



# Purchasing Newsletter

VOLUME 4, ISSUE 1

JANUARY 13, 2014

## SPECIAL POINTS OF INTEREST:

- Welcome Back!
- New Home Depot Pro Membership!

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## Welcome Back & Happy New Year!

Welcome back and Happy New Year! We hope you had an enjoyable and relaxing winter break!



Purchasing is excited for our first newsletter of 2014! We have many announcements within this edition of the newsletter, such as a memo regarding office

supply shipping for HSC, SOM and the Cancer Center. We also have information about a new Home Depot Pro Membership available for departmental use!

## Office Supply Shipping changes for HSC, SOM & Cancer Center

The Purchasing department has an important announcement below regarding office supply

orders and shipping for HSC, SOM and the Cancer Center. These changes do not affect

delivery to main campus. Please email [purch@unm.edu](mailto:purch@unm.edu) with any questions or concerns.

MEMO TO HSC, SOM AND CANCER CENTER

Date: January 13, 2014

RE: Revised shipping instructions to vendors (Staples Advantage and Sandia Office Supply) delivering to North Campus for HSC and School of Medicine and the Cancer Center (both clinical and research).

**Effective February 1, 2014** both Staples Advantage and Sandia Office Supply will deliver to the HSC North Dock Shipping and Receiving. Shipping and Receiving will receive and distribute all incoming deliveries from Staples Advantage and Sandia Office Supply to the designated recipient. When allowed and where clearly indicated, deliveries will be made to the desktop.

### Shipping and Receiving Contact Information

#### Location:

915 Camino de Salud NE 87131-0001

#### Phone:

272-6302

#### Email:

[ganderse@unm.edu](mailto:ganderse@unm.edu) , cc: [jbrandon@unm.edu](mailto:jbrandon@unm.edu)

#### Mail Stop Code:

MSC08 4790

#### Staff:

Gordon Andersen – Supervisor  
Jeffrey Brandon – Lead S&R Clerk  
Milo Esquivel – S&R Clerk  
Jonathan Matamoroz – S&R Clerk  
Joshua Viets – S&R Clerk

Shipping and Receiving will continue to distribute **all packages the same day as received** from Staples Advantage and Sandia Office Supply.



Do you have a comment or question for the newsletter?

[Email us!](#)

PURCHASING NEWSLETTER

## Home Depot Pro Membership

The Purchasing department is excited to announce our new University Home Depot Pro Membership! Purchasing has signed up for a Pro Membership with Home Depot which includes free delivery for all in-store orders! Departments can now utilize this membership and receive our contracted pricing and tax exemptions by referencing the Purchasing phone number (277-2036) at checkout. *Note: departments are required to specify if the*

*item is taxable or non-taxable at checkout.* Departments will no longer need to provide our tax exemption certification for tax exempt items as long as our main phone number is given at checkout! Orders can be placed over the phone, online, on a smart phone or with our Home Depot representative. Purchasing's main Home Depot store is located at 1220 N. Renaissance Blvd NE, which has all of our membership

information up-to-date and stored in their system. Our account is also set up with all nationwide Home Depot stores!

Please direct all Home Depot membership questions to [purch@unm.edu](mailto:purch@unm.edu) or (505) 277-2036

Our Home Depot representative is Scott Reszka, (505) 301-4829



### Even more savings.

Group small orders together for an additional discount.

Small orders drive up costs and waste resources, such as cardboard paper and fuel. By consolidating your orders of \$150 or more, you're helping us conserve resources and we're helping you save even more. Here's how:

**You will receive a 2% instant discount.**

\*Discount will be given at the time the order is placed for LoboMart transaction only.

## PR Quote Reminders

Purchasing would like to remind departments to submit vendor quotes and backup documentation for their PRs. This will help expedite the procurement process and get your PO processed faster!



Here are a few reminders regarding quotes for PRs:

- Quotes from three vendors should be submitted for PR's with the dollar amount of \$10K – \$59K. Unless the vendor has a contract and/or agreement, then only the vendor's quote should be submitted, along with any contract information the vendor has provided.
- Quotes for modular/system furniture on main campus must

also have written approval of Mark Manzutto, PPD Remodel for installation of the equipment. Quotes for UNM HSC should have approval of the facility and/or building manager for the installation

- PR's for \$5,000 and below will be returned to the departments with a memo informing them to utilize a Pcard. Notation should be made on the PR if the vendor does not accept the Pcard for payment.

Also, remember that all quotes and backup documentation can be emailed to the buying teams directly! A list of the teams and their email addresses can be found [here](#).

For any questions regarding PR backup documentation or quotes, please email [purch@unm.edu](mailto:purch@unm.edu)

Did you know? You can contact Purchasing at [purch@unm.edu](mailto:purch@unm.edu) where multiple representatives are available to help you with LoboMart, receiving or any other procurement related questions!

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

Website: [www.unm.edu/~purch](http://www.unm.edu/~purch)