminating services to add durability to your materials.

For more information call Kinko's at Stony Brook University at **2-1831** or visit <http://psg.kinkos.com/sunysb>

Austin Travel

Many times Procurement is asked the question as to why they must use the BTA to purchase airline tickets rather than obtaining them over the web. Please read the following article by Austin Travel, which will help to understand the benefits, the BTA offers the University.

Internet vs. Travel Agent

The perception of many travelers these days is that the Internet is the place to go for low fares. It is true that airlines and other travel vendors have turned to the Internet to release their "distressed merchandise". However, the truth about fares and, the bigger issue, providing value to the consumer, is that the traditional travel agency still is the most cost-effective choice. A travel agency combines its use of the GDS (Global Distribution System), the agent's knowledge and experience AND the use of the Internet to offer the consumer a complete travel product.

The most common myth is that Internet fares are lower than what the travel agent can obtain. While this may be true at times for the individual who has unlimited time to search the system and nearly unlimited flexibility in their travel plans, it is a very different story for corporations and organizations.

Every study done on Internet fares vs. GDS fares has shown that the GDS is cheaper a larger percentage of the time. Topaz International, an airfare auditing company, did the most recent study (Topaz press release July 12, 2002). Between January and June 2002, TOPAZ compared approximately 19,000 agency-booked itineraries with various internet travel sites including Orbitz, Expedia, Travelocity and carrier-specific sites. TOPAZ found that the itineraries booked through a designated corporate travel agency averaged \$116 (about 20%) less than the same itineraries booked on the Internet travel sites. TOPAZ found lower fares on the Internet only 8% of the time while 77% of the time the cost for the same itinerary was higher on the internet travel sites compared to a corporate travel agency.

The National Business Travel Association (NBTA) conducted a survey of their members who have done web audits and discovered that companies were reporting lower fares between 3 to 5% of the time. They concluded that the savings were not

enough to justify the time. The lower fare the traveler thought they were getting was often sold out or involved a convoluted routing.

The conclusion is that a good travel agency that incorporates the Internet into its fare searching process will be substantially cheaper than the traveler just shopping the Internet on their own.

But what do you do when the web fare really is cheaper for the same itinerary? The organization must consider numerous other factors before they go ahead and buy.

1. The vast majority of tickets booked on the Internet are non-refundable. Stony Brook's New York State contract provides low fares that are refundable.
2. It is difficult to track or reuse tickets bought on the Internet. The travel agency has software that tracks unused tickets and can often reuse a non-refundable ticket on another itinerary or even have it used for another traveler.
3. On average, 10% of corporate travelers change their mind 24-48 hours after making a reservation. When you hit "submit" or "confirm" on the website you own that ticket. The travel agency generally has 48 hours to void a ticket.
4. Tickets purchased online do not count

toward an organizations contract goals with preferred suppliers, which may result in the organization losing its contract.

5. The organization has no way of tracking down travelers who booked tickets online. All tickets issued by the travel agency are part of a single database allowing instantaneous reporting on every traveler's whereabouts. This was a big issue for companies on 9/11.
6. The organization is unable to get reports from the travel agency on tickets booked outside its system, thus preventing any effective travel management.
7. Internet bookings bypass quality control or travel policy scrutiny. How do you know this is the lowest applicable fare? Could a lower fare been obtained on an alternate carrier or airport, for example?
8. It is difficult or impossible to make changes to an Internet booking.
9. The traveler is on their own if any problems should develop while en-route, even simple things like changing the return date or time. Travelers do not have access to the agency's 24-hour service on Internet tickets.
10. Travelers booking on the Internet have no

leverage with the carrier or access to key airline personnel.

11. Waivers and upgrades are not available on Internet fares.
12. Wait listing a sold-out flight or clearing a seat at a lower fare is not possible on the Internet.
13. Extra time is required for searching and booking on the Internet.
14. Security of bookings and traveler info. is questionable.

It is important that travelers make an informed decision when purchasing a ticket off the Internet. The savings must be sufficient to offset any or all of the problems listed above. State funded travelers must check with Procurement first before going ahead and making the purchase.

Research Purchasing

With some prevalence Research Purchasing has been receiving purchase requests with delivery dates which have already passed or are unrealistic. If you have a rush order and you cannot provide Procurement with sufficient lead-time, for orders under \$1,000.00 please use a Departmental Purchase Order obtained from the Office of Grants Management. Also, it is to your advantage to include vendor phone number/address and catalog numbers on your requisitions. Requests without this

information may cause a delay to your order.

State Accounts Payable

The following helpful tips should be followed in order to prevent problems that Accounts Payable has encountered in the past.

* To avoid duplicate payment of vendor invoices associated with "Payment Purposes Only" requisitions, departments should carefully review their records of prior requisitions before submitting a payment only requisition to Procurement.

* Please respond within 3 business days to Accounts Payable requests for departmental approvals, your prompt response will help reduce the amount of interest being charged to the University due to late vendor payments.

* When a department is returning merchandise to a vendor a return authorization form should be completed and the return should be processed through Central Receiving for West Campus and Receiving and Stores for East Campus. Accounts Payable must be notified of all returns so that the vendor invoice is not processed for payment, or if the return occurs after payment Accounts Payable will seek a credit with the vendor.

Research Accounts Payable

Helpful Reminders:

*New IDC accounts have been established effective July1, 2002. When completing Research Requisitions, Travel Requests and Lecturer

/Consultant forms please indicate the correct project and account number.

* Departments must submit a Research Requisition for temporary services to Human Resources. Please indicate the project and award to be charged. This is necessary in order for the vendor to receive payment.

* When requesting Travel Reimbursement for Consultants, the Consultant/Lecturer form must be used. In the event that original receipts are not submitted or no indication requesting per diem is noted the transaction will be treated as a taxable item.

Travel Checklist

In order to avoid a delay of travel expense reimbursement, here are some reminders for both State and Research travel according to audit requirements. When submitting a travel reimbursement voucher include the following receipts/documentation where applicable.

* Submit an **original hotel bill** with itemized breakdown of charges.

* When lodging exceeds the federal per diem rate for either domestic or foreign travel, submit an over the max justification explaining why you stayed at a particular hotel (e.g. conference hotel). The hotel rate will automatically be reduced to the per diem rate if no justification is attached.

* Lodging location should be identified when only claiming meals.

* When traveling with a coworker, each traveler must claim his own lodging, meals and registration fees

* Attach a **program /agenda** indicating conference dates and location.

* Submit a **car rental receipt** (rental agreement). A justification is required when lodging is at the conference site. Taxes and insurance charges in NYS are **not** reimbursable. Only LDW insurance is reimbursable out of state.

* Business call justification, document purpose, telephone # and party called.

* **Registration fees** require the registration form and one of the following: canceled check, copy of charge statement or confirmation from the conference indicating the dollar amount paid. (Please note that you may avoid out of the pocket reimbursement expenses by having the Procurement Office directly pay for registration fees).

* Effective 1/1/02 the current IRS mileage rate is 36.5 cents per mile.

* Indicate a phone number on your travel reimbursement voucher where a contact person can be reached.

Airfare: State employees are **required** to purchase tickets through the AMEX Business Travel Account

(BTA) by contacting Austin travel located in the Library Building at 2-7799. The BTA program is also available to Research Foundation employees. Contact Austin Travel for a quote; attach to a purchase requisition and forward to the Office of Grants Management for approval. Upon approval, traveler will bring requisition to the Procurement Office for placement.

For more details visit the Procurement website at: www.procurement.stonybrook.edu

Contact the Travel Office at 2-6022 if you need further assistance.

Lawson Implementation

A new version of Lawson is expected to go-live at Stony Brook University Hospital on January 1, 2003. Lawson 8.02 implementation committees are meeting on a regular basis with consultants from Usinternetworking, Inc. (USi). The committees have representation from Accounts Payable, Purchasing, Finance, Information Technology and end user departments. Discussions range from pinpointing the problems with the current Lawson application to the improvements in the new version. Lawson 8.02 is Materials Management oriented and will include an Accounts Payable processing module, better reporting capabilities and improved inventory control. There will be end user training during the month of December.