

**Just-In-Time (J.U.G.)
User Group Meeting**

August 11, 2004

J.U.G. Meeting Agenda

- Welcome
- Fiscal Year End Transition
- Ergonomic Chairs and Evaluation Room
- Purchasing Tools, Building, Electrical and Electronic Items
- New JIT Subcontracts and Catalogs
- Forum

Fiscal Year End Information

- All orders must be scanned as approved by a certified user before Friday September 24th at 11:59pm to be costed in FY '04
- All pending shopping carts will be cleared out on September 24, 2004 at 11:59pm
 - This includes orders that are in Pending Approval and/ or Rejected Order status

Ergonomic Chairs And Evaluation Room

- Ergonomic, Guest, and Conference chairs are available for viewing and evaluation in Bldg 171-104
- Evaluation room will be refurbished to accommodate a friendly and informative experience which will display:
 - Ergonomic chairs
 - PDAs (Palm and HP)
 - Compact Storage Devices
 - Mice
 - Keyboards
 - Cordless Presenters

Ergonomic Chairs And Evaluation Room

- For questions regarding chairs, contact:
 - Lorraine Reeves, 4-1810
 - Stephanie Sharp, 4-1049
- For questions regarding PDAs, contact:
 - Dana Howard, 3-5855

Hand Tools, Building, Electrical and Electronic Supplies

- No longer available through JIT
- Central Supply is the control point for the commodities that are no longer on JIT
- You must receive prior authorization from Central Supply to purchase hand tools and related supplies with a P-Card
- Central Supply is located in building 171-107, or you may contact a representative at 4-6642

New JIT Subcontracts

- **VWR - Chemicals**
- **Airgas - Cryogenics**
 - Improved lead time on 10% of the catalog items from 5-days to 1-day
 - Improved Pricing
 - MSDS link option now available
- **Dynamic Systems - UNIX**
 - Improved lead time from 30-days to 15-days
 - Improved Pricing
 - New Sun Product Categories

Purchases Requiring Purchase Quality Assurance (PQA) Oversight

- Purchasing Flight Project/Programs items, R&D or Prototype w/potential for flight, Ground Support and/or JPL Critical Items.
 - In order to P-Card these items you must complete the Approved Supplier List/Quality Clause Training
 - This is a mandatory class for P-Card Holders that will be purchasing products/services for Flight Project/Programs, R&D or Prototype w/ potential for flight, and JPL Critical Items

Summary

- Fiscal Year End Transition
- Ergonomic Chairs and Evaluation Room
- Purchasing Tools, Building, Electrical and Electronic Supplies
- Flight, JCI and Ground Support
- New JIT Subcontracts and Catalogs
- Location of information presented today:
<http://acquisition.jpl.nasa.gov/>

Open Forum

Questions