

# Purchasing Need to know

## Printer Tagging Project

Beginning in August, representatives from Augusta Office Solutions will visit your office to tag your Printer with a yellow sticker. This sticker will help them determine if your Printer is on our Network when they come out to do repairs. The tagging process takes less than five minutes to complete. They will tag all Printers. The ticket will list the assigned number of your printer and will also have the phone number to the help desk if you experience problems with your printer. If the help desk needs to contact an outside vendor to fix your printer, they will contact

Augusta Office Solutions. Augusta Office solutions is the primary vendor for the Enterprise for printer repair. Until this contract is implemented, your department will be responsible for the repair costs and supplies associated with the printer.

Please see the official notice that will sent separately.



## Risk Management Liability Program: Did you Know?

State employees operating a vehicle within the scope and course of employment should carry the Georgia Liability Insurance Identification Card (Yellow Card). It provides instructions and a phone number to call if you are in an accident while on official state business. Download your copy here: <http://gru.edu/supply/documents/yellowcardfy16.pdf>

Contact Sharon Quick, Risk Management Liability Coordinator for further assistance at 706.721.2619

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### Are you getting an Asset Profile ID error?

You may receive an error that says “*the PROFILE ID is required where an access business unit is specified*”. These AM Business Unit Errors happen when you modify accounting/shipping lines to change a loaded default value, like the delivery location or account code. The first error occurs when a non-asset good or services is ordered.

If you are ordering a non-asset good or service (i.e., chemicals, supplies, etc.), **then follow these steps to**

#### correct the AM error:

1. Go to Step # 3 Review and Submit
2. Expand the requisition line(s) by click on the side-ways triangle.
3. Click on the Asset Information tab
4. Delete the AM Business Unit number

**NOTE:** If you are ordering an asset, then follow these steps to correct the

AM error:

1. Go to Step # 3 Review and Submit
2. Expand the requisition line(s) by click on the side-ways triangle
3. Click on the Asset Information tab
4. Enter the AM Business Unit number of 12000 into the AM Business Unit field
5. Enter the Asset Profile\_ID into the Profile ID field.

**You can then continue processing your requisition as**

**Sending  
quotes to  
your buyer**

## Health eShop New Vendor Alert

USA Scientific is the newest vendor to join the Health eShop family! This vendor will be available in August for purchasing! USA Scientific offers an overall discount of 28.5%, with some items discounted as much as 76%. There is also free shipping available on general orders above \$350.00 (with the exception of dry ice and expedited shipping).

The representative for USA Scientific is Krista McRae 1.800.872.3847 or [kmcrae@usascientific.com](mailto:kmcrae@usascientific.com).

# Purchasing Need to Know

## Choosing the correct category code:

When entering a Special Requisition you must have the correct category code. Though there are over 9,000 codes choosing the correct code is really not that hard! Please follow these guidelines when picking your codes. 1. **Make sure you choose the category code that closely matches the item that you**

**need to buy. 2. When searching for your category code, change the drop down box from begins with to contains. That will give you a larger search field. 3. Do Not choose category codes that are in ALL CAPS or end in 00. These are generic codes and should not be used. 4. Do not use category codes that begin with 9 unless it is for a service that is**

**being performed. Category codes that begin in 9 should not be used for the purchase of goods. 5. It is best to search for category codes using a single word “computer”, etc. If you are too specific with what you are looking for it could yield no results. 6. If all else fails—call your Buyer for assistance!**

## Account Code Entry

It is the end user’s responsibility to ensure that the account codes are correct on both Special Request and Health eShop Requisitions. In Step #3 of your req entry; please make sure that the correct account code defaulted with your category codes. **714100 is an invalid**

**account code and should always be updated to reflected 714102.**

**751110 is also an invalid account code and should be updated to the correct code.**

**Requisitions with the in-**

**correct account code will be subject to denial and sent back to the end user for editing.**

## GRU Signs Prime Vendor Contract With Fisher

The Purchasing & Contract Management team signed a new contract with Fisher Scientific through Novation, one of the Group Purchasing Organizations (GPOs) GRU belongs to. Products in the following areas are covered: Consumables, Equipment, Reagents, etc. in both the Medical Research La-

boratory Distribution channel as well as the Science Education Distribution channel.

Fisher Scientific provides the broadest selection of research and science education oriented supplies at competitive costs. Most of the Category Discounts are quite aggressive and are be-

low the prior State of Georgia Contract.

We anticipate saving \$200,000 annually through this ongoing relationship.

## Purchasing Need to know

### Use your Requisition Life Cycle!

Whether it is a special request or Health eShop requisition; manage reqs and the requisition life cycle can be a lifesaver! If you would like to know the status of our requisition go here first! Here is how you get here:

1. Click eProcurement
2. Manage Req
3. Remove the date from
4. Change origin to Marketplace for Health eShop orders or Special Request
5. Press search

From here you can locate your req and click on the triangle on the left hand side of the line. You can then

click on the highlighted sections to see when your order was approved, purchase order number, even if the item has been received. You can also desktop receive from this section as well.

Save yourself some time calling your buyer and use your REQUISITION CYCLE!

### \$0 (free) items purchased through Health eShop

**If you get a quote from a Health eShop Vendor that contains a item that we are getting at no cost, please make sure you enter a special request requisition for the quote. Make sure that you enter on your special**

**request requisition that there is a quote for a free item and send the quote to your buyer.**

**This will help us ensure that you a charged correctly for your items.**



### Utilize our Purchasing Website!

Please use our website to access the tax exempt form, training documentation, past copies of our newsletters, risk management information and so much more!

Our website is updated regularly. Please check our site for any valuable information that you may need.

**Purchasing Main Site:**

<http://www.gru.edu/supply/purchasing/index.php>

**Health eShop Website:**

<http://www.gru.edu/supply/purchasing/health-eshop.php>

# Purchasing Need to Know

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## The Purchasing & Contract Management Team Thanks All for Assisting With Year End PO Cleanup

Just a quick note to thank all End-Users (Department Supervisors, Budget Managers, Requisitioners, etc.) for reviewing their Open PO reports the past few months in an effort to close out as many POs as possible prior to FY15 year end. It truly is a team approach (Purchasing, Finance, SPA, Accounts Payable, Departments, etc.) and we greatly appreciate the assistance. As we begin FY16, please continue to do your best to review Open POs monthly and let us know of any that need to be closed out following the final payment that is made.

## Dell Website does not work in Health eShop? Try This!

**If you are using Mozilla Firefox:** When you click on the word equotes in the address bar you should see a picture of a shield. Click on the shield—in the box that says keep blocking change to disable protection on this page. This is going to take the User back to PeopleSoft.

They will need to start the req over, once they get back in PeopleSoft everything should be working . **If you are using Internet Explorer:** When the user punches out to the Dell website there should be a bar at the bottom of the screen asking

do you want to view all content. The answer is yes. It will take you back to PeopleSoft to re-enter step #1. You will enter step #1 again and you punch out everything should be working.

**This works for Augusta Office Solutions as well.**

## Did you know we recycle ink jet/laser toner cartridges?

### Do you throw yours in the trash? Don't !

Do you have a lot of used ones laying around? Clean that space up !

Contact Augusta Office Solutions to assist with your old ink jet and toner cartridges.

Please send an e-mail to [customerservice@augustaofficesolutions.com](mailto:customerservice@augustaofficesolutions.com)

Give them your Name, Phone #, and the Department, Building Code, and Room # where the toner cartridges can be picked up.

## GRU Supply Chain (Purchasing)

1220 Walton Way  
PL Building  
Augusta, GA 30912



### Do you need Purchasing Help?

#### **Regina White– Health eShop Admin**

rhull@gru.edu or 1-2986

#### **Terri Gregory– Purchasing Supervisor**

tgregory@gru.edu or 1-4582

#### **Candyse Edwards -Office Specialist**

caedwards@gru.edu or 1-2216

#### **Krishna Nichols– P-Card Coordinator**

knichols@gru.edu or 1-

#### **Clay V– Receiving Supervisor**

cvenklasen@gru.edu 1-3572

For more Purchasing  
information please visit:

[http://www.gru.edu/supply/  
purchasing](http://www.gru.edu/supply/purchasing)



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#### 2014 Requisition and P-Card Training Dates

#### **Upcoming Requisition/Health eShop Training Dates:**

August 22 10:30-12:00

September 23

October 21

November 18

December 16

**For Additional Help please refer to the  
Purchasing website and previous news-  
letters.**