



Purchasing Newsletter

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SPECIAL POINTS OF INTEREST:

- Spend Compass
- Annual Small Business Fair
- Dell Contract

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Spend Compass - Data Analytics

Would you buy a home without checking sale prices in the area? What about buying a car without checking pricing? Most of us would agree those are bad ideas. Yet, when it comes to procurement, we are often less than optimally prepared.

Let's say you're looking to replace an aging freezer with a newer model. You've obtained three or four quotes - and kudos for that - but how do you really know that the lowest quote is a good deal?

What if you'd like to see if the price you are paying for copy paper has increased over the last six months? Is

there a way to do that without going back through all your old invoices and receipts?

Maybe you just want a quick way to get a picture of department spending trends for the past year. Is there an easy way to do that?



These are the types of situations that we haven't always had a good way to deal with, but we do now. Enter Spend Compass, our data mining tool.

With Spend Compass we can compare a

quoted price across our peer institutions to see what everyone else is paying. That allows us to evaluate the quote to see if we are really getting the best deal we can. Spend Compass also compares our spend within the University so we can see if prices on a particular item are steadily climbing. We can also run department spend reports, making them as detailed or high level as you'd like to see. If you're interested in taking advantage of this valuable service, please contact us!



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

PURCHASING
NEWSLETTER

Selling or Buying a Home?

UNM and Prudential New Mexico Properties have partnered to bring significant discounts to students, faculty and staff with discounted prices on many services when buying and/or selling a home.

This program was developed to extend professional relocation and housing services to the UNM community. Prudential offers UNM exclusive and valuable discounts on buying or selling homes, insurance, mortgages, property management, travel, title and much more.

The best part is it's free to participate. Call Prudential for details or visit their website at www.YouNMconnect.com.

As the approved University relocation and housing service vendor, Prudential New Mexico Properties is committed to exceed customary expectations. Their real estate services are offered through Prudential, a known leader in real estate excellence. They have partnered with some of the biggest names in the area to extend exclusive dis-

counts to the UNM community. They are continuously working to add to their membership. Whether you are relocating to Albuquerque, looking to buy or sell your home, or just searching for amazing community discounts, Prudential New Mexico Properties is your resource.

Contact Jill Levin at (505) 385-7714, jill@jgroupnm.com or Joan Wagner at (505) 220-0060, joanlwagner@comcast.net.

PCard Reallocation

Failure to reallocate transactions is one of the most common mistakes cardholders make. Don't forget that you are required to reallocate charges to

the appropriate index/account code prior to the transaction feed date. The feed date is ten days after the charge is loaded in Banner.

Check your Banner notifications, you'll receive a message whenever you have new transactions to review/reallocate.

Small Business Fair

It's that time again! The Purchasing Department will be holding its annual UNM Small Business Vendor Fair on Wed., May 16th, from 10:00am – 2:00pm. Come by and visit us in the UNM

SUB Ballrooms A, B & C and show your support for small, local businesses. This is an extremely fun and informative event. Bring your business cards, we'll have vendor giveaways, door

prize drawings and refreshments. If you'd like more information, contact Angela Prieto at 277-1770 or angelap@unm.edu. Hope to see you there!

Dell & PCard

With budgets on campus remaining strained this year, we all need to continue to look for ways to save money. One of the best ways to save is by keeping prices low on the kinds of items all departments use, like computers. Our Dell strategic partnership

gives us great discounts on business machines, but in order to maintain those discounts we have to continually improve ordering efficiencies. One of the easiest ways to improve ordering efficiency and keep our Dell prices low is by using PCard to place

orders. Even large purchases can be put on PCard, just submit a Special Exception form. If you have any questions about using your PCard with Dell, please contact us and we would be happy to assist.

Don't forget about our Travel Portal! It's our centralized location for business and personal travel deals for the University.

Visit the portal at <http://www.campustravel.com/university/unm/index.html>

New LoboMart Searches

About a month ago we introduced some new search functionality to LoboMart. If you've had a chance to use it, we hope you're finding it an improvement over the old searches. Now you can

easily search by almost any part of the requisition and can quickly page through your search results. It's also possible to save a search so you can use the same parameters later. If you haven't used the

new functionality yet, you can find instructions on the Job Aids page at the Financial Services Resources page, <http://www.unm.edu/~fssc>. Let us know what you think.

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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.

Thanks for reading!