

**ADMINISTRATIVE SERVICES DIVISION
CENTRAL OFFICE SUPPLY/CENTRAL RECEIVING**

CENTRAL OFFICE SUPPLY

Central Office Supply (COS) is a campus storeroom which warehouses limited items such as copy paper, UGA forms and remanufactured toner cartridges. Recycled toner cartridges are produced by a COS staff member. Components used in the remanufacturing of cartridges are chosen to meet or exceed original equipment manufacturer specifications for image quality and page yield. Remanufactured toner cartridges offer a substantial savings compared to purchasing new cartridges.

Summary of Major Accomplishments

Central Office Supply continues to obtain large volumes of paper at an economically efficient price. Without a statewide contract in place, COS utilizes vendor/customer relationships with suppliers to obtain large volumes of paper at an efficient price. COS then provides campus departments with a competitive advantage over other product distributors.

A \$4.00 discount again was offered for each cartridge ordered during the month of November to promote the recycled toner cartridge program. Recycling empty cartridges diverts unrecyclable plastic from landfills.

Summary of FY 2010 Goals

COS will continue to purchase in bulk quantities to offer a greater discount price for University departments.

COS will expand the line of remanufactured toner cartridges to meet the needs of University departments as new technology is purchased.

CENTRAL RECEIVING

Central Receiving is responsible for the receipt, inspection and delivery of incoming vendor shipments, the delivery of shipments generated by Central Office Supply and the processing of outbound freight shipments. Central Receiving also is responsible for resolving shortages and damaged receipts and for conducting delivery follow-ups on outstanding orders.

Summary of Major Accomplishments

Due to budget reductions impacting the entire campus, Central Receiving's work volume has decreased. The number of vendor receipts (14,712) handled in Fiscal Year 2009 decreased by 9% from last year (see Exhibit 1), and overall delivery volume (15,878)—including deliveries generated by other University departments—decreased by 9%.

The average number of deliveries each workday was 64, as compared to 71 the previous year. This included the many requests for Central Receiving to accept shipments which were routed directly to the departments but which could not be delivered by the freight carrier due to problems with accessibility at delivery points.

The mix of shipments by source was similar to the previous year. Vendor receipts (14,712) were 93% of total shipments. Deliveries for Central Office Supply (927) were 5%. Outgoing shipments from campus departments (239) comprised 2% of the volume.

The overall volume of incoming and outgoing shipments has decreased slightly compared to previous years, due to increased use of the purchasing card program and budget restraints.

During FY 2009, Central Receiving inspected and redelivered 11,598 incoming shipments (79% of total) the same day as received (see Exhibit 2). This performance compares with 79% in FY 2008 and 75% in FY 2007.

The vendor contact/follow-up program has been instrumental in expediting deliveries, identifying problem orders and coordinating problem order information flow between the Procurement Office, Accounts Payable and Central Receiving. In FY 2009, 3,883 vendor contact actions were initiated on 10,634 orders, an increase of 287 vendor contacts compared to FY 2008; these included routine follow-ups. The number of electronically generated follow-ups was 1,940, representing a 5% increase from the 1,856 follow-ups generated in FY 2008.

Central Receiving participated in the pilot implementation of a Web-based purchasing system called UGAMart in conjunction with the Procurement Office. UGAMart establishes a unified vendor database in a procure-to-pay system. A customized receiving area was developed for Central Receiving to document receipt of merchandise.

Summary of FY 2010 Goals

A primary goal is to continue redelivery of merchandise to University departments in an efficient manner, which includes operating within new physical delivery boundaries created by the addition of greenspace, construction and reduction of roadways and parking areas. Central Receiving will continue to work with the new UGAMart ordering system.

Central Receiving's activities during FY 2009 are shown in exhibits as follows:

Exhibit 1 – Number of Transactions by Source (annually for 10 years)

Exhibit 2 – Inspection and Redelivery Times (annually for 10 years)

Exhibit 3 – Number of Vendor Receipts (annually for 10 years)

EXHIBIT 1

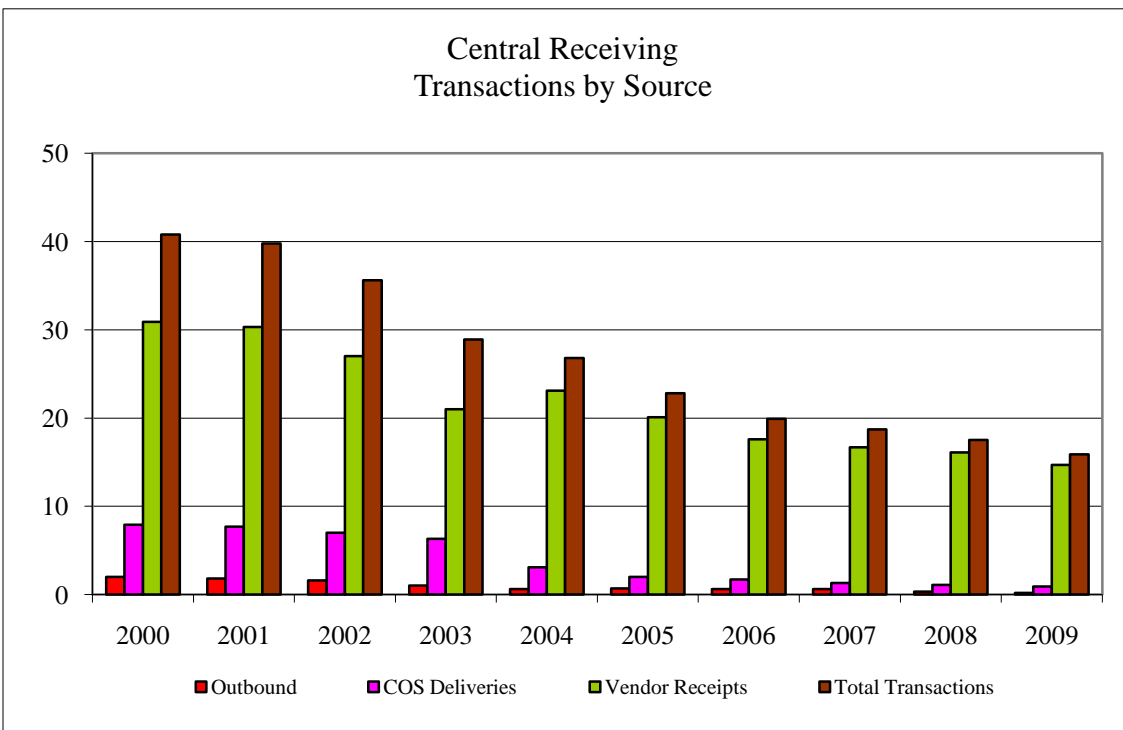


EXHIBIT 2

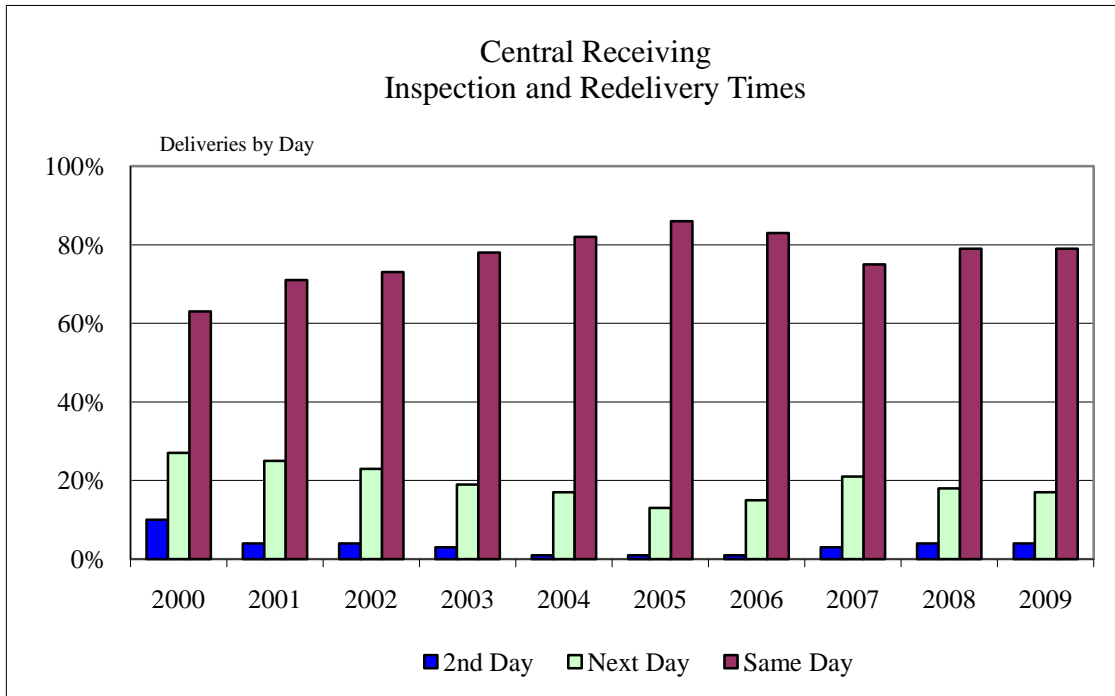
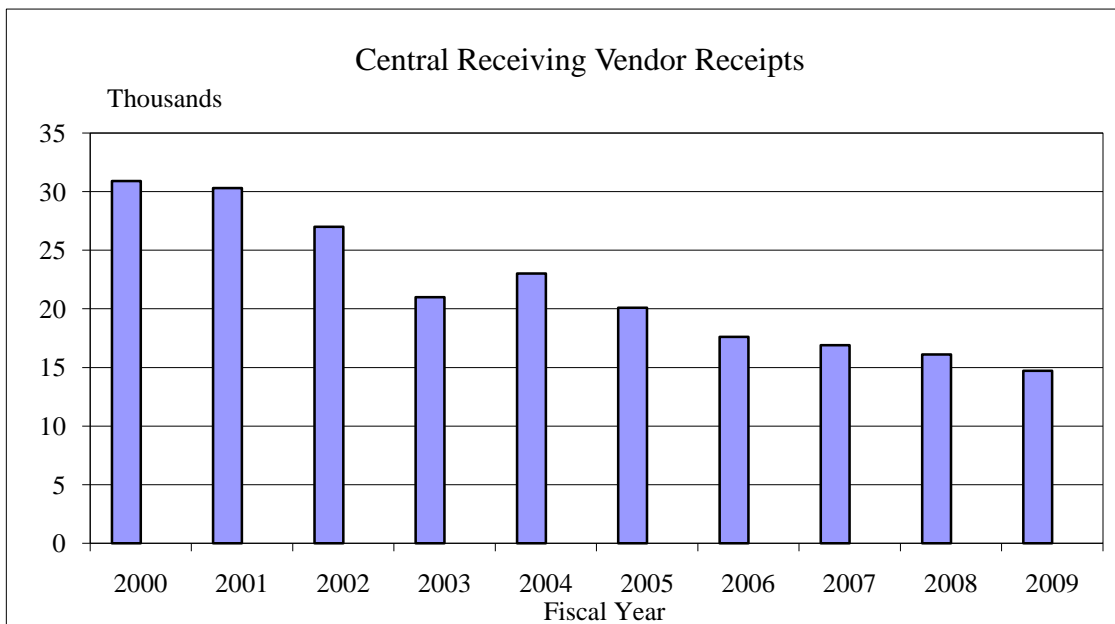


EXHIBIT 3



**CENTRAL OFFICE SUPPLY/CENTRAL RECEIVING
ORGANIZATION CHART**

