



# Purchasing Newsletter

VOLUME 1, ISSUE 4

OCTOBER 20, 2010

## SPECIAL POINTS OF INTEREST:

- **Adelante Enterprises**
- **Facility Maintenance & Management**
- **Spend Compass Initiative**

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## Adelante Enterprises

The UNM Purchasing Department is embarking on a partnership with [Adelante Enterprises](#) for document destruction services. UNM Purchasing will have completed the transition to the Adelante document destruction services exclusive partnership by January 2011. Partnering with Adelante helps UNM meet the [4-P Procurement model](#) and compliance with the [State Use Act](#).

To facilitate this transition, the Purchasing Department will schedule "Familiarization Meetings"

which will give departments an opportunity to view a video of Adelante's secure facility and learn about Adelante's protocols to ensure the secure destruction of confidential documents.

Adelante Document Destruction Services holds the AAA Certification from the National Association for Information Destruction and the ISO

9001:2008 Certifications. These credentials ensure the processes and procedures for secure document destruction are strictly adhered to.

Adelante Enterprises has been providing quality business-to-business services in Albuquerque and throughout the state since 1985.

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## LoboMart Update

At 8:00 pm on Friday, Nov. 5th, SciQuest will begin an update to LoboMart. On Monday, Nov. 8th the new version will be available for your use. This update will make some significant changes to the LoboMart

shopping cart and checkout process. These updates will greatly streamline the cart/checkout process for our department requisitioners. On Friday, Nov. 5th, look for an email from the FSSC with more

information and links to updated training materials that you can use when navigating the new shopping cart. Don't forget to let us know what you think of the cart!



Do you have a comment or question for the newsletter? Email us!

PURCHASING  
NEWSLETTER

the  
**REMI**  
group

## Adelante Enterprises - Continued

Adelante's services include: Facility Support Services, Mailing Services, Assembly and Packaging Services, Document Imaging Services, Document Destruction Services. Adelante follows the same best practices as many businesses while providing employment opportunities for people with disabilities.

Adelante will be making presentations to show-

case their capabilities on the following dates: Thursday October 28, at 9:00 AM and Wednesday November 3, at 3:00 PM. The presentations will be held in the Purchasing Department Conference Room on the second floor of the UNM Business Center. Please call Socorro Turkovich at 277-1736 to sign up.



## Facility Maintenance & Management

As we are all aware, we are facing budgetary challenges and we must search for ways to retain critical programs and services while looking for every opportunity to reduce the cost of operations.

The UNM Purchasing department is pleased to announce a new contract ([UNM contract – UNM #554](#)) for Facility Maintenance & Management with new Vendor, [The Remi Group](#).

This equipment maintenance management program provides an immediate **26%** cost savings over your current equipment maintenance expenditures.

The Remi Group will review your current maintenance contract, develop a customized proposal and provide future financial benefits and a detailed plan of the technical and administrative support you will receive to continue the maintenance of your equipment.

Benefits:

- \*Contract evaluation
- \*Guaranteed 26% off your current maintenance expenditures
- \*Freedom to utilize YOUR preferred service provider

Please go to <http://www.theremigroup.com> for additional information regarding The Remi Group and click [here](#) for an invitation to a webinar event to learn more about this new UNM contract.

## Spend Compass

The University has recently begun a Spend Compass initiative to help us better track our procurement spend across all departments. This data mining project will help us gather all procurement and payables data into one application for reporting.

The Spend Compass will allow us greater visibility of University spend, even to the line item level. We will even be able to benchmark our

spend against our peer institutions.

Not only can we see how much we're spending on what items, but we can even track pricing changes. No more price increases sneaking up on you. By tracking exactly what we're buying, how much and at what cost, we can even negotiate better volume discounts. We think this will be a great tool as we continue to help the University make

the most of our limited funds.

For more information on our current [Savings Initiatives](#), visit our [website](#).



## PCard Reallocation & Travel Reconciliation

By now all PCard holders should be aware of the new PCard Travel Transaction Workflow that helps you reconcile your travel transactions. One of the reasons we love this workflow is that it allows you to associate a travel transaction with a travel DPEZ if you didn't pull the transaction in when you completed the document. This saves you from having to create a new DPEZ, and makes for a cleaner audit

trail since all transactions relating to one trip are included on one DPEZ.

Sometimes Cardholders forget to pull the charge in when completing the DPEZ; and sometimes a Cardholder would like to include a charge, but the S-document isn't available yet. Did you know you can force a PCard charge to post early and create the S-document so you don't have to wait to process the DPEZ? It's a fact. Just change

the Feed Date in Banner form FWAINVT to the current date when you reallocate the charge. Once you save the reallocation, the charge will post that night and the S-document will be available for you to select in the DPEZ the following day. That way you won't have to wait to reimburse your traveler **or** have to receive and process a PCard Travel Transaction Workflow item.

## Change Orders & PO Closings

When and why a Purchase Order closes can be a confusing issue. Here is some information to help sort things out. When you submit a request to cancel a PO, we reduce the remaining amount down to \$0. That doesn't close the PO, but it does get it ready to be closed. Every month, after FSM has finished

closing the previous month, we close any POs with a \$0 balance. That process closes any POs we have reduced in the previous month, as well as any that have been fully spent. So if you see that a PO you've requested be closed isn't marked with a "C" yet, check back again after month end. If you

notice a PO you don't want to be closed has the "C", it's probably because it was fully spent in the last month. Don't worry, you can submit a change order request to re-open the PO and add more funds. Checking the remaining balance on your POs will help avoid any unexpected closures in the future.



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## **What Do You Think?**

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [aortiz@unm.edu](mailto:aortiz@unm.edu).

Thanks for reading!