



# Utah Purchasing News

February 2001

www.napmutah.org



## President's Corner



### Being a Star Performer

As you look at the upcoming year with great expectation and wonder, honestly ask yourself if you are the star performer you want to be? According to an article in *Times Business*, "star performers don't just manage their time, they manage their careers." A major reason they are stars is that they devote time to activities that add value to their organizations.

To stay on this critical path, follow these guidelines:

1. List your job-related activities.
2. Break the list into two areas: those activities that are important and those that are not.
3. Break your list of important activities into two areas: urgent and not urgent.

Sixty percent (60%) of your time should be spent handling the urgent tasks. These are critical path activities that add value to your organization, increase customer satisfaction, profitability and enhance shareholder value.

If your current job does not have enough activities that add this kind of significant value, then you must look for them.

Example: If you're a purchasing agent, go beyond cutting purchase orders and making phone calls. Look for opportunities to develop and deliver timely information that will help your company's decision makers pinpoint high costs and analyze current buying trends.

Every job has critical path activities that will distinguish you as a star performer. Remember, NAPM is a great source to help you determine what these critical path activities are. (Source: Robert E. Kelley, *How to be a Star at Work*, Times Business: New York)

Here's to our NAPM-UTAH Star Performers!

*Tracey K. Stevens, C.P.M., CPPB*  
2000-01 NAPM-UTAH President  
E-Mail: [tracey.stevens@ci.slc.ut.us](mailto:tracey.stevens@ci.slc.ut.us)

#### **NAPM- Utah Mission Statement**

NAPM-Utah serves as a center of excellence in the development of world class purchasing and supply management professionals by providing education, certification leadership and networking opportunities for its members.

## Monthly Happenings

Pre-Dinner and Dinner  
Thursday, February 8, 2001

**NEW(OLD) LOCATION**  
**Sheraton City Centre Hotel**  
**150 West 500 South**  
**Salt Lake City**

**4:30 P.M. Pre-Dinner**  
**Supply Chain Management / Ethics Night**  
Jeff Palmer, C.P.M., Manager of Supplier Quality,  
HyClone Labs  
"Supplier Presentations"  
Purchasing Trends of the Future, Total Cost  
Ownership Model

**6:00 P.M. Dinner**  
Larry Gobelman, Lawyer  
"Ethics"

**Dinner Menu:**  
Traditional Caesar Salad  
Stir Fry Teriyaki Steak  
Rice Pilaf  
Oriental Vegetables  
Key Lime Pie

## Foolish Remarks

Trent N. Baker, C.P.M., A.P.P.  
Vice-President

Many times people get their mouth going before their brain. I think all of us have been guilty of this at least once in our careers. When negotiating we need to be careful of the message we may unintentionally give to the other side which may weaken our position.

This is a list of phrases that we should not use in negotiating with a supplier.

"With the price as low as that, you can't afford to give us those services."

"We have got to have it now!"

"My boss said get one today."

"Yours is the only one engineering will approve."

"We'll order it now and work out the details later."

"Your competition can't handle it right now."

"We are having trouble with your competition."

"As far as we know, you're the only source."

"I'm glad you have one in stock. It's the only one in town."

"We need it right now."

"I've got to get this ordered before I leave."

"We've got to spend \_\_\_\_ dollars out of budget or we'll lose it."

Do you want to increase your team building and leadership skills? Do you want to gain more experience that can help in problem solving? The opportunity is now available! NAPM-Utah is looking for individuals to serve on the executive board. We have six positions open for your consideration.

Secretary (two year term)  
Treasurer (two year term)  
Vice President (two year term)  
Board of Director (two year term)  
(3 positions)

If you are interested in any of these positions please contact Mark Brown @ 801.629.9528 or [msjam51@home.com](mailto:msjam51@home.com)

The C.P.M. is also recognized in most countries throughout the world. NAPM continues to work with organizations in Ireland, South Africa, India and Australia to administer C.P.M. examinations. A number of other countries including Spain, France, Taiwan, the Philippines, Hong Kong, China, Japan and Singapore have elected to use the U.S. version of the exam.

### Congratulations to new C.P.M.s and A.P.P.s:

Rick Ashby, Purchasing Manager, Davis County School District

Steve Kearns

Brian Ravenbert, Intermountain Concrete Specialties

Robin Hammond, C.P.M. Webmiles.com

Steve Smith, C.P.M., LDS Church

Phil Johnson, C.P.M., Granite School District

Susan Shepherd, C.P.M. Geneva Steel

James Smart, C.P.M.

## QUIZ

A "supplier clinic" can contribute to a cost reduction program based on a value analysis approach in which of the following ways:

- I. By allowing suppliers to review value analysis projects exhibited on display boards
  - II. By introducing suppliers to the host company's new products
  - III. By explaining to suppliers the possible effects on them of any new plans developed by the host company
  - IV. By demonstrating to suppliers how the host company's products are employed by their users.
- A. I and III only
- B. II and IV only
- C. I, II and III only
- D. I, II, III and IV

Answer this quiz at the dinner/luncheon committee and be eligible for a \$10.00 drawing. Last month's winner is Brian Hatch from Twin Labs.

The University of Utah and NAPM-Utah is looking for volunteers to serve on a joint committee regarding a purchasing certification program at the "U of U". Everyone is welcome to become part of this committee. Your input is important to the success of this program.

We are also looking for individuals who would be interested in serving as instructors for the program, which will cover the wide range of purchasing from public to service industries. Please contact Mark Brown at [msjam51@home.com](mailto:msjam51@home.com) or Craig Michalak, Associate Director Academic Outreach, at [cmichalak@aoce.utah.edu](mailto:cmichalak@aoce.utah.edu) if you are interested in teaching or serving on the committee.

The C.P.M. examination is a criterion referenced occupational certification test, designed to determine whether a candidate is qualified to attain the title of Certified Purchasing Manager (C.P.M.) or A.P.P. (Accredited Purchasing Practitioner). Candidates for the C.P.M. must pass Modules 1-4 and candidates for the A.P.P. must pass Modules 1 and 2. Module 1 is the Purchasing process, Module 2 is the supply environment (Negotiations, Information Technology, quality issues, internal relationships, Module 3 is value enhancement strategies and Module 4 is management and organization and human resources management issues.

NAPM-Utah will sponsor a one-day seminar for Module-2 on February 22. If there is enough interest, Module 1 will be repeated in February or early March. These one-day seminars will provide all of the information and study materials required to pass the new A.P.P. and C.P.M. examinations. As a reminder, NAPM instituted new tests and materials January 1, 2001. Tests covering the old study materials are no longer available.

## **DON'T DELAY, START TODAY**

Sign up now for test preparation courses for Module 2-Supply Environment & Module 3- Value Enhancement Strategies. Past experience has shown that over 90% of those members taking the preparation courses have gone on to pass the exams.

Module 2 is being held on Thurs. Feb. 22, 2001 from 8:00 a.m.-5:00 p.m. at the University of Utah Murray Site at 5300 South and the freeway. Parking is available.

Module 3 is being held at the same time and location on Thurs. March 22, 2001. Cost to NAPM members is \$200.

For more information contact Cheryl Ransom, C.P.M. or Craig Michalak, Uof U Continuing Ed at [cmichalak@aoce.utah.edu](mailto:cmichalak@aoce.utah.edu)

**Don't Delay, Sign-Up Today!!**

## **NAPM CONFERENCE VOLUNTEERS NEEDED**

THE SAN FRANCISCO GENERAL CONFERENCE COMMITTEE (GCC), HOSTING THE NAPM INTERNATIONAL PURCHASING CONFERENCE IN MAY 2002, IS LOOKING FOR A FEW HUNDRED GOOD WORKERS!! THE GCC IS COMPRISED OF REPRESENTATIVES FROM ALL THE NAPM NORTHERN CALIFORNIA AFFILIATES (NORTHERN CALIFORNIA, SILICON VALLEY, DIABLO VALLEY, CENTRAL CALIFORNIA, AND SACRAMENTO VALLEY).

THE GCC SERVICE COMMITTEE HAS BEGUN ITS SEARCH FOR NAPM MEMBER VOLUNTEERS TO WORK AT THE NAPM CONFERENCE BEING HELD IN SAN FRANCISCO MAY 5<sup>TH</sup> THROUGH MAY 8<sup>TH</sup>, 2002. IT MAY SEEM EARLY TO BE THINKING ABOUT VOLUNTEERING TO WORK AT THE CONFERENCE, BUT WE NEED APPROXIMATELY 200 VOLUNTEERS TO WORK THIS 4-DAY EVENT (SATURDAY, MAY 5<sup>TH</sup> THROUGH TUESDAY, MAY 8<sup>TH</sup>). IF INTERESTED, WE WOULD LIKE VOLUNTEERS TO WORK A MINIMUM OF 8-10 HOURS (1 DAY) DURING THE CONFERENCE. FOR THOSE WHO ARE INTERESTED IN WORKING MORE THAN THE MINIMUM, YOU CAN GAIN THE OPPORTUNITY TO RECEIVE A FREE CONFERENCE REGISTRATION IF YOU CHOOSE TO WORK ALL 4-DAYS OF THE CONFERENCE.

THERE ARE SEVERAL DIFFERENT SERVICE COMMITTEE JOBS AVAILABLE DURING THE CONFERENCE FOR VOLUNTEERS TO CHOOSE FROM. YOU CAN WORK AS A SESSION FACILITATOR, ROOM/HALL MONITOR, SET-UP CREW MEMBER, INFORMATION DESK ATTENDANT, ETC. TRY YOUR HAND AT ALL OF THEM, OR CHOOSE TO DO JUST ONE, IT IS UP TO YOU!

PLEASE CONTACT KATHERINE UCHMAN AT [kuchman@inforum.net](mailto:kuchman@inforum.net) OR CALL (916) 395-5096 IF YOU HAVE ANY QUESTIONS. PLEASE ENSURE THAT YOU LEAVE YOUR CONTACT INFORMATION WHEN RESPONDING BY EMAIL OR IF YOU LEAVE A VOICE MAIL MESSAGE SO THAT KATHERINE, OR SOMEONE FROM HER COMMITTEE CAN CONTACT YOU.

NAPM-Utah is sponsoring two C.P.M. Review Courses. A six week course on Module 2 is being offered at UVSC. Start Date is 1/17 through 2/21. Contact Mike at 764-7528. The UofU will have a one-day C.P.M. Preparation Class for Module 2 on 2/22. Contact Craig at 585-1780. Ninety-five percent of NAPM-Utah members who have taken these courses passed the exam. All study materials are included with the price of the class. Contact Cheryl Ransom, C.P.M., A.P.P. 794-2600 for

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# Dinner Meeting Reservations

February 8<sup>th</sup>, 2001

Attention: Trent N. Baker, C.P.M.  
Vice-President, NAPM-Utah

**Please R.S.V.P. no later than 3:00 p.m. on Monday, February 5<sup>th</sup>.**

Company \_\_\_\_\_

Name(s) Attending	Pre-Dinner Workshop (4:30)	Dinner (5:45)
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

R.S.V.P. by any of the following;

Online: [www.napmutah.org](http://www.napmutah.org)

E-Mail: [trent@lynnwilson.com](mailto:trent@lynnwilson.com)

Fax: (801) 975-0915

Phone: (801) 972-5633 ext.114

Mail: Trent N. Baker, C.P.M.  
1811 West 1700 South  
Salt Lake City, UT 84104



# NAPM-Utah Directory of Officers

## 2000 - 2001

Affiliate Officers	Board of Directors	NAPM-Central Utah Branch
<b>Director National Affairs</b> Mark Brown, C.P.M., A.P.P. Autoliv ASP Phone: 801-629-9528 E-mail: Mark_Brown/UT/ASP@autolivasp.com	David R. Gill, C.P.M. Dyno Nobel Inc. Phone: 801-328-6457 E-mail: david.gill@am.dynoasa.com	<b>Coordinator</b> Cathy Gillies TwinLab Utah Phone: 801-492-7394 E-mail: cgillies@naturesherbs.com
<b>President</b> Tracey Stevens, C.P.M., CPPB Salt Lake City Corp. Phone: 801-535-7944 E-mail: tracey.stevens@ci.sl.c.ut.us	Gary O. Hansen Granite School District Phone: 801-268-8562 E-mail: gary.hansen@granite.k12.ut.us	<b>Assistant Coordinator</b> Jim Michaelis, C.P.M. Utah Valley State College Phone: 801-222-8303 E-mail: Michaeji@uvsc.edu
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	Jeff Palmer, C.P.M. Gentner Communications Corp Phone: 801-974-3712 E-mail: jeff.palmer@gentner.com	

## Committee Chairs:

<b>By-Laws</b> Barbara Burningham, C.P.M. Phone 801-292-7848 E-mail: burnimg@slkc.uswest.net	<b>Membership</b> Cathy Gillies TwinLab Utah Phone: 801-492-7394 E-mail: cgillies@naturesherbs.com	<b>Communication</b> Mark Hellewell, A.P.P. State of Utah Phone: 801-537-9042 E-mail: mhellewell@mailcity.com
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