



Ensure Compliance With IU Logo

Indiana University's trademarks are valuable property. The Office of Licensing and Trademarks license trademarks to promote and protect the University. IU currently has more than 500 licensees that produce a wide variety of goods and services. Keep the following questions in mind when purchasing items with Indiana University's logo.



Do I always have to use a licensed vendor when purchasing promotional goods?

A licensed vendor should always be used when purchasing promotional goods that bear University trademarks and will be distributed commercially

into the marketplace.

Where can I find a list of University licensees and the products they are licensed to produce?

Visit the Licensing and Trademarks website at iu.licensing.indiana.edu and select Licensees and Manufacturers from the main menu on the left.

What happens if a Licensed/Preferred Promotional Supplier does not

make what I need?

Please call The Office of Licensing and Trademarks at 812-855-8830 to speak to someone who can give you the names of licensed vendors who produce your desired product.

Source: Valerie Gill

Vendors See Increase in Late Returns

Vendors have noticed a significant increase in requests to return products more than 30 days old. If a product return is requested, the return must be handled in accordance with the vendor or manufacturer's return policy. It is the customer's responsibility to review the condition of the purchased goods in a timely fashion.

Most suppliers have a 30 day return policy and require the merchandise to be in its original packaging. However, some product return policies only allow for 10 or 15 days and may require restocking fees. Please ensure you are providing appropriate due diligence in any return situation and always remember, Purchasing is here to assist with returns as needed.

Source: Tim Rice

Sony VAIO Recall

Sony Corporation recently announced a recall on the following notebook PC models:

- VGN-TZ100 series
- VGN-TZ200 series
- VGN-TZ300 series
- VGN-TZ2000 series

The issue involves a small number of units which may overheat due to a wiring problem.

To find out if your VAIO notebook is one of the affected units, please visit this link: esupport.sony.com/fixmypc. If you find that your PC is one of the affected models, follow the instructions on the website and make arrangements for an inspection.

Sony will provide an inspection and, if necessary, on-site repair at no charge.

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This Month's Highlights

Cost Efficient Vendors Identified - [Page 3](#)

Currently, there are more than 107,000 vendors listed in the EPIC system. That's one vendor for every student enrolled at Indiana University (including each of the eight campuses). Learn how to find the right vendor to meet your needs.



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Travel Reimbursement for Product Evaluations

Indiana University purchases a wide variety of equipment and many times a hands-on product evaluation is necessary in order to make an informed buying decision.

University vendors are typically willing to bring their products to campus for evaluation, but some products are too large or too sensitive to transport. In these cases, University staff need to travel to the vendor's location or to a designated demonstration site. *It is important to note that these travel expenses must be paid by the university*, not by the vendor.

The Purchasing Department trusts that University staff use professional judgment to make buying decisions; meaning that equipment performance and budgetary constraints guide the purchasing decision, not perks, incentives, or free travel. As a public institution with many external stakeholders, we must avoid any perception of impropriety by paying our own way.

Before you accept an invitation to travel to a product demonstration, make certain that it is understood that the trip is on IU's tab and there are no strings attached. Over the course of the trip, the vendor should not provide any gifts or gratuities or treat the evaluators to entertainment.

If you have any questions about what is appropriate, contact your Purchasing office.

Source: Tim Rice

IU Defines Clear Pass Policy

Clear Pass is becoming an increasingly popular option for frequent flyers. It has always been the University's policy that neither Purchasing nor Travel will pay for airport club cards. Our stance on Clear Pass is an extension of that policy.



While Purchasing recognizes the advantages of the Clear Pass for travelers, the pass is considered a non-essential expense for normal business travel. As such, Purchasing will not pay for the Clear Pass.

Source: Travel Management Services

Vendor Application Forms Used to Receive Payments

When an organization or individual needs to pay IU for a service rendered by the University, a Vendor Application Form must be completed.

IU Purchasing used to be responsible for handling these forms, but stopped several months ago due to a change in policy. The decision has been made once again that Purchasing is the correct department to complete and submit Vendor Application Forms.

If you are approached by someone needing a Vendor Application Form completed, please be aware that Purchasing is the appropriate party to contact.

For more information, e-mail Jill Schunk at jschunk@indiana.edu.

Source: Jill Schunk

Large Furniture Orders to go through University Architect's Office

A new furniture ordering process will go into effect in December.

The University Architect's Office (UAO) is now responsible for managing large furniture purchases. The UAO must be involved with furniture requests for any public spaces, including classrooms, lecture rooms, and labs. The UAO will also be responsible for furniture orders with a "significant footprint" on the University, including non-public spaces involving more than five private offices and/or large conference/reception areas.

To initiate a furniture request with the UAO, a Request for Services form must be completed (previously, a Request for Design Service form was used).

For small acquisitions of a single item or a few items, orders can still be placed through Purchasing without UAO review. Purchasing will maintain Shop Contracts catalogs containing items ordered directly from a vendor. The content of the Shop Contracts catalogs will be determined jointly by Purchasing and the UAO.

Many factors must be considered when purchasing furniture, including accessibility, structural capacity, and function, in addition to overall aesthetics. Placing orders through the UAO will ensure compliance in these areas.

After December 1, visit www.indiana.edu/~purchase for details. Please do not hesitate to contact Purchasing or the UAO with questions.

Source: Karin Coopersmith

Purchasing Identifies Most Cost-Efficient Vendors

Currently, there are more than 107,000 vendors listed in the EPIC system. That's one vendor for every student enrolled at Indiana University (including each of the eight campuses). Searching for an item in EPIC is a little like trying to find toothpicks at Target – the item exists in there somewhere, but it's anyone's guess as to where.

When we can't find an item in EPIC, many times our first reaction is to simply drive to the local big-box store and purchase it with a pCard. Why not? You'll get exactly what you want and you won't have to wait for it.

Upon failing to locate an item in EPIC, more advanced users might add a new vendor. Can't find rewritable CDs? Why not add the computer store down the street? You know they sell rewritable CDs there.

The simple fact is that with 107,000 vendors, more than likely at least one company in EPIC sells the item you've got your eye on.

The Purchasing Department understands the frustrations that faculty and staff face when trying to find items. As a result, Purchasing works hard to identify commonly purchased goods and

negotiate contracts with companies who sell those goods. These contracts ensure that IU faculty and staff have access to the best products at the lowest prices possible. You can find these vendors by clicking on the Shop Contracts (preferred vendor) link in the EPIC portal within Onestart.

If after browsing Shop Contracts you still can't find the item you need, your local purchasing representative will be happy to point you in the right direction. You can find the phone numbers for each campus on [page seven](#) of this newsletter.

Here are just a few of the advantages to purchasing goods from contracted vendors

Price:

IU not only buys goods for eight campuses throughout the state of Indiana, but the University also belongs to several purchasing consortia, including consortia for both college campuses and health organizations. IU's purchasing power is incredibly strong.

Quality:

Our contracted vendors carry name-brand products that are known in their industry for being best-in-class.

Sustainability:

Many of our vendors go out of their way to manufacture products using recycled materials. Moreover, some items, like furniture, are built to last much longer than anything that can be found in a big-box store. By using contracted vendors, you help reduce IU's carbon footprint.

Service:

Many products purchased on contract come with multiple-year warranties. If you ever have a problem with an item purchased from a contracted vendor, more often than not, Purchasing will be able to connect you with a customer-service representative who can fix the problem at no charge.

Standards:

The University has extensive furniture policy requirements. All furniture available through contracts is in compliance with the standards set by the University Architect's Office (UAO).

Freight/Shipping Costs Included:

Sure, you might find the item cheaper somewhere else, but what will the product cost after shipping? Some of our contracted vendors waive these costs.

Cost Protection:

A number of contracts have price-escalation clauses, meaning that IU has negotiated that the vendor not raise prices for a set period of time or by more than a small percent each year.

Efficiency:

Over its lifecycle, writing a check can cost as much as \$50 if you take into consideration the time value of each person who touches the check. Conversely, electronic processing through Shop Contracts catalogues costs as little as 50 cents.

Adobe CS4 Upgrades Available

Departments that have previously purchased Adobe CS3 products covered by an upgrade plan may begin to see e-mails from Adobe containing important upgrade claim information for CS4 products.

If you are unsure of how to process this upgrade yourself, please forward the e-mail containing the "coupon code" to Juana Younce at Bell Techlogix (jyounce@bellind.com) for processing. Juana can make the claim on your behalf and have the appropriate upgrade media shipped to your attention. Please include your shipping address with a brief message describing your inquiry to ensure smooth processing.

Do not hesitate to contact your local Purchasing department if you need assistance.

Source: Jill Schunk

Campus Events

Bloomington Campus Purchasing Welcomes New Staff Members

The Indiana University Purchasing Department is proud to welcome two new assistant directors: Erica Burrin and Thomas Ellis.

Erica Burrin manages contracts for professional services and subcontracts for the University. Erica has worked both in non-profit management and state government administration before coming to IU. She was responsible for the administration of contracts and federal programs for the State of Indiana, with an annual budget in excess of \$80 million.

Thomas Ellis's primary responsibilities include contract management in the areas of dining services, concessions, vending and logistics. Tom is a Bloomington native and a lifelong IU fan. He brings more than 20 years of experience in many different purchasing environments as well as project management experience with various team leadership roles.

For a complete list of Purchasing staff, including a list of "who buys what," visit <http://www.indiana.edu/~purchase/>.

Series Showcases Environmentally-Friendly Manufacturers



Furniture supplier KimBall/National will host a seminar on sustainability initiatives in December (the exact date has not been set).

This seminar is part of a series of presentations featuring environmentally-friendly manufacturers of interior furnishings. Additional presenters in the series include Knoll (January), Teknion (February), Krueger International (March), Herman Miller (April), and Haworth (May). More presenters will be announced in the coming months. Each manufacturer has an exciting story to tell about their environmental initiatives.

During these seminars, you will learn:

- The history of each manufacturer's sustainability involvement
- The manufacturer's environmental philosophy
- The criteria manufacturers use in selecting parts vendors
- How the manufacturer impacts the community through sustainability
- An overview of sustainable products used by IU

Each manufacturer will host two sessions at the Indiana Memorial Union, one at 10:00 a.m. and the other at 1:30 p.m. Refreshments will be provided.

For more information, contact Karin Coopersmith at kcoopers@indiana.edu. Prior to each presentation, registration will be available at www.indiana.edu/~blpur/training.shtml.

Source: Karin Coopersmith

Bloomington Campus (cont.)

New Carpet Recycling Initiative



Over the past several years, Indiana University has made significant strides towards reducing carpet waste. New enhanced efforts guarantee that nearly all used carpet is kept out of landfills.

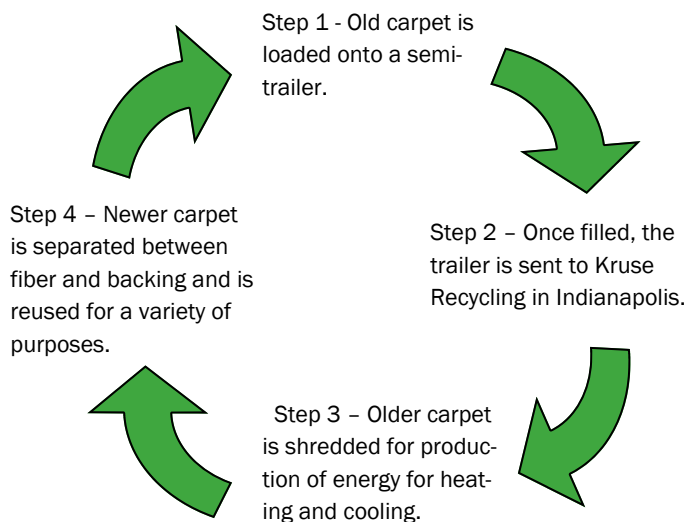
Carpet Recycling by the Numbers

6 Partners in the initiative, including the IU Physical Plant, Purchasing, RPS, Interface Flooring, Hoosier Floor Covering, and Kruse Recycling.

\$0.50 The cost per square yard of sending carpet to a landfill. The same carpet can be recycled for only a few cents more.

100 Percentage of carpet material, including padding, that can be reused.

The Carpet Recycling Process



Talks are currently in progress to bring this carpet recycling initiative to all campuses.

Source: Karin Coopersmith

New Lasertech Website for Remanufactured Toner

Lasertech has a new website available where you may order remanufactured toner using a University Procurement Card or a PO number. The new web address is www.lasertechincstore.com.

The EPIC Shop Contracts catalog for Lasertech will remain available through November 1, 2008; however, you may begin to use the new website at any time.

For further Lasertech information please visit <http://www.indiana.edu/~purchase/contract/contracts.html> and look under the Computer Supplies & Remanufactured Toner Cartridges commodity.

Source: Michelle Dugger



New FedEx Contract

A new FedEx contract has been negotiated through E&I Cooperative.

Benefits include:

- Dramatically lower pricing
- Free desktop pickup
- FedEx Bonus Weight Envelope (one price for 8 oz envelope, up to 1.5 lbs)
- Automated Shipping
- No change in current billing procedures

All existing FedEx accounts have been converted to the new E&I rates. To set up a new account or for more information, visit <http://www.indiana.edu/~purchase/contract/fedex.html>.

Source: Dawn Bodle and Tom Ellis

Campus Events (cont.)

East Campus

Nothing to report at this time.

Indianapolis Campus

Clinical Building Name Change in EPIC



The name of the Clinical Building on IUPUI's campus has changed. It will now be referred to in EPIC as the "Gatch Clinical Building."

In the EPIC Delivery section under the Building drop-down box, the "Clinical Building" option has been replaced by "Gatch Clinical Building."

Source: Nathan Smith

Licensing & Trademarks Training Session

Two Licensing & Trademarks training sessions are scheduled for Tuesday, November 11, one at 10:30 a.m. and the other at 1:30 p.m. Seating is limited. RSVP to Pam Copenhaver at plpierce@iupui.edu.

New Security Access Agreement

Ingersoll Rand has been awarded the new Security Access agreement for the IUPUI campus. Conversion of the old Stanley Works, a.k.a. "Best Lock," systems will begin in the next few weeks.



Questions regarding the conversion process can be directed to Captain Bob True of the IUPUI Police Department at rtrue@iupui.edu. All new "access" and "card swipe" installations should be directed to Ingersoll Rand.

For contact information and details of the agreement please contact Claudette Canzian at 274-7405 or ccanzian@iupui.edu.

Source: Claudette Canzian

Kokomo Campus

Nothing to report at this time.

Northwest campus

Nothing to report at this time.

South Bend Campus

Nothing to report at this time.

Southeast Campus

Nothing to report at this time.



EPIC

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EPIC Support Now Available Through UITS

Starting September 9, the UITS Support Center began offering support for the EPIC system. Users should call 317-274-4357 option 2 (IUPUI) or 812-855-6789 option 4 (IUB and All Regional Campuses) for assistance with EPIC problems. The support desks are open weekdays from 7:00 am to 5:00 pm EST.

This change will:

- make EPIC support consistent with the support structure for other mission critical applications.
- provide faster responses to common problems.
- improve tracking of complex problems.

Answers to many questions can also be found by searching the IU Knowledgebase at <http://kb.iu.edu/>. Feel free to continue to contact your campus Purchasing Department for questions about Purchasing policies and procedures.

Source: Patrick Hastings

Subscribe to the EPIC Listserv

To receive updated information and announcements about EPIC, you can subscribe to the listserv by:

- Sending an e-mail to: listserv@indiana.edu
- Place "subscribe EPIC-L" in the body of the message (no subject)

Upcoming Training Opportunities

Vendor Entry Training

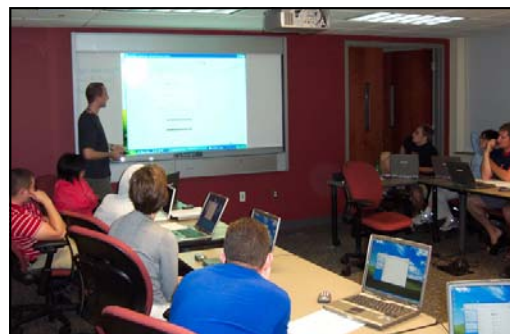
Bloomington

November 20

9:30 a.m. to 11:30 a.m.

Poplars building, Rm. W183

[Register Now](#)



An Introduction to EPIC

Indianapolis

November 13

9 a.m. to 12 p.m.

Union building, Rm. 544

[Register Now](#)

Bloomington

November 13

9 a.m. to 11 a.m.

Poplars building, Rm. W183

[Register Now](#)

Sensitive Vendor Data Guide

(print and retain this guide for your records)

The purchasing process exposes many of us to sensitive data, particularly when a vendor is added or updated in EPIC. It is important that staff and faculty take the proper precautions when handling this data.

Forms That Contain Sensitive Data

Two forms are included in the Vendor Information Packet (VIP).

- W-9 or W-8BEN - collects tax numbers for United States and foreign vendors, respectively.
- Authorization Agreement for Direct Deposit (ACH) – this form collects banking information.

A third form is used when payments are sent to a non-United States bank.

- International Wire Transfer Form – this form also contains banking information

How Forms Should be Sent and Received

Instruct vendors to return completed forms via mail or fax. Completed forms should never be sent via e-mail. If a fax machine is used, it should not be in a public location. After you add the vendor information to EPIC, fax the forms (with cover letter) to the proper location, as referenced in the chart below.

Vendor Type	Document Type	Campus	Fax Number
Purchase Order	W-9 or W-8BEN and Vendor Information Packet	All	812.855.7839
Disbursement Voucher	W-9 or W-8BEN	BL, EA*, SB*, SE	812.856.4452
Disbursement Voucher	W-9 or W-8BEN	CO, IN, KO*, NW	317.274.3036
All Types	ACH Authorization	BL, KO*, NW, SE	812.856.4452
All Types	ACH Authorization	CO, EA*, IN, SB*	317.274.3036
All Types	International Wire Transfer	BL, EA, CO, KO, NW, SB, SE	812.856.4452
All Types	International Wire Transfer	IN	317.274.3036

*On these campuses, if the W-9/W-8BEN and the ACH Authorization are faxed together, it is okay to send both forms to one location (it does not matter which location).

Process for Permanently Destroying Information

There is no need to keep these forms after they have been faxed to the proper location. Shred all paper documents.

Again, *do not send or receive completed forms via e-mail*. Sensitive vendor data should never be stored on your computer for any reason.

Where to Find Vendor Forms

- Go to the EPIC portal in Onestart
- Select the “Services” tab
- Select the “Administrative Systems” link on the left
- Select the “EPIC” link on the left
- Select the “Forms” tab

Each form includes complete directions for completing and submitting the information.

Source: *Ethan Ax, Marilyn Kisters, and Charlie Sinex*