



# Purchasing Newsletter

VOLUME 3, ISSUE 3

APRIL 22, 2013

## SPECIAL POINTS OF INTEREST:

- **2013 Vendor Fair!**
- **New Purchasing Teams**
- **Procurement Code Changes**

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## New Purchasing Teams and Commodity Codes

The Purchasing Department has implemented new teams to better serve UNM departments. The Purchasing commodity codes have also been updated to make them more user friendly.

The new teams are:

*Team 1:*

**Brett Sletten**

**Jenny Ramirez**

**Gary Proski**

*Team 2:*

**Veronica Trujillo**

**Socorro Turkovich**

*Team 3:*

**Ron Mattingly**

**Bernadette Menchego**

*Team 4:*

**Jeff Gilmore,**

**Angela Prieto and**

**Vincent Hernandez**

A list of the Contract Specialists' phone numbers and email addresses can be found [here](#).

Some commodity code listing have been removed and replaced with more specific codes. The commodity codes that have been removed are: 3020 Services, Consulting, 3750 Services, Maintenance, 3760 Services, Maintenance/Technical and 3900 Services, Sub-contracts.

If these commodity codes were used in a LoboMart profile, they have been automatically removed. The LoboMart profile commodity codes can be updated with the new codes at any time by the user.

The new commodity code listings and Team assignments can be found [here](#).

If you have questions about a purchase and its commodity code listing or team assignment, feel free to contact the Purchasing front desk at 277-2036.

## It's back! 2013 Purchasing Vendor Fair

It's back! The Purchasing Department's annual Vendor Fair is returning August 1, 2013. The 2013 Vendor Fair will be held in the Student Union Building (SUB) Ballrooms A, B and C. The fair will begin at

9:00am and run until 2:00pm. The Vendor Fair is a great way to get to know various vendors and their products or services. It's also a great way to support local business and meet the Purchasing staff.

We hope to see you there!



For additional information contact: **Angela Prieto** at 277-1770 or [angelap@unm.edu](mailto:angelap@unm.edu)



Do you have a comment or question for the newsletter? [Email us!](#)

PURCHASING  
NEWSLETTER

## Changes to the Procurement Code

Did you know? There will be some changes to the Procurement Code this year, and it's important for everyone on campus to understand them. These changes go into effect on June 1st. An important change is Sole Source purchase justifica-

tions will now have to be posted online for 30 days before the transaction can be approved—*keep this in mind as year-end approaches*. Another change is that informal bids will be allowed for purchases below \$60K. Purchases over \$60K will re-

quire formal bids—more details coming soon. Lastly, any person who willfully violates the Procurement Code can be charged with either a misdemeanor or a felony, depending on the



## Reminder: New SPQ Process

A department wishing to purchase services from an independent contractor is required, per University policy 4325, to complete a Service Provider Questionnaire, unless the vendor has an approved universal SPQ reflecting similar scope of

work included in the vendor's profile. The SPQ form is available through the Banner Applications Channel. As communicated recently in the Finance Operational Bulletin, starting April 15 Unrestricted Accounting and Contract and Grant

Accounting will no longer be sending SPQ reminders. If an SPQ is not submitted within 5 business days, the purchase requisition will be disapproved. This applies to all purchase requisitions for services that require SPQs.

*Do you have Procurement questions you can't find the answers to?*

*Email questions to [mmerker@unm.edu](mailto:mmerker@unm.edu) and we'll answer some in the next issue of the newsletter!*



## Office Supplies Procedure

As previously communicated, effective March 1, 2013, office supply orders should be processed through LoboMart with either Staples Advantage or Sandia Office Supply. Staples Advantage and Sandia Office Supply were awarded a contract as a result of a Request for Proposal.

The intent of the proposal

was to solicit companies to provide UNM affordable office supplies through a web based, supplier hosted punch out catalog with a focus on offering sustainable products utilizing UNM's Green Lobo Foot Print Logo. A major goal of the RFP was to point department orders through LoboMart to gain strategic sourcing information on campus wide spend on office

supplies.

Purchasing continues to evaluate the office supply spend and policy and procedures and wishes to thank all departments helping to make this a success.

Feel free to contact us with any questions at [vtrujil5@unm.edu](mailto:vtrujil5@unm.edu)

## Contract Authoring System Coming Soon!

The University is currently enabling a new contracting system that will allow departments to easily create, route and view agreements, as well as giving staff access to view procurement contracts for goods and services.

The Contract Director system will go live at the end of July.

Contract Director has been rated as one of the best options for contract management and has received strong reviews from Forresters. Additionally,

it will provide opportunities for future integration with our existing systems.

If departments are interested in being early adopters of this new system they can contact us at [aortiz@unm.edu](mailto:aortiz@unm.edu)



The 5th Annual Sustainability Expo and Lobo Grower's Market is April 23rd from 10am to 2pm. Click [here](#) for information!

## New Enterprise Reagent Manager (ERM) System to be Implemented

Safety and Risk Services (SRS) has partnered with the Purchasing Department to implement a new chemical ordering and tracking system. The Enterprise Reagent Manager (ERM) is a system that allows researchers to order all their

necessary chemicals and supplies, without knowing the in's and out's of requisitions. This new system will also track hazardous items at the time of order, eliminating the need for items to be re-entered with the current ICID tracking

system. This system will be a time-saving tool for researchers and departments across campus.

Stay tuned for more information!



Don't forget: Year-end is fast approaching! Deadlines can be found [here](#).

## 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 [mmerker@unm.edu](mailto:mmerker@unm.edu)

Thanks for reading!

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