



Certified Mail Number
7099 3400 0008 6234 6001

July 10, 2001

Mr. Moe Biller
President
American Postal Workers Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128



Dear Moe:

This is to notify you that the Postal Service intends to implement a web-based purchasing system known as eBuy.

On-line product/server catalogs, located on Postal servers in the Eagan, MN Information Service Center, will be accessed via the Postal Intranet. The ordering employee will select the items and quantities and submit the order through eBuy. The system will send a ccMail to the designated approver who can authorize the purchase. An approved order is sent electronically to the supplier.

Once the supplier ships the order, an electronic invoice is submitted to the eBuy system. The system will match the invoice to the approved order and forward an electronic certified invoice to USPS financial systems (accounts payable, accounts receivable, general ledger). USPS financial systems will then pay the supplier through Electronic Funds Transfer.

Users will be able to check the status of orders on-line. On-line reporting functions will allow offices to monitor their purchasing activities.

The eBuy system will reduce the paper transactions now required in the ordering process. It will allow the Postal Service to take advantage of supplier discounts for both quantities and timely payment. A purchase order database will allow the Postal Service to track suppliers' performance and provide information for re-negotiating supplier contracts.

The initial implementation will allow users to order office supplies from the Boise Cascade catalog. The Purchasing & Materials and Sales functions will be the first to utilize the system beginning July 16. Activation for the remaining headquarters units, the Northeast, NY Metro, Western, and Mid-Atlantic areas and Capital Metro Operations will begin on July 23. The remaining areas will be rolled in beginning July 30.

As other catalogs are added in the future, the eBuy process will cover most routine ordering. CBU and computer hardware is expected to be ready for implementation on July 30. The postal products catalog has a target date of August 31 and the custodial supplies catalog has a target of September 25.

The time spent in the ordering, invoice certification, and payment process will be reduced for all users. Since the amount of bargaining unit work in the current process varies in different offices and different functions, the extent of the impact on bargaining unit work will also vary. Impacts will be determined at the facility, district, and/or area levels and any staffing adjustments will be made in accordance with the provisions of the Collective Bargaining Agreement.

If there are any questions regarding this matter, please contact Lisa Hambalek of my staff at 202-268-7252.

Sincerely,



Peter A. Sgro
Manager
Contract Administration

Enclosure



eBuy . . . A one-on-one buying experience

Superior Ordering Flexibility

- ♦ *Availability* – You can access **eBuy** almost any time, and from virtually any place through the Postal Service Intranet
- ♦ *Electronic Catalogs* – National catalog items with pictures, allow users to browse, search, and order from their desktops
- ♦ *Templates* – Allow the orderor to easily accommodate frequently placed orders. A repeat order is 3 clicks away!

Real-Time Order Status Tracking and Online Invoice Researching

- ♦ *Requisition Status* – Displays the status of the requisition as it electronically travels the approval process.
- ♦ *Order Status* – Displays live order status for each line item on an order, including supplier acknowledgement, backorder status, shipment and invoice status
- ♦ *Invoice Research Screens* – Allow the end user to determine what orders lines were included in the certified invoices, when the invoice was certified by **eBuy**, and when the certified invoices were sent to accounts payable for payment

Flexible Approval Features

- ♦ *Electronic Approval Process* – Requisition routing automatically tracks and forwards an order request electronically through your organization. **eBuy** notifies approvers via email and sends reminders when orders are not approved in a preset timeframe.
- ♦ *Customized Approval Processes* – Each organization can create its approval process based upon its business needs.
- ♦ *Delegated Approvals* – Approvers can delegate their approval authority; especially useful for vacation or periods of travel.

Management Features and Online Reporting Tools

- ♦ *User Activation* – You decide who gets access to **eBuy** with a unique logon/password identity.
- ♦ *Customized Rights and Restrictions* – You can assign specific rights and restrictions to registered users, which may vary among different groups in your organization (i.e., catalog visibility)
- ♦ *Detailed AP End Reports* – Allows you to see, at the line level detail, what is being ordered and by whom
- ♦ *Online Reporting* – What online system would not be complete without online reporting. **eBuy** allows you to monitor purchasing activity in your organization. Online reports allow you instant access to your organizations' spend and approval cycle times.

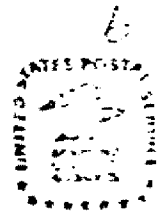
Visit <http://eBuy.usps.gov> for more eBuy information under the Support link

U.S. POSTAL SERVICE

NORTHEAST REGION

REGIONAL CIRCULAR

MAN 9 1973



FUNCTIONAL AREA 290
LABOR RELATIONS DIVISION

SUBJECT: CONTRACT & PROCUREMENT TECHNICIAN PMS 13
CONTRACT & PROCUREMENT AIDE PMS 9

No.

Date:

17-149-73

10/27/73

The Labor Relations Department and the Office of Compensation have reviewed the above two positions and have determined that the positions, as proposed would duplicate already established positions and result in work being taken from the bargaining unit in violation of our National Agreement and statutory law.

In view of the above, the position of Contract Procurement Technician PMS 13 and Contract Procurement Aide, PMS 9 will not be established and the functions in question, which are to be performed at the Area Procurement Centers should be performed by bargaining unit employees in already established positions.

Any employee who has been assigned to these two positions should be relieved of this assignment immediately and reassigned to appropriate bargaining unit or non-bargaining unit positions as appropriate. Once manning requirements have been established for Area Procurement Centers including bargaining unit positions, those bargaining unit positions should be posted for bid in the Post Office where the Area Procurement Center is located and filled in accordance with the National Agreement by bargaining unit employees.

These employees will remain on the rolls of the Post Office and continue to be administratively and operationally supervised by the Postmaster, while receiving technical and functional direction from the Area Procurement Center management.

Should you have any questions on the above, feel free to contact the Director, Labor Relations Division.

for Charles Rowland
C. V. Rowland, AREA
Employee & Labor Relations

- Sec. Ctr. Manager
- Dir. Support Ctr.
- Dir. Mail Process.
- Dir. Customer Serv.

DISTRIBUTION:

- Regional Operating Committee
- District Managers
- Sectional Center Managers
- Division Directors

Miss of Personnel
220 file
Reg. air file.