



# Purchasing Newsletter

VOLUME 2, ISSUE 3

JULY 2, 2012

## SPECIAL POINTS OF INTEREST:

- **2012 Vendor Fair Success**
- **LoboSource**
- **Farewell to UNM Employee**

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## Annual Vendor Fair was a Success!

Each year Purchasing has a Small Business Vendor Fair, where vendors and departments have the opportunity to showcase their product offerings and diverse product needs. The fair also creates networking opportunities for participants, allowing them to create new business relationships or strengthen existing relationships within the UNM and UNMH communities. University Purchasing Agents, PCard Holders, Staff and Faculty are encouraged to attend the fair to learn about products and services area businesses can provide. This year's annual Small Business Vendor Fair was held on May 16th in the SUB ballrooms. The Vendor fair had 30



**Lobo Louie and 2012 Vendor Fair Participants!**



returning vendors and 47 new vendors, increasing the variety of products offered at the fair. Lobo Louie also made an appearance to take pictures with vendors, staff and campus visitors. Each year, vendors generously donate door prizes for participants, click [here](#) to see this year's list of door prizes and winners.

*"Great attendance. Quality Attendees."  
Attending Supplier*

If you attended the Small Business Vendor Fair, we'd love to hear what you thought! Click [here](#) to fill out our Evaluation Form. Your comments help us to plan future events that meet your needs. Forms can be faxed to Purchasing at (505) 277-7774.

## LoboSource

Many of you have probably received calls from companies seeking opportunities to do business with the University. Did you know that UNM has a system set up just for suppliers? Departments have LoboMart, and suppliers have LoboSource.

LoboSource is the system we use to post our Bids and Proposals, message suppliers about upcoming events, and collect supplier data. Suppliers benefit by receiving notification of upcoming projects that match the goods or

services we provide, and departments benefit, too. The more suppliers who register, the better idea we have of what companies can perform services or supply goods we need. If you've ever wondered how to start looking for a supplier to perform a service for your department, you can see how this could be helpful.

Next time you get a call from an individual or company who would like to do business with us, ask them to register on

LoboSource by visiting <http://unm.scquest.com>.

If you or a supplier has any questions, please contact:

Amie Ortiz at 277-5225 or [aortiz@unm.edu](mailto:aortiz@unm.edu).





Do you have a comment or question for the newsletter?

[Email us!](#)

PURCHASING  
NEWSLETTER

HAPPY NEW YEAR!



## How can LoboMart help you save time?

Time is Money! Did you know LoboMart not only offers great deals on commonly purchased products, but also has many time saving functions? When purchasing items in LoboMart with your PCard, your transactions are automatically stored in one convenient place. Instead of keeping a file folder with receipts and order confirmations of PCard Transactions to organize, let LoboMart do it for you! Your LoboMart PCard order history is automatically stored in your Requisition History which can facilitate and

expedite the PCard reconciliation process.



Feeling Frustrated with lost or missing PCard invoices? LoboMart can help save time with this too! PCard invoices for LoboMart purchases are auto-

matically generated and stored once you place your order. You can find, view or reprint any invoices needed for your PCard reconciliation without having to contact the vendor. These invoices for PCard orders can also be found in the Requisition History tab of LoboMart.

Remember to add your PCard information to your Profile in LoboMart, this helps save time during checkout. Click [here](#) to visit our job aid for assistance on how to add a PCard to your profile.



Stay tuned for a LoboMart Prize Plan announcement coming in July!

## Fighting PCard Fraud at UNM

UNM has many PCard holders on campus, creating various opportunities for potential fraud. We want all of our cardholders to have the knowledge to protect their departments against fraud. One common attempt at fraud is Phishing. Phishing is an effort to obtain usernames, passwords or account and CSV numbers from a cardholder by falsely posing as a trustworthy company or representative. It is important to remember that Bank of America will never ask for account or personal information via email. Fraudulent emails will often convey a sense of urgency, contain misspellings, poor grammar

and generic salutations such as "Dear Customer." Fraudulent emails may also contain links that appear to be valid, but will take you to a fraudulent site. A legitimate Bank of America correspondence will always include a telephone number for a contact office.

What do you do if you suspect an email is fraudulent? Avoid responding to phishing attempts, avoid clicking on links within the email to prevent viruses and forward any emails received to: [abuse@bankofamerica.com](mailto:abuse@bankofamerica.com). If you are concerned about a fraud attempt contact Bank of

America's Fraud Department at 1-877-451-4602 as well as your UNM PCard Representative.

As a reminder, continue to use discretion when giving your PCard information to a new vendor. Always contact bank of America's Fraud Department prior to international travel, they can be reached at 1-877-451-4602.

Everyone has a responsibility in combating fraud. Always be vigilant with all transactions and vendor interactions!

# Bittersweet Goodbye to Jimmy in Accounts Payable

On June 8th, UNM said farewell and good luck to long-term Accounts Payable employee Jimmy Huckaby, who accepted a job in Santa Fe. Jimmy was a UNM employee for ten years, and recently joined the Purchasing family with the move of Accounts Payable to Suite 2600 in the Business Center last summer. During his time with Accounts Payable, Jimmy made himself at home and established many invaluable relationships he will continue to remember; “thank you for embracing me and allowing me to be myself. You will never know how deeply it has touched me and it will never be forgotten.” Jimmy is now working in Santa Fe for the State Department of Health Infectious Disease Bureau, and is enthusiastic to begin his new career; “with my new position in the Department of Health I will continue to feed my soul by contributing, in my way, to the healthcare of the citizens of New Mexico.”

Jimmy also wrote a touching letter of gratitude to UNM staff:



*“To all of my co-workers in Accounts Payable and across campus, I will miss you and please know I consider all of you friends.”*

“Dear UNM Colleagues,

It is with bittersweet feeling I am announcing my resignation from UNM Accounts Payable on June 8<sup>th</sup>. Thank you for the privilege of working with some of the best people in the State. You all have taught me firsthand what it is like to work in a diverse setting where everyone is valued for their differences and not judged for them. Thank you for embracing me and allowing me to be myself. You will never know how deeply it has touched me and it will never be forgotten. You have set the bar very high in regards to respecting diversity and I applaud everyone for creating an atmosphere

where such acceptance exists and is revered. To all of my co-workers in Accounts Payable and across campus, I will miss you and please know that I consider all of you friends.

I am very excited about working for the State of New Mexico, Department of Health, Infectious Disease Bureau. During my employment at UNM, I have come to appreciate how each and every one of us contributes to education in the State. We make a difference in thousands of lives each year and that has given me more satisfaction and pride than I ever anticipated or expected. With my new position in the Department of Health, I will continue to feed my soul by contributing, in my way, to the healthcare of the citizens of New Mexico.

I hope you all continue to stay in touch as I will strive to also. Please look for me on Facebook or e-mail me at [Jimmy.Huckaby@hotmail.com](mailto:Jimmy.Huckaby@hotmail.com).

Live long and prosper.

Sincerely,

Jimmy Huckaby

## New! Dell Premier Order Status App



Dell has announced that their Dell Premier Order Status App is now live and available for customers in the United States to download. Dell

clients can access and download the app with no associated costs from Android Market or the Apple App Store. To find it, just search Dell Premier in either application store.

This mobile application has many useful features, you simply need to enter two pieces of your order information, such as order number, customer number, company name, zip code or link number. Once this information is entered into the Dell App you can view your entire order status at anytime. The order status generated and displayed in the app is identical to the information displayed on the Dell ESupport

Order Status online tool. It is also worth noting that you don't need a Dell Premier account to access your order status information. Another great feature of this app is its compatibility with all of your Dell purchases in Lobo-Mart. Now you can check your departmental order status anytime, and anywhere!

## Purchasing attends “Meet the Buyers” Event

Purchasing agents recently attended the annual Meet the Buyers Event coordinated by the Office of African American Affairs. This was a well attended community event where vendors learned how to do business with organizations around the State. Representatives from numerous New Mexico universities, State and City agencies spoke to local vendors about procurement opportunities, policies and practices to help them increase their competitive edge.

In 2007, Tom Weeks in Purchasing, Gaston DeVigne and Dr. Bailey coordinated with the Office of African American Affairs initiated the Procurement Career Diversity Internship Program. Stacy Johnson was the most recent intern for Purchasing with this program. She was one of the guest speakers at the Meet the Buyers Event, and spoke on her experience in Purchasing and that which she learned as an intern. An outcome of Stacy's internship was the initiation of an outreach project in Pur-

chasing. Our department has since mailed a letter of outreach to the African American business community, providing useful information and points of contact for universities and state entities' procurement departments.

Anyone interested in participating in an internship in the Fall can contact Scott Carreathers with African American Student Services at (505) 277-4347.



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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!