

Vendor Selection—Check Them Thoroughly

— It costs you a lot later if you pick a wrong one.

It is difficult to find well disciplined professionals who understand customer services. One of our clients hired a wrong telephone installer. His proposed cost was the lowest among 3 bidding vendors.



The telephone system did not work for more than two weeks. The customers and employees were very upset. The telephone installing engineer said "We installed a new telephone system, and our test shows everything is fine. Your fax machines may

be broken. You had better buy new fax machines." These fax machines were working fine before installation of the new telephone system. The engineer also did not show up on time for his appointment. He was late more than a half day.

My client did not check the installer's previous customer reference. They picked the lowest cost, and that wrong decision cost a lot more later.

Let's check the following items before making

hasty decisions in hiring vendors:



1. Past performance or reference.
2. Customer service system or back up system.
3. Scope of service in writing.
4. Scheduling

"Less expensive" sometimes costs more later.



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Save Money While You Use It: Take Advantage of Credit Card Offer

How do you use credit cards? Or how do you select a credit card? The reason why I am asking these to you is because it really saves a lot of money if you think wisely.

Here are some tips regarding credit cards.

- 1) Pay all the balance on time.

This obviously prevents you from paying finance charge. As a matter of fact, credit card's interest rate is much higher than you think (If your credit card's interest rate is, say 9%, and if you have \$1,000 unpaid

balance, do you really think that your finance charge is only \$90 annually ?) Let's face it. This is money you need to pay, so simply pay it and give up a few times of weekend dinner.

- 2) Take advantage of promotional offer.



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If you cannot payoff all the debts you have, here is a big secret of avoiding the finance charge. You often should receive promotional mails from credit card companies stating, "Save with 0% APR on Balance Transfers for XX months (usually 9 months to 12 months) with no Balance Transfer fee and no annual fee". Apply for this card and transfer all your balance to the new credit card. This helps you not to pay the finance charge for XX months. Pay as much as you can during that time. A few month before the XX months past, look for the same offer from a different credit card company and simply apply for it and transfer again. Keep doing this until you pay all the debts. This saves a lot of money.



Here are two tactics for doing this:



Tactic A:
Do Not Use The New Card:

Do not use the new credit card which you transferred the balance to. Some credit

card companies combine your purchase and balance transfer. Therefore, if you use this card, say \$100 for the purchase and pay this \$100, they may apply this payment against your transferred balance debt, not against the new \$100 purchase you made. This incurs finance charge on your purchase. SO NEVER USE THIS CREDIT CARD.

Tactic B:
Cancel Unnecessary Credit Cards:

Once you transfer your balance from credit card X to credit card Y, cancel credit card X. Because of the Tactics A, you are not allowed to use credit card X or Y, and you may need to possess other credit cards. However, if you have more than 3 or 4 credit cards, this may lower your credit score. Besides, due to the security reason (identity theft, etc.), you should not possess credit cards more than necessary. SO CANCEL UNNECESSARY CREDIT CARD.



3) Take Advantage of Cash Back Offer.

Some credit card company offer cash back on your purchases. Usually it ranges from 1% to 5%. The one our company uses is Citibank Dividend card (<http://www.citibank.com/us/cards/cardserv/divplat/index.jsp#>), from which you get 5 % cash back on any purchases on drug store, supermarket, and gas station. We like this card because you can get 5% regardless of your balance (Many credit card companies offer 3-5% only if you have unpaid balance). Some of our staff save \$300 to \$500 annually.



Please read carefully the terms and conditions of your credit cards. This is one example of taking advantage of credit cards, but it is at your own risk to apply the mythology.

Way to Protect Yourself

Whether living in the United States or abroad, the first thing you need to do is to protect yourself. Life has a wide range of deception, including a stolen credit card used to charge someone else's purchases to your existing account.

In the United States, identity theft is one of the fastest growing crimes. Sadly, since much of this goes unpunished, some companies often write off the bad debt and then charge other people higher interest rates and fees to cover their losses. So, the people who are charged the high rates and fees are indirect victims of identity theft.

Then, what can you do to protect yourself from becoming a victim of identity theft? There is no 100% guarantee, but the more precautions you put in place, the harder it will be for someone to steal your information and use it illegally. Here are some ways and ideas that can help you to protect yourself.

1. Protect Your Social Security Number

Many companies ask for your social security number for their

record. Ask them if you can substitute it with a different number. This is especially true for driver's licenses, or other health insurance cards. Never give out your social security number to anyone over the phone if you did not initiate the contact. Do not carry your social security card with you and do not have your SSN pre-printed on your checks.

2. Protect Passwords and Pins

Always protect your passwords and Pins, especially at ATM. Do not write them down and carry with you. If you need to write them down, store them somewhere else.

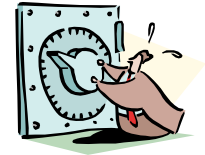


3. Protection for Your Billing

Your billings are sent to you every month. If any of them is late, call the company or agency and check on its status. A late or missing bill could mean that someone has stolen your information and changed your billing address.

4. Shred Everything with Your Information on It

All those credit card applications you receive in mail and throw away are an open invitation for someone to open an account in your name. Invest in a good cross cut shredder and shred all documents with any financial information on them.



5. Make a List and Keep in Safe Place

Make a list of all your credit card numbers, driver's license number and bank account number, and keep them in a safe place. In case when something should happen to your original cards, you will have the backup to fold out information to call.



To protect yourself, you may want to sign up to a credit monitoring service. You may have to pay some fees every year. The company scans your credit report every day and sends you an e-mail alerting you to any activity that happen to your account.



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We provide management and computer consulting services by identifying issues, implementing solutions, and managing all your IT needs.

Comprehensive Solution:

- Accounting Solution
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- Manufacturing Solution
- Other Integrated Solution
- Customized Solution
- EDI and E-Commerce Solution
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Education Assistance

An employer may provide his/her employees tax-free education assistance up to \$5,250 per calendar year under a qualified educational assistance program (IRC §127). Education assistance includes tuition, fees, and similar payments, books, supplies, and equipments. It does not include meals, lodging, or transportation. Education includes any form of instruction or training that improves or develops the capabilities of an individual. Education can be either job related or not job related.



Education assistance benefit does not apply to any payment for education involving sports, games, or hobbies, unless such education involves the business of the employer or is required as part of a degree program. A qualified educational assistance program provides employees with educational assistance for their exclusive benefits. The program must meet the following requirements:

- (1) Must be in a written plan of the employer and provided to eligible employees
- (2) Must benefit employees who qualify under a classification of employees that does not discriminate in favor of highly compensated employees
- (3) Must not provide eligible employees with a choice between educational assistance and other remuneration includible in gross income.



EDI Solution seamlessly integrate with accounting system

Edisoft Merchant offers users of major accounting systems a “one-click solution” that truly defines seamless integration. Once the orders are in accounting system it takes over all further processing, just as if those orders were keyed in manually. That’s what “seamless integration” means.

Merchant supports an unlimited number of trading partners and Value Added Service Providers (VASPs). Templates are designed to meet each trading partner’s requirements. Flexible capabilities include mapping many varieties of product and ship-to codes. Edisoft Merchant distinguishes itself by providing superior user productivity and world-class document management. One of the most important and powerful features of the Edisoft Merchant translator is the capacity to perform daily tasks easily and recover from problems quickly.

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