

FEDERAL RESERVE  
BANK OF NEW YORK

# CATALOG

*of*

FORMS, PAPER,  
PAPER PRODUCTS  
&  
MISCELLANEOUS  
SUPPLIES

JANNUS GROUP Inc.



# PROCEDURES

*for*

## **PHASE II STOCKLESS SUPPLY PROGRAM**

This procedure covers the Bank's new "PHASE II STOCKLESS SUPPLY PROGRAM." This new program completes the "stockless warehouse" concept which began last quarter of 1995 with CEO ordering of common office supplies.

The procedure provided below and the "custom catalog" provided here will allow you to order most paper, paper goods, Bank business forms and other miscellaneous supply items directly from the Bank's vendor — The Jannus Group. You will now be able to order these goods directly from your desk by means of Bank E-mail (CEO, GroupWise, or Statistics Function E-Mail).

This "custom catalog" indicates the Price, Description, Stock Number and the Units of Measure for each item included under the PHASE II PROGRAM. Please understand that the "Units of Measure" are already shown in the smallest quantities available to you, (e.g., PACKAGE of 100 CANNOT be delivered to you in a smaller quantity).

Please use the following procedures for ordering these products. They are designed to provide you with a simplified method of ordering and will give you the easiest and fastest method of delivery possible.

1. **LOG-ON** to the Bank’s CEO (or other) system and follow the instructions for completing the Order Form. This form is listed as “Paper and Forms.”
  
2. **ENTER** all of the following information on the Order Form (Note - orders will not be processed if any of the following is missing).
  - a. Requestor’s Name.
  
  - b. Building location, floor number and/or room number and telephone number. (PLEASE BE CERTAIN THAT THE ADDRESS GIVEN IS WHERE YOU RESIDE —A WAREHOUSE CLERK WILL BE MAKING DELIVERIES TO SPECIFIC LOCATIONS).
  
  - c. Budget Unit and Activity code numbers **ONLY**.
  
  - d. The Item Number, Quantity, Unit of Measure and Item Description must be entered **EXACTLY** as indicated in the Jannus custom catalog.

<i>Example:</i>	<b>ITEM #</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>
#1.	170-0001	1	CTN	8.5x11 Copy Paper
#2.	SER 2.14	2	PKG	Printing Requisition

3. **FORWARD** the CEO Order Form to the person in your area authorized to approve orders.
  
4. **Upon approval, FORWARD** the CEO Order Form to the **Paper and Forms** address as listed.

The Purchasing Division will print a copy of the CEO Order Form, assign a Control Number (shown as a Customer Order Number on the Jannus Group Packing List), send the Order Form to the Jannus Group and notify the Requisitioner (via CEO, or other) of the Control Number for the Order. The Jannus Group will deliver your order within 1 business day.

## CONTINGENCY PLAN

If CEO is not available, please FAX your orders to the Purchasing Division on extension x6621.

## DELIVERIES

1. The Jannus Group will make deliveries on a regularly scheduled basis to all appropriate receiving areas. From there, deliveries will be handled by the Bank's Receiving Staff. A packing slip will be given to you by the Receiving representative for signature and returned to the Warehouse area for filing. For your records, an exact copy of this packing slip will also be attached to your delivery by the Jannus Group.
2. Please inspect all deliveries carefully and **RETAIN the Packing Slip** (it will be needed for returns, invoicing or future inquiries).

**If there is any discrepancy with your order, please do not call  
the Receiving area or Purchasing Division. Instead, call the  
JANNUS GROUP CUSTOMER SERVICE TELEPHONE HOT LINE  
(212) 815-7918  
(212) 815-7917**

## RETURN ITEM PROCEDURE

***Note: RETURN ITEMS ARE THE RESPONSIBILITY  
OF THE REQUESTOR***

1. Only items still in the original packaging will be accepted for return.
2. To return an item, simply notify the Jannus Group via the **HOT LINE**. Give the Jannus customer service representative the item number, quantity, control number (found in the Customer Order Number box on the packing list), the packing list number and the reason for returning the item.
3. Repackage the item(s) and mark the package **"FOR RETURN TO THE JANNUS GROUP"**. Return it to the Receiving area for pick-up by the Jannus Group.

## **QUESTIONS OR ASSISTANCE OF ANY TYPE**

ALL inquiries must be directed to the Jannus Group **HOT LINES** by calling (212) 815-7918 or (212) 815-7917 . They will help you identify existing forms, paper, paper products or miscellaneous supplies and resolve any forms or miscellaneous supply problems you may have.

## **INVOICING**

Invoicing and payments will be coordinated through the Disbursing Division. Your area's invoice must be verified before approving for payment. To assist you in this process, all JANNUS GROUP packing lists will show the unit price of each item ordered. Simply compare the packing list to the Invoice for verification of the pricing and quantities ordered. If you find any discrepancies, please contact the JANNUS GROUP HOT LINE.

**THE JANNUS GROUP TELEPHONE HOT LINES:  
(212) 815-7918 or (212) 815-7917**

## **HOW TO MANAGE YOUR FORMS - PAPER - PAPER PRODUCTS & MISCELLANEOUS SUPPLIES**

The management of these goods is now handled by the Jannus Group. All existing forms, paper, paper products and miscellaneous supplies, previously stocked by the Warehouse Section and ordered by a Warehouse Supply Requisition, are now called - "**Program Forms, Paper, Paper Products and Miscellaneous Supplies**". That is, they are part of the Phase **II** Program".

Items stocked by the Jannus Group are stocked at YOUR request. Even though the Jannus Group manages the Phase II Program, all items are stocked **ONLY** after authorization by you. If you have any questions regarding any of these items, please call the Jannus Group **HOTLINE - (212) 815-7918 or (212) 815-7917**.

*Please remember*, when you need to: 1) add, 2) revise or 3) obsolete, forms, paper, paper products, or miscellaneous supply items call the Jannus Group -

**HOT LINE  
(212) 815-7918  
(212) 815-7917**

## **“IN-HOUSE” FORMS**

“In-house” forms will continue to be printed by the Bank’s print shop. If there is no revision, simply use the **Printing Requisition (SER 2.15)** (used for all inside printing requests) and follow the directions on it. “In-house” forms have been created and printed *directly* for you and are stored *only* by your area.

If you need to *revise*, *obsolete* or *create* a new “In-house” form, call the Jannus Group **HOTLINE - (212) 815-7918** or **(212) 815-7917**.

## **“ALL OTHER”**

Any form or supply item not included above, which was never stocked in the B-level warehouse and which you formerly obtained via a pink purchase requisition — ***continue to use the pink purchase requisition***. If you have a question, please call the Purchasing Division, on extensions x5533, x5529 or x8112.