Business Services is here to assist you with your business needs as provided by our various units:

- Business Services (Administration)
- Central Receiving & Shipping / Asset Management
- Mail Services
- Procurement / P-Card Services
- UAH Copy Center

As the department names imply, each unit provides a unique and valuable service to the University community.

We’re here to help you in any way we can!

Tip of the day…
If you encounter any problems with entering your Banner Requisition Contact: Judy Curtis *2552 curtisj@uah.edu

Want to learn more? Visit our website to find out more about the Procurement Card Program and how it can help your department! www.uah.edu/business-services

Did you know?
Procurement Services offers training to assist the University community with Banner Requisition Entry, Banner Requisition Approval, and Procurement Cards.

Banner Requisition Entry - Covers the process necessary to enter and approve a requisition.
Banner Requisition Approval - Only covers the process to approve a requisition.
Procurement Card - If you are interested in participating in training send an email to: pcard@uah.edu

Visit our website at www.uah.edu/business-services/faculty-staff/training for more information or to download the workbooks.

Vendor Complaints / Shipment Issues
While it is not expected, many times departments will have vendor complaints and or shipment issues. These problems range from short shipments, over shipments, wrong shipments, no shipments, and damaged shipments. In the Procurement Office this is referred to as Expediting. So please remember, that if you have any Expediting issues (problems with a vendor and/or shipment) contact the Procurement Officer that handled your Purchase Order. They will be more than happy to assist you with your concerns.
(The name and number of the Procurement Officer that handled your order is printed on the PO.)

Charter Bus Services
All departments are to submit their requests for charter bus services for local and state-wide travel to:
Esterley Patterson - Procurement Services esterley.patterson@uah.edu 256.824.6687

Welcome Aboard!
Stacey Williams is our newest Procurement Officer, replacing Joy Benefield. Stacey’s main commodity area will be:
- Computers
- Software
- Audio / Visual
- Telecommunications equipment (parts, supplies, service and maintenance)
Stacey Williams’ contact information is snw0016@uah.edu ext. 6492.

Mail Services welcomes a new employee!
Alexie McCreary is our newest Mail Services Clerk, replacing Victoria Lombard. Alexie McCreary’s contact information is alexis.mccreary@uah.edu ext. 6116.

Reminders…

Vendor Complaints / Shipment Issues
Charter Bus Services

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T-Shirts
Procurement Services wishes to share with the UAH community our T-Shirt Bid (B002476). This bid is with Baru Agency as the sole vendor. For more information, visit the URL below: www.uah.edu/images/administrative/business-services/t-shirts_b002476_uah_in-house_open_bid_info.pdf

UAH Copy Center
Located inside the Business Services Building for all of your printing needs!
Business Cards
Brochures
Copies
Flyers
Newsletters
Postcards
Certificates
Invoices
Mail Mange
Tent Cards
Multiple Part
Nameplates
Notepads
Bulletins
Newsletters
Posters
Signs
Nameplates
Labels/Tabs
Resumes
Tickets
Handbills
Holiday Cards
Calendars
Announcements
Envelopes
Door Hangers

Visit the UAH Copy Center located inside the Business Services Building for all of you printing needs!

256.824.6383 | copycenter@uah.edu

Contact Us:
UAH Business Services
P: 256.824.6484
E: businessservices@uah.edu

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Procurement Services

Have you ever entered your requisition but forgot to write down the number? Here is a simple process that will help you out.

1. In Self-Service Banner click on the View Document tab.
2. Leave the Choose Type on Requisition and then click on the Document Number tab.
3. You are now at the Document Lookup area. Pull down the All arrow then Change the Transaction Date to the current month and year then click the Execute Query tab. This query will show all requisitions that you entered for the month and year that you choose.
4. Look for the Requisition Number with the date you entered it on and there it is! This is always the very last Requisition Number at the bottom of the queue.

If you need help or have any questions you may always contact Business/Procurement Services for help at 256.824.6484

Procurement Card

Have you ever wondered what backup you need for your P-Card Transactions? Well, you’re not alone. That’s why we designed a simple Guide that you can keep handy to answer your questions. This Guide outlines backup requirements on many common types of purchases. Also included is the most current list of what you can and cannot buy with the P-Card. The URL for the Guide is https://www.uah.edu/business services/faculty-staff/p-card-services/faq.

Asset Management

**NOTE:** Business Services conducted a survey of the state funded Universities in reference to Asset Management. We discovered that the majority of the four year Universities in Alabama do not track assets below $5,000.00. Beginning October 1, 2017, Asset Management will no longer tag/track any equipment purchased under $5,000.00, with the exception of computers (desktops, laptops, ipads, etc.) that are $5,000.00 and over, and federally purchased/acquired equipment regardless of cost.

Mail Services

Mail Services would like to remind everyone to please always use a current account number for outgoing mail. Sometimes we receive mail that has no account number and the funds are no longer available. Also, we would like to remind everyone that we start our mail delivery each day at 11:00 am. Please have all Campus and Off Campus Mail in your designated drop off locations by 11:00 am each day to be sure that it is processed that day. All Outgoing Mail leaves each day at 2:30 pm. To give Mail Services time to process mail, please have it in the Mailroom no later than 2:00 pm. If you’d like to drop off your outgoing mail at the Copy-Mail Services Outlet, have it there by 11:30 am to go out that day. All personal mail and the purchase of stamps are handled at the Copy-Mail Service Outlet located in Charger Union Room 121.

Mail Services (Central Receiving Annex)
8:15 am - 5:00 pm
P: 256.824.6116
F: 256.824.6964

Copy & Mail Services Outlet: Charger Union
8:15 am - 5:00 pm
P: 256.824.6964
F: 256.824.5801

Central Receiving

If you would like to send a shipment (via UPS, FedEx, Freight, etc.) through Central Receiving:

1. A completed shipping order form is necessary to avoid any confusion with the shipment. The form is available through the Business Services website at this URL: http://www.uah.edu/images/administrative/business-services/Shipping%520Order_Dec13.pdf
2. You will need to enter the following information on your shipping order:
   - On-campus contact person along with telephone number/email address.
   - Pickup location (building and room).
   - Ship To address with all necessary contact information (name/email/phone).
3. How do you want this item shipped?
   - UPS: Next Day Air, 2nd-Day Air, 3-Day Select, Ground.
   - Federal Express: 1st-overnight, priority overnight, standard overnight, 2nd-day, 3rd-day, or international.
   - Organization Account Code that will be paying for the outgoing shipment or note any third party or collective account number to be used against the shipment.
   - Note if any insurance, on the contents, is needed along with a declared value.
   - Note any returned material authorization numbers (RMA) along with any related purchase order or processed order numbers.
   - Note on the shipping order if you would like to receive an e-mail with the tracking number of your shipment.
   - For large freight shipments, quotes can be obtained through LTL (Less Than Truckload) or full load carriers. Please call ahead.

4. When your item is ready to be shipped, be sure to do the following:
   - Contact Central Receiving via email crb@uah.edu or phone x6315.
   - Be sure to specify the pickup location.
   - Place a copy of the shipping order inside and a copy outside the package to be shipped.
   - If shipping "Internationally", the department is responsible for all export declarations involving the contents of the shipment.

If you have any questions concerning the above process, please contact Central Receiving at x6315 or by email at crb@uah.edu.

Do you know how to order Business Cards, Letterhead and Envelopes from the UAH Copy Center?

1. Contact the Office of Marketing & Communications (OMC) located in Shelbie King Hall at 256.824.6414 to have your order designed in accordance with marketing guidelines.
2. Fill out the form they provide, proof, and approve your design.
3. Once approved, your design will be sent to The UAH Copy Center for printing.
4. The Copy Center has a separate form that is required for the printing of your job. These are available at the UAH Copy Center or online at http://www.uah.edu/images/administrative/business-services/business_card_letterhead_envelope_order_forms_2016.pdf (To expedite receipt of your order please provide the Copy Center with your approved work order at the time you place your design request with OMC.)

The Copy Center keeps the business card files that we receive from OMC for printing future orders. As long as there are no changes to be made to your existing file you may contact the Copy Center directly to place future orders for reprints. New requests, or those that require any changes, must be sent through OMC for design creation or changes.

UAH Copy Center

Located inside the Business Services Building off of John Wright Dr.
Our Hours are: Monday - Friday 8:00 a.m. - 5:00 p.m.
Please Contact us at: copycenter@uah.edu 256.824.6383