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.

Lobo Lucy also made an appearance to take pictures with vendors, staff and campus visitors. Each year, vendors generously donate door prizes for participants.

Your comments help us to plan future events that meet your needs. For comments or questions, please contact Purchasing at (505) 277-2036.
LoboMart Upgrades

Changes are coming to the purchasing process! The UNM Purchasing Department is starting a new project implementing a new way of creating purchase orders and paying invoices. What does this mean for you? Faster turnaround times, greater efficiencies, no changes to your ordering process through LoboMart, no more receiving through Banner, and will cut down the PCard reconciliation process when ordering from a number of vendors! Also, approval notices will be able to be decided through email, with the capability of being viewed on a mobile device. The project is kicking off this month and expected to be live and in full effect before May of 2015. More details and information are to follow. Great things are coming!

Office Supply Update

Sandia Office Supply Contact Information. Please click here to access the Flyer.
It’s that time of year again—to start thinking about and looking for your FY15 Annual Physical Inventory.

- My laptop was stolen. How do I get it removed from my inventory?
- Are iPads an asset? Are they tagged?
- Can our Researcher take equipment to his new place of employment?

We need your HELP! We want the annual inventory presentations to be useful to you. Please send us questions that you would like to see addressed plus any other suggestions you may have for how to make the presentations more fitting to your needs. We are adding a question and answer segment to the presentation that should prove to be challenging and fun! Submit your questions to Inventory Control at UNMInventory@unm.edu.

Listed below is the Inventory Wave schedule for FY15:

<table>
<thead>
<tr>
<th>Wave</th>
<th>Send</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave 3</td>
<td>8/25/2014</td>
<td>10/5/2014</td>
</tr>
<tr>
<td>Wave 1</td>
<td>1/19/2015</td>
<td>3/6/2015</td>
</tr>
<tr>
<td>Wave 2</td>
<td>2/26/2015</td>
<td>4/10/2015</td>
</tr>
</tbody>
</table>

Remember: send us an email or call us at 277-7715 anytime! We can look up your asset by serial number; let you know what information we require, and help you with any questions you may have or visit our website at: http://inventory.unm.edu/.

UNM Copy Center

New Services:

- More user-friendly website at: http://unmcopycenter.unm.edu/
- Wide format Printing and Mounting (Posters)
- Canvas Prints and Stretching
- Lowest Copy Prices in town
- Low-price copy paper – due in LoboMart in November (great low prices by the ream or case).

Call us for quotes or questions at 277-8267. E-mail us at UNMCopyCenter@unm.edu
Surplus showroom and drop-off hours are:

1:00 - 4:00 pm  Mon/Wed/Fri
8:00 - 11:00 am  Tue/Thu

UNM departments can purchase chairs, desks, tables, file cabinets and miscellaneous items in our showroom. For $50.00 you can buy a re-imaged computer that is under 4 years old plus a flat-screen monitor for $25.00. To buy, apply for a Purchase Requisition at: http://univserv.unm.edu/FORMS/prnew.html.

We also usually have items online at www.publicsurplus.com where anyone can purchase UNM property.

Surplus has a 24-48 hour turnaround time to pick-up or deliver your items, once reviewed by University Services.

University Services also clears all items before UNM departments deliver drop-offs at the warehouse.

You may have questions! “Can I sell our microscope to our vendor?” “As an employee, can I buy my computer or desk?” Call us! We can answer any question you have - 277-2923 or UNMSurplus@unm.edu

Records Management holds UNM documents following the guidelines set forth by the State Records Center and Archives. Each box is assigned a serial number and given a retention period. Once the retention period has ended, the UNM department is contacted for approval to destroy the box(es), or they will elect to have the boxes returned to the department.

Currently, there is an average of 15,000+ boxes stored at the warehouse. There is no charge for picking up or returning boxes back to storage. However, record storage is limited. Requests can be made to UNMRecordsmgt.unm.edu or fax to 272-8390. Please visit our website for more information: http://univserv.unm.edu/us-depts/records.html.
The Chemical and Research Lab Suppliers (CRLS) is a University Services lab supply center located on UNM main campus in the Chemistry and Chemical Biology Dept. CRLS provides walk-in and delivery customer service to UNM and CNM researchers with products and services that help support their communities’ missions.

We are open Monday through Friday, 8:00 am - 4:45 pm and are closed for lunch from 12:00 -1:00 pm.

There are significant advantages to ordering through CRLS. These include:

- **Convenience.** CRLS stocks Dry Ice, Liquid Nitrogen, Gas Cylinders and other products. Our Main Campus location is ideal for delivering to North, Main and South Campuses, as well as to CNM and its satellite campuses.

- **2-Hour Delivery.** CRLS strives to deliver Stock items within 2 hours or less.

- **Same-day ordering.** If we do not stock an item you need, we will order it the same day. Orders placed in the late afternoon (after 3:00 pm) and outside of our normal Business Hours are the only exceptions.

- **Easy internal billing.** We place your order for you from almost any vendor. Billing is internal and automatic – no worries about tracking vendor invoices.

- **We resolve order-related issues.** We value your time and know it is precious. If there’s a problem with a shipment – damage, item shortage, etc. – we work with the vendor to resolve the issue. You should be researching and teaching, not trying to resolve any problems with Customer Service about a missing item!

- **Direct billing to your Index.** When you set up a new PR with us, specify which Index and Account Code you need charged and that’s it! With rare exceptions, we work with our customers’ accountants to minimize JV changes.

- **Order History.** If you don’t remember an item you ordered from us two or three years ago but you need to order it again, we can track it down! We can also send PR/Order Histories to accountants, showing them what has been charged against the PR/Index and usually which lab personnel placed the orders.

- **Chemical Tracking.** We can help track where chemicals are delivered. For this reason we cannot deliver chemicals to offices. They must be delivered to the labs where they are being used.

- **No Shipping or Hazardous Fees for most major vendors.** If we don’t pay shipping or hazard fees, then you don’t either.

- **Price quotes.** If pricing is a concern, we can quote items from most major vendors so you know exactly how much it will cost to order through us. We compare pricing direct and through distributors to get the best possible pricing. CRLS can also offer significant price advantages on quotes for equipment due to our contractual agreements.
A great part of the day at HSC/University Services Shipping & Receiving is spent problem solving. Often it’s trying to figure out where poorly addressed packages go, how gigantic pieces of freight will be moved through the facility, or helping couriers, staff, students and patients navigate the often confusing North Campus as well as delivery points on Main Campus.

The staff—with a combined total of almost 80 years direct experience at HSC/UnivSvc S&R—do all this and more with professionalism and a good sense of humor.

The next few months will find us once again directly involved in the logistics required to facilitate the needs of half a dozen contractors who are involved with the remodeling and renovation of four, highly specialized labs, as well as assisting in the coordination of a major motion picture shoot within our facility, all staging off our loading dock, without having it impact our mission of timely service.

At HSC/UnivSvc S&R there is never a dull moment! For any shipping needs or questions, call us at 272-6302. Website: http://univserv.unm.edu/us-depts/shipping.html

### From Your Office to the Post Office

**Did you know UNM has its own fully automated, Full Service Mail Center?**

UNM Mailing Systems can save you substantial amounts of money and time when you bring your large mailings to them for processing. Why go to an outside mailer when you can utilize their postal expertise, exemplary customer service and in-depth knowledge of both USPS and UNM regulations. Below is just a brief list of services that you can take advantage of to save time and money:

- Folding and Inserting
- Tabbing and Sealing
- Address list cleansing including forwarding addresses
- Addressing and Mailing
- Business Reply Mail Design
- Free Mail Piece Design Consultation
- Competitive pricing

Consult with their mail piece design experts before you head to the printer, and you can be certain your mail piece gets designed and printed right the first time! With their expert knowledge of USPS regulations and requirements, you can be sure that your piece qualifies for the best possible postage rates, and maximum deliverability with the US Postal Service.

Have your printer deliver your mail piece directly to our facility or contact our partner, UNM Copy Center, for your printing and copying needs. This is a great way to keep your dollars on campus.
Print Management Program

Print Management continues to integrate more efficient processes to better serve UNM departments. Just recently this relates to our email address, offerings in LoboMart and more extensive savings for departments.

Print Management has a new, exclusive email address: PrintMgt@unm.edu! Since its onset, the Print Management program has grown extensively. The new exclusive email address enables Print Management requests and communications to be accessed and responded to more quickly and efficiently. Please use it for all future Print Management communications.

New, updated pricing in LoboMart! Choosing a printer or multifunctional device from LoboMart eliminates the need to complete the quote process. Leases and purchases are available through LoboMart as well. Visit our catalogs under University Services.

For more extensive departmental cost savings, consider completing the free print management 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.

All printer, copier, MFDs (Multifunctional Devices), scanners and fax purchases must go through University Services and the simple quote process. For low dollar, small desktop units, please contact our new Print Management email: PrintMgt@unm.edu. We are happy to assist you. Visit our website: http://univserv.unm.edu/pmp.html

Do you have University Services (CRLS, Copy Center, Inventory Control, Mailing Systems, Records Management, Print Management, Shipping/Receiving or Surplus) related questions you can’t find the answers to? Email questions to University Services at univserv@unm.edu – we will answer promptly and you may even see your question in the next issue of the newsletter!
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 jglucero@unm.edu.

Thanks for reading!