

Reminders...

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.)

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

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

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.

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



Business Cards	Invitations	Bulletins	Tickets
Brochures	Mail Merge	Newsletters	Handbills
Copies	Tent Cards	Posters	Holiday Cards
Flyers	Multiple Part	Signs	Calendars
Programs	Forms	Banners	Letterhead
Postcards	Nametags	Labels/Tabs	Envelopes
Certificates	Notepads	Resumes	Door Hangers

256.824.6383 | copycenter@uah.edu



Business Services

Striving to serve you with excellence!

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!

Welcome Aboard!

Procurement Services welcomes a new employee!

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.

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

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

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. We hope this Guide helps you quickly find the information you need. Here's the URI for the Guide. https://www.uah.edu/business_services/faculty-staff/p-card-services/faqs

(Be sure to bookmark the site so you can always reference the most current version)

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 tag 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 \$1,000.00 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 out-going mail. Sometimes we receive mail that has an account number that is no longer valid or 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 insure 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

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%20Order_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 collect 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.

UAH Copy Center

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.



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