



# Purchasing Newsletter

VOLUME 3, ISSUE 5

JULY 30, 2013

## SPECIAL POINTS OF INTEREST:

- Copiers Available in LoboMart!
- Purchasing Survey Results.

## INSIDE THIS ISSUE:

Copiers Available in LoboMart	1
Purchasing Survey	1
Sam's Club Cards	2
Reverse Osmosis Update	2
Survey Trends	3
Survey Prizes	3
LoboMart Lunch Sessions	3
LoboMart User Support	3

## Copier & Printer Leases/Purchases Available in LoboMart!

University Services, in conjunction with the Purchasing Department and Finance Systems Management, now has multi-functional devices and printers available in LoboMart from the three University approved vendors: Pacific Office Automation, Ricoh and Xerox. Instead of going through a quoting process you are able to view a selected number of devices and their basic functionality and pricing. If you are in need of *additional* functionality, you can contact the vendor(s) directly to get that information. All

printer leases, purchases and maintenance agreements must still go through University Services to complete the order. This ensures contract compliance and competitive pricing. *For more extensive departmental cost savings*, consider completing the free print management solution assessment process. The assessment evaluates a department's current mix of printers, copiers, scanners, and faxes. The awarded vendors develop a plan to optimize, reduce and streamline the department's device

layout. The resulting proposals offer creative solutions, provide for continuous health checks and deliver versatile reporting capabilities. Receiving proposals from three vendors makes the process *continuously competitive* and offers the best possible options for the department. The department has the option to choose one of the proposals in full, in part, or none at all.

*Continued on Page 2*



## Purchasing Survey Gives Beneficial Insights

The UNM Purchasing department recently conducted a survey to gain insights and attitudes of procurement systems and processes. The data obtained from the survey has been beneficial to

Purchasing and we would like to thank all those who participated! This edition of the Purchasing Newsletter will outline some of the general trends found from the survey. *Individual responses will not*

*be described, as they are confidential.* This edition will also outline updates and changes Purchasing will make based on your feedback! Continue reading for more information on the survey!



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

PURCHASING NEWSLETTER

*Continued from Page 1.*

**Keep in mind!** Toner supplies are also a part of Print Management. Standardizing desktop printers leads to purchasing a standard toner instead of a large mix of

expensive toners, achieving the highest cost savings.

There is still the same automated auditing process, centralized billing and customer support through University Services, with increased security

requirements and overall lower pricing.

Contact Michelle Albro 277-3519 or [malbro@unm.edu](mailto:malbro@unm.edu) for more information

## Sam's Club Membership Cards

Purchasing now has Sam's Club membership cards for departmental use.! Departments can check-out a Sam's Club card from the Purchasing front desk in the Perovich Business Center during business hours.

The Sam's Club membership cards are like our popular Costco cards, and **cannot be used with your PCard.** Sam's Club will be honoring the University's tax exempt



status.

If you are charged tax or have other questions regarding the Sam's Club Membership Cards please email [purch@unm.edu](mailto:purch@unm.edu).

## Reverse Osmosis Water Information

In our last issue there was an article about Reverse Osmosis (RO) water purifiers. Some departments have installed these or are interested in doing so. The University's sustainability initiative and the excellent water quality provided by the Physical Plant Department' utilities group makes these systems a less sustainable option for the University.

The systems are quite efficient in eliminating certain forms of contaminates, but the effort comes with an increased cost of energy usage and water loss. These units work by forcing water and

electricity to produce purified water by using the force of water pressure to move molecules through a thin film composite and cellulose membrane barrier. On one side of the barrier water is collected and flows out and the excess goes down the drain sometimes up to four times the amount water of water being dispensed.

Additionally, installation of these units requires tapping into the University's domestic water system and as new units these installations would require a State of New Mexico, Construction Industries Depart-

ment permit and must be installed by a person with a New Mexico journeyman's plumbing license.

For these reasons, the University does not allow these units. We will continue to evaluate these systems and if and when the technology changes we will review the systems again.

Department's that feel they have water issues can look into using our Crystal Springs contract.

Please contact [purch@unm.edu](mailto:purch@unm.edu) with questions.

## Purchasing Survey: General Trends

The Purchasing survey feedback showed many trends of which are useful and important to Purchasing in making our department more useful for you! One trend was the experience with Purchasing staff; 15 percent of respondents stated they were dissatisfied with their experience with Purchasing staff. Purchasing also received important feedback on the procurement systems,



such as LoboMart; 41 percent of respondents stated they were satisfied with their LoboMart experience. We also received specific input as to what could improve LoboMart, which has been useful information for upcoming LoboMart style and functionality changes.

The survey also revealed respondents prefer getting notifications about Purchasing through the FSSC email—which is where Purchasing policy up-

dates have been recently communicated to campus. Along with knowing how to communicate more effectively to departments, Purchasing now knows that Jobs Aids are a very popular resource for procurement-related questions.

The remainder of this edition will outline changes and updates based on the feedback received from the survey!

Thank you for participating!

## Survey Prizes Awarded!

Purchasing offered prizes for participants of our the recently conducted survey. Only those participants who provided their contact information were entered into the drawing to win one of three

prizes.

The prizes available were an iPod Shuffle, Lobo Football tickets and a \$10 Amazon gift card. The winners of the prizes were randomly selected and

notified by their UNM email address or phone number.

Congratulations to our prize recipients!

## \*\*NEW\*\* LoboMart Lunch Sessions!

The Purchasing department is excited to announce the creation of LoboMart Lunch Sessions, which are a newly created resource for LoboMart users based on the need shown by our survey! If you have LoboMart questions you can't find the answers to or are having trouble completing frequent orders in LoboMart,

the LoboMart Lunch Sessions are here to help! Various LoboMart lunch sessions will be scheduled during the lunch hour with Purchasing representatives on-hand to demonstrate various functionalities of LoboMart and answer your questions!

For more information on the next LoboMart Lunch Session, or how to sign up contact:

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



## LoboMart User Support

“The survey says...”

Our recent survey showed that departments would like an easy and effective way of getting in-touch with Purchasing representatives for their LoboMart needs. For this reason,

Purchasing is streamlining the process for LoboMart user support. All LoboMart questions should be directed to [purch@unm.edu](mailto:purch@unm.edu). Purchasing has representatives checking and answering LoboMart questions throughout the day

to ensure you receive helpful information in a timely manner!

## LoboMart “Shopper” Role Coming Soon!

We want LoboMart to be an easy and time-saving tool! The Purchasing department is planning to implement an efficient and easy shopper role in LoboMart. This role will allow users, such as supervisors

or PI's, to select items for purchase without knowing the in's and out's of the LoboMart accounting or check-out process. A user will be able to select items for purchase and then simply as-

sign the cart to a designated user for processing of the order!

If you would like to be part of a pilot group to test the new shopper role, email [purch@unm.edu](mailto:purch@unm.edu)

## Letter from the Chief Procurement Officer

### Memorandum

From: Bruce Cherrin, Chief Procurement Officer

Subject: Procurement Survey

The Purchasing Department implemented a campus wide survey in May 2013. The purpose of this survey was to gain user insight and feedback on the procurement processes and systems, such as LoboMart. The survey gave us valuable insights, and examples of ways to make the procurement processes and systems more efficient.

We are working on new policies and procedures based on the survey feedback received. We implemented the LoboMart Lunch Sessions to answer users' questions about the eprocurement system based on the need shown in the survey. We will announce any new policies or procedures via FSSC and/or the Purchasing Newsletter.

Thank you for your participation.

Sincerely,



Bruce Cherrin

## 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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