

FORT HAYS STATE UNIVERSITY

STATE ACCOUNT

CENTRAL PURCHASING

Effective July 1, 2007, Central Purchasing, formerly known as the Warehouse, will order all office supplies, including mandatory state use products.

State Use items such as toner cartridges, binders, and other selected office supplies must be purchased through Central Purchasing. Refer to: <http://www.fhsu.edu/purchasing/State-Use>.

Definition of Office Supply: Examples of what is considered a general office supply include, but are not limited to, toner cartridges, binders, pens, pencils, paper, post it notes, note pads, highlighters, markers, file folders, staples, legal pads, staplers, binder clips, paper clips, tape, tape dispensers, fans, office equipment, and report covers.

Policies:

Orders

- Departments will place their order on the Central Purchasing web site (<https://bigcat.fhsu.edu/cp>). The department's P-card information will need to be entered the first time a user logs in to the Central Purchasing site. To enter the P-card information, select "My Account", log in to the system, and click on "Manage Account". Enter the P-card information. Multiple P-card's can be entered. If the department's P-card limits need to be increased, fill out the Lotus Notes Workflow P-card Request form.
- If using Activity Account or Endowment funds follow the same process to place an order, except the Orgkey will be given instead of the P-card information.
- Central Purchasing carries a limited supply of items on inventory; therefore, orders will not be available immediately. FHSU promotional items can be ordered from the Central Purchasing site; lanyards, pens, pencils, FHSU tiger folders and professional folders. Items on hand through Central Purchasing will be invoiced and charged by the Orgkey given on the order through an interfund voucher. The Warehouse markup no longer applies.
- The Staples Advantage Quick-Add is now available to use on the Central Purchasing website (<https://bigcat.fhsu.edu/cp>). This feature should be used to browse the Staples Advantage online catalog for items that can not be found on the Central Purchasing website. The department will place their order with Central Purchasing, not with Staples Advantage.

The online catalog is located in the upper right corner of the Central Purchasing website. To use this feature:

1. Click on Staples Online, located in the lower right corner of the Quick-Add box.
2. Log in to Staples Advantage. The User ID is **fhsu-browse** and the Password is **Browse02**. Click the GO button.
3. The easiest way to search for an item is to type a description of the item into the Search box.
4. Once the item that is needed has been located, select and copy the item number. Minimize the Staples Advantage website.
5. Viewing the Central Purchasing website again, paste the item number into the Quick-Add box. Enter the Quantity and click Add to Cart.



The image shows a screenshot of a web form titled "Corporate Express Quick-Add". It has a light blue background. There are two input fields: "Catalog #:" with the value "CEB03591" and "Quantity:" with the value "2". Below these fields is a button labeled "Add to Cart" and a link labeled "Corp. Express Online".

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- Central Purchasing will research for the best quality at the lowest price. Products will be reviewed periodically and prices adjusted on the Central Purchasing web site. The department will be billed the actual cost from the vendor the order is placed with. For orders placed with Staples Advantage, the online catalog reflects the current price, whereas prices in the printed catalog do not reflect the discounts.
- Central Purchasing will place the orders with the vendor(s) and charge the department's P-card. Central Purchasing will provide an email confirmation indicating the vendor name and total price of the order.
- Orders will be shipped directly from the vendor to the department's delivery address, which is the 911 emergency address. The delivery addresses are available at: <http://www.fhsu.edu/purchasing/addresses>. If you leave your delivery address location unoccupied, please put a note on the door for packages to be delivered to a neighboring office, since a signature may be required. Staples Advantage will not accept a signature from another office.
- The department will receive the order, along with a packing list/receipt from the vendor(s). The department will allocate these purchases on IntelliLink. Instructions for allocations are available at the following link: [IntelliLink Policies and Procedures](#).
- Other functions that will be maintained by Central Purchasing staff include:
 - Assist in ordering furniture and other miscellaneous supplies.
 - Delivery of large items.
 - Management of large truck traffic on campus.
 - Central delivery of items with incomplete addresses.
 - Outgoing freight.
 - Pick up used toner cartridges. When placing an order on the Central Purchasing web site, type in the Notes section of the Checkout site that a used toner cartridge needs to be picked up.
- Contact Central Purchasing with any questions.

Mail

- The official mailing address for FHSU is:

Fort Hays State University
600 Park Street
Hays, KS 67601
- Use the official mailing address for the following:
 - United State Postal Service (USPS) mail
 - Printed material, such as FHSU printed envelopes and stationery, business reply envelopes, non-profit/bulk mail envelopes, departmental brochures
 - FHSU web site

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Ship

- Use the department's delivery address for the following:
 - Shipment of goods/commodities, such as books and supplies
 - Letters/packages shipped by freight companies, such as DHL, FedEx, UPS
- All shipping companies will require a signature at the time of delivery. Additional attempts will be made on separate days.

Shipping Company	# of Delivery Attempts	Unsuccessful Deliveries	Can A Different Office Sign?
Staples Advantage	2	Package returned to CE/Staples Advantage (See Staples Advantage Policies below)	No
DHL	2	Package delivered to Central Purchasing	Yes
FedEx	2	Package delivered to Central Purchasing	Yes
UPS	3	Package delivered to Central Purchasing	Yes

Staples Advantage Policies

- When FHSU Central Purchasing places the department's order with Staples Advantage, Central Purchasing will use the department's delivery address.
- A courier service will deliver Staples Advantage items to the departments. When the order is delivered, the courier will require a signature from the department. Another office cannot sign for the merchandise. After two attempts, the courier will return the order to Staples Advantage.
- The department's P-card will be billed for the first order and credited once the order is returned. Once the department receives the cancellation notification, the department will need to place a second order on the Central Purchasing website.

Returns

- Departments are responsible for all returns, restocking fees, and shipping and handling.
- To return items delivered to your delivery address from a vendor, i.e., Staples Advantage, Tri-Central, Northwestern, call the vendor to explain the discrepancy. The item(s) will be picked up from your office by the appropriate vendor.
- To return items delivered to your delivery address by UPS, FedEx, or DHL, call the vendor to explain the discrepancy. Request a Return Authorization number from the vendor and complete the FHSU Shipment Form located on the Central Purchasing web site. Select "My Account" and click on the Shipping Info Form, <http://bigcat.fhsu.edu/cp/shipmentform.xls>. Call Central Purchasing to pick up the package and the FHSU Shipment Form. If you have questions regarding returns, contact Central Purchasing.