UNIVERSITY OF NEBRASKA

FREQUENTLY ASKED QUESTIONS

PROCUREMENT BUDGET RESPONSE TEAM

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9/18/17

DESKTOP PRINTING

STRATEGY OVERVIEW

The University of Nebraska will be reducing desktop printers and fax machines on all NU campuses over time, as hardware wears out and needs to be replaced. The print volume from the desktop printers will be directed to multi-function "biz hubs" in units and buildings that are offered through cost-per-print programs already operating on all four campuses.

Q: **What are the changes being made in desktop printing?**

A: The strategy is to reduce the number of printers and fax machines within the NU system and redirect that print volume to the multi-function copiers offered through the Cost Per Copy programs (CPC) that are already operating on all four campuses.

Q: **How will this provide a cost savings to the University?**

A: Savings can be achieved through reductions in the following:

- Desktop printers and software

- Desktop printer/fax toner cartridges

- Desktop printer/fax maintenance fees

- Electricity to power these machines

- IT service time for installing, maintaining, and servicing desktop printers/faxes

Q: **Does this affect all NU campuses?**

A: Yes. In fact, UNMC has already started with implementation of this program and is well on their way to achieving greater campus efficiencies and savings, as well as being better able to maintain the security of their IT network.

Q: **Is Central Administration Included?**

A: Yes. Central Administration is included, along with all four universities within the NU system.

Q: **What is the process for reducing desktop printers?**

A: Procurement, IT and Copy Services will work together with operational as well as academic units to map out all existing desktop printers in your department. In consultation with your department administrator, a plan will be developed to reduce the number of printers and reorganize toward multifunction copiers. Over time, we will then work to connect as many people as possible to a multi-function copier.

Q: **How will I print my materials without a desktop printer?**

A: Work areas will have access to a central multi-function copier. We will work with departments across all campuses to make sure everyone that has the need for a printer has convenient access.

Q: **Will I be without a printer for any time during this transition period?**

A: No.

Q: **I print confidential material for my job. How can I ensure it remains confidential via a centralized printer?**

A: Multi-function copiers have security features that you can enable so your print jobs only print when you are at the machine and enter your code to release them. We understand this is an important concern and we are gathering additional information to better refine this process. Of course, we will consult with units as we embark on reducing the number of desktop printers on each campus.

SUBSTITUTION OF PRIVATE BRAND OFFICE SUPPLIES

9/18/17

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Q: **What are the changes being made regarding office supplies?**

A: The strategy is to provide the substitution of name brand products with private brand equivalent products on all four campuses.

Q: **What is the timeline?**

A: A schedule and process are being developed. We will consult with NU employees as appropriate and anticipate the process to be ready for implementation by January 2018.

Q: **What is the process for substitution of 'name' brand products with 'private' branded products?**

A: For example, procurement is planning to work with Office Depot to identify more economical choices of 'private' branded supplies based upon data analysis of spend and usage over the past year. There are currently over 15,000 catalog items available—and potentially over 2,000 items items where a lower cost equivalent could be purchased, with no impact on its intended usage. These products will be evaluated for the best potential of use across the NU system.

Q: **Does this affect all NU campuses?**

A: Yes.

REDUCE CELL PHONES, DATA PLANS, & INTERNET SERVICES PAID BY THE UNIVERSITY OF NEBRASKA

9/18/17

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STRATEGY OVERVIEW

NU plans to significantly reduce university-paid cell phone or data plan purchases and allowances/stipends for University employees.

Q: **Does the university currently pay for cell phones or data plans for employees?**

A: In some instances, yes. Like many employers, the university has paid for cell phones and data plans for certain employees, although some departments have ended that practice. This proposal would largely end that practice on a consistent basis across the university system through consolidation of multiple campus policies into a single university-wide policy on cell phone/data plan purchases and reimbursements.

Q: **When does the change to reduce cell phones, data plans and Internet services paid for by NU go into effect?**

A: Timing is yet to be determined. For Fall of 2017, we are in a planning and discovery phase of this strategy. Actual specifics regarding implementation and impact will be determined after the planning and discovery phase. There will be ample time for employees and departments to plan to transition.

Q: **Does the University have a cellular/internet provider that can offer employees discounted plans?**

A: Yes. Currently the University of Nebraska-Lincoln has a store registered with the Public Service Commission as a 3rd party provider of phone contracts and services.

Q: **My job (security, technology support staff, etc.) requires use of a cell phone. Will there be limited exceptions?**

A: Part of the planning and discovery phase is to learn more about situations in which the university may need to pay for cellular phones, service and data plans. However, we envision dramatically reducing the number of people who qualify for university-paid plans.

Q: **I do not own a personal cell phone, but need one to do my job. Do I now have to purchase my own phone?**

A: Part of the planning and discovery phase is to learn more about situations in which the university may need to pay for cellular phones, service and data plans, but we envision dramatically reducing this need.

Q: **I've had a university-issued phone for years. Can I purchase it from the university?**

A: We will determine if this is feasible over the course of the planning and discovery phase of our plan.

Q: **Can I keep my university cell phone if it is paid for by grant money?**

A: We will determine if this is feasible over the course of the planning and discovery phase, and will communicate that as soon as we have developed an answer in consultation with relevant members of the NU community.

Q: **Most of the population owns a personal computer. Will the university also require me to provide my own computer for work?**
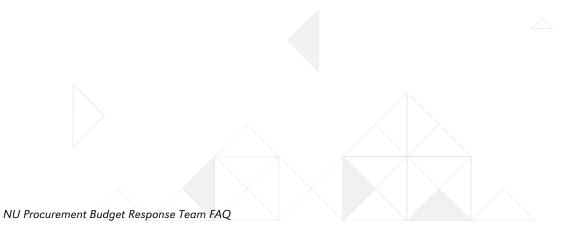
A: This recommendation is in regard to cellular phones, data plans and internet service only. No plans are in place to require employees to provide a personal computer for work.

Q: **What does the university system expect to save with this change?**

A: Depending on the implementation strategy, the university expects to recover significant savings. The target savings that were included in the BRT recommendation will be validated during the discovery phase.

Q: **If I use my personal cell phone for University business, can I deduct these expenses on my tax returns?**

A: IRS provisions do allow you to claim depreciation on your phone as an "unreimbursed business expense." You can deduct unreimbursed business expenses that amount to more than 2 percent of your adjusted gross income. You should consult with your tax adviser to see if these provisions apply to you.

CENTRALIZED VENDOR RECORD MANAGEMENT

9/18/17

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Q: **What is Vendor Record Management?**

A: The word 'vendor' is a generic term used to describe anyone who provides goods or services. Vendor Record Management allows pertinent information, such as name, address, tax information, etc. to be stored in SAP and ultimately used for purchase orders, invoice payments, employee reimbursements, tax reporting, etc. We are recommending centralizing the management of this information. This will lead to savings through standardization, consistency in policy, and process enhancement.

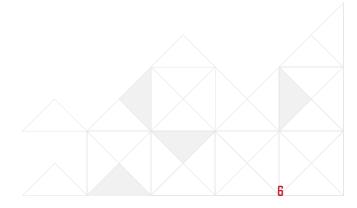**Q:** **Who currently maintains the SAP Vendor Master file?**

A: Designated employees located throughout the four campuses within either Procurement or Accounts Payable currently have access to maintain the SAP Vendor Master file.

Q: **How will this impact people outside of the Procurement or Accounts Payable offices?**

A: Internal workflow processes associated with vendor maintenance will be re-routed to whomever is identified to handle this task, so departmental users will continue to use the existing online forms to request a vendor or to submit changes for existing vendors.

Q: **When will this change take place?**

A: An exact date has not yet been established, but the plan is to make this change within the next 30-60 days.

INBOUND FREIGHT MANAGEMENT

9/18/17

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Q: **Why is it important to look at reducing shipping costs at the University of Nebraska?**

A: The University of Nebraska System receives deliveries of product daily without the cost of shipping being previously negotiated; otherwise known as prepay-and-add freight. Suppliers typically charge the University carrier list price for these deliveries, and are realizing a significant profit by marking up the shipping charges.

An inbound freight management company works with these suppliers to utilize the University's heavily discounted freight contract when shipping products. The result is a savings over the supplier's prepay-and-add freight charges.

Q: **What is inbound freight management?**

A: It's a service provided by a third-party vendor that manages shipping costs and provides savings directly back to the customer. As an example, instead of suppliers charging their own shipping rates for delivering products, suppliers would use our freight contract for shipments.

Q: **Will implementing this strategy change the way we order?**

A: No, the process runs seamlessly behind the scenes, so it will not change the way you do business today.