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 Prososki

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 listings 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
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 justifications 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 require 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.

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

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

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

Thanks for reading!

Purchasing Department

MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-2036
Fax: 505-277-7774
E-mail: purch@unm.edu
Website: www.unm.edu/~purch