

# PURCHASING CONTRACTS AND POLICIES

## Computers, Computer Parts/Accessories, Copiers, Printers

**NOTE:** When purchasing a technology product, the State of Arkansas is required to comply with the Arkansas Technology Access Clause, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. To comply with this requirement, the U of A community is asked to request a [Voluntary Product Accessibility Template \(VPAT\)](#), or similar documentation to demonstrate compliance, from the supplier in question for the technology product to be purchased. For further information regarding this policy please navigate the [Procurement Policy Website](#).

### I. **RAZORBUY**

Departments which have been trained in RazorBuy are urged to utilize RazorBuy for all technology-related requisitions. **The RazorBuy shopping mall offers quick access to technology supplier catalogs with a streamlined approach for your technical needs.** Refer to the [RazorBuy Website](#) for further information, or send questions and correspondence directly to the [RazorBuy Program Training Coordinator](#).

### II. **BASIS/UPS**

Departments which have not yet been trained in RazorBuy can order Computers, Parts/Accessories, and Printers through the Computer Store. If departments choose this purchasing route, please follow the steps below for creating an internal requisition (IREQ). Keep in mind that proper processing requires a University Internal Purchase Order or University P-Card. No Blanket Orders!

**Be sure to contact the Computer Store for your initial inquiries:**

[Daniel Traynham](#), Computer Store Manager, 5-2786

Sales Floor 5-5414

Service Center 5-3811

Post-Sales Support 5-3335

Fax 5-4486

[Computer Store Website](#)

- **COMPUTERS:** The following brands are offered through the Computer Store Contract for PC's, Workstations, Notebooks, Servers, etc. (depending upon availability, other non-contract brands are also offered):

|           |                 |
|-----------|-----------------|
| Acer      | Dell            |
| Apple/Mac | Hewlett Packard |
| Compaq    | Lenovo/IBM      |

After obtaining a price quotation from the computer store website, the department should enter an Internal Requisition (Command "IREQ", Requisition Type "IR"). Description of the full order should be entered under F9, and should include the following information (refer to the attached [Exhibit A](#) for step-by-step instructions on how to enter an IREQ):

Quotation number  
Brand name / model number  
Quantity and price of each item  
Requestor Email Address

**NOTE:** As of December 31, 2016 all internal blanket orders with the Book Store/Computer Store will be cancelled! Computers *are* allowed to be purchased on the P-Card through the Computer Store and outside of the Computer Store as long as the amount does NOT exceed the single transaction limit on your P-Card, including tax AND freight. See the [P-Card](#) website for further information.

When a complete computer system is purchased at the University of Arkansas Campus Computer Store, departments may have Microsoft software pre-installed on the computer. Only complete computer systems, servers etc. are covered under the University of Arkansas Computer Store contract. Otherwise, if departments are not already participating in the Microsoft Campus Agreement, then departments have the option of purchasing Microsoft Software products through the [NASPO ValuePoint Software Contract](#) established at the state level. **Purchases under this particular contract must be made through SHI (only authorized reseller).**

- **COPIERS:** Please navigate the [PMC Solutions Website](#) for lease and purchase options, or contact [Penny Bellard](#) (479/575-5970).

Departments located within the U of A-Fayetteville campus and the Northwest Arkansas region should contact [Penny Bellard](#) (479/575-5970) when in need of a copier placement or need service.

Departments in other parts of the state of Arkansas and across the country should contact [Karen Walls](#) (479/575-6400) when in need of a copier placement. Contracts for leasing and purchasing copiers are available for departments when ordering their copier. If a department chooses not to use one of the existing contracts, a formal bid process will be required to be processed by the Procurement office. Refer to the attached [Exhibit B](#) for step-by-step instructions on how to enter requisitions accordingly.

An optional purchasing route for copiers has been established through the Office of State Procurement. For further information, questions and assistance, please navigate the [Office of State Procurement](#) contract listing, or contact [Shane Phillips](#).

- **COMPUTER PARTS / ACCESSORIES:** Purchase of computer parts are subject to the \$10,000 bid limit. Be sure to contact the Computer Store for your initial inquiries:

[Daniel Traynham](#), Computer Store Manager, 5-2786  
Sales Floor 5-5414  
Service Center 5-3811  
Post-Sales Support 5-3335  
Fax 5-4486  
[Computer Store Website](#)

- **PRINTERS:** The following brands of printers are offered through the Computer Store Contract:

|         |                 |
|---------|-----------------|
| Brother | Lexmark         |
| Canon   | Hewlett Packard |
| Epson   | Xerox           |

After obtaining a price quotation from the computer store website, the department should enter an Internal Requisition (Command “IREQ”, Requisition Type “IR”). Description of the full order should be entered under F9, and should include the following (refer to the attached [Exhibit A](#) for step-by-step instructions on how to enter an IREQ):

- Quotation number
- Brand name / model number
- Quantity and price of each item
- Requestor Email Address

**NOTE:** No Blanket PO's! Printers are allowed to be purchased on the P-Card through the Computer Store and outside of the Computer Store as long as the amount does NOT exceed the single transaction limit on your P-Card, including tax AND freight. See the [P-Card](#) website for further information.

- **STATE COMPUTER/PRINTER CONTRACT (Optional):** The Office of State Procurement (OSP) has established an optional contract through the [NASPO ValuePoint Computer Contract](#) vehicle for all state agencies and institutions concerning the purchase of computer and printer equipment, peripherals and related services. Includes servers, storage, monitors, multifunction printers, audiovisual equipment, instructional equipment, cabling, modems, networking to support server, and client applications such as routers, switches, etc. **Purchases under this particular contract must be made through SHI (only authorized reseller).** Further information is accessible through the [Office of State Procurement](#) contract listing, or contact [Shane Phillips](#).

For technical questions regarding hardware/software information and guidance, please navigate the [IT Services Website](#) or contact the IT Help Desk at 575-2905.

For general purchasing questions contact [Whitney Smith](#), Procurement Coordinator.

## Exhibit A

### How to enter an Internal Requisition (IREQ) in BASIS to the Computer Store

- 1) After obtaining quote from computer store web-site log in to BASIS.
- 2) Under “Enter an application ID:” enter “UPS”.
- 3) At the command line, enter command “IREQ”, action “A”, Req. type “IR” and hit enter.
- 4) Under requisition amount, enter the total dollar amount of all items to be purchased.
- 5) Tolerance will default to 30%, this is for the tax to be charged and a small tolerance.
- 6) Tab to “Vendor ID” and hit F1, hit enter, then select “U of A Computer Store”, mark with an “X” and hit enter.
- 7) Leave customer ID number blank.
- 8) Enter requestor’s name.
- 9) Enter requestor’s phone number.
- 10) Tab to “Ship To”, hit F1, type in your Budgetary Unit and hit enter, a list of your potential ship-to addresses will appear, select the correct address by marking with an “X” and hit enter.
- 11) Enter your cost center number(s), % or amount breakdown, and category.
- 12) Hit F9 and enter your text entry. This should include a description of items being purchased (Brand, Model and Quote Name or Number, and Quantity). (Helpful Tip: To start a new paragraph when entering description, hit F4, Mark “Start a new paragraph” with an “X” and hit F10).
- 13) When finished with description, hit F10 to save, this will send you back to the IREQ screen, hit enter to validate.
- 14) You will then be asked to “go to screen 2 to validate data there”, hit F8 to go to screen 2, enter your total dollar amount in the appropriate category.
- 15) Hit enter, F10 to save.
- 16) You will be kicked back to a blank IREQ screen, your IREQ requisition number will be listed above the “Req:” field at the top of the screen (command line), write this number down.
- 17) Enter command “REQT” action “S”, enter IREQ requisition number, press enter and F10 to save. Your requisition is now submitted and proceeding through the approval chain, it will be turned into a purchase order and distributed to the Computer Store for processing.

For general purchasing questions contact [Whitney Smith](#), Procurement Coordinator.

**Exhibit B**  
**How to process a copier lease transaction in RazorBuy**

Requisitions entered by PMC Solutions (The majority of the placements)

1. PMC will enter and complete a non-catalog form in RazorBuy
2. External Attachments – (Attachment One and Two have to be attached)
  - Xerox UA Standard Terms and Conditions from 2008 Modified 1-23-2013
  - Copier order Xerox (spells out the details of the requested equipment lease)  
Monthly lease amount  
Black and White Clicks  
Color Clicks  
Misc. Monthly Charges – Fiery, etc.
  - VPAT – if we don't already have a VPAT on file for the model ordered
3. Requisition Line(s) – Lines are set up on a fiscal year basis for a lease  
Example of two (2) years of a 60 month lease
  - FY 15 Lease – 8 EA
  - FY 15 BW Clicks @ .0099/copy – *dollar receiving*
  - FY 15 Color Clicks @ .059/copy – *dollar receiving*
  - FY 15 Fiery – 8 EA
  - FY 16 Lease – 12 EA
  - FY 16 BW Clicks @ .0099/copy – *dollar receiving*
  - FY 16 Color Clicks @ .059/copy – *dollar receiving*
  - FY 16 Fiery – 12 EA

The lines should be repeated for the remaining fiscal years until the entire timeframe of the lease is listed.

The correct commodity code is 80161801 – Photocopier rental or leasing service.

For general purchasing questions contact [Karen Walls](#), Procurement Coordinator.