



Purchasing Newsletter

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SPECIAL POINTS OF INTEREST:

- Green Award Winner
- Chip & PIN Technology

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 2015! We have several announcements in this edition of the newsletter.

Green Award Winner—Sandra Mentz

The University of New Mexico Purchasing Department recently presented its fourth Sustainability Award to **Sandra Mentz, Fiscal Services Tech, Earth Data Analysis Center.**

Sandra spent 91% on “green items” meaning that she chose either recycled or sustainable products instead of non-recycled or otherwise “non-environmentally friendly” products.

el” (planet, people, price and performance) to assist UNM in reducing environmental hazards, conserve environmental resources and maximize operational capability through the procurement of environmentally preferable products.



4-P Procurement Model

Planet People

Performance Price



Purchasing developed the “Office Product Supplies: 4-P Procurement Mod-

Both Sandia Office Supply and Staples Advantage were awarded the contract for office supplies and both companies are vested in providing and promoting sustainable products.

Past recipients of the award include Alicia Martinez, Civil Engineering; Sylvia Henrard, Internal Medicine, Division of Endocrinology; and Amy Hawkins, Educational Opportunity Center (EOC).

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

PURCHASING
NEWSLETTER

LoboMart Update

The LoboMart Upgrade Project has begun! The UNM Purchasing Project Team has started the first phase in implementing changes for the upgrade. The first Focus Group was held in December. The Focus Group consists of LoboMart Power Users. These Power Users have

volunteered their time to help with feedback and testing as we move forward in the upgrade process.



Procurement Scorecard

Robert Ortiz is the UNM Purchasing Department's Data Manager and Strategic Sourcing Analyst. He manages and maintains a comprehensive University information resource, ensuring consistency and integrity of procurement data. He has been in the position for about two years and is available to assist with any spend visibility needs.

Currently, the UNM Purchasing Department is offering a Procurement Scorecard. This report serves as a spend dashboard highlighting all spend for the fiscal year. The reports available within this dashboard are spend by channel; you can see the areas where you

are spending the most, by Purchase Order, PCard and DP-EZ. With each of these channels, you can see which vendors you are spending the most with. Also highlighted is the amount of spend with applicable punch-out vendors, as well as top spend commodities. The report covers your entire ORG unit and can be broken down by department.

If you would like to meet with Robert and view your department scorecard, or if you would like any other procurement reporting, you can contact him at 277-1805 or by email at rortiz09@unm.edu.

Chip & PIN Technology

UNM has initiated the transition from magnetic stripe PCard to a Chip & PIN PCard in order to comply with future industry updates. Chip cards provide an additional layer of protection against fraud as the transaction is uniquely encoded 100% of the time. The PIN provides even more protection against lost/stolen card fraud.

The new Chip & PIN card will be issued to new Cardholder's or when a card is

reissued due to expiration or Lost/Stolen status. Cardholders will continue to pick up the new/replacement cards from the PCard Office, however, the PIN will be mailed directly to the Cardholder's Campus address.

If you have any questions, please contact Peggy Sedillo at 249-2227 or visit the website at: <http://pcard.unm.edu/pcard-policies-and-procedures/chip-and-pin.html>

PO Invoices Required to be Sent Directly to AP

PO Invoices are **required** to be sent directly to Accounts Payable.

UNM Policy 4370 and accounting best practices require all UNM PO invoices to be sent directly to the Accounts Payable department, not to the UNM department receiving the goods or services. This is also a contractual requirement for the vendor under the Purchase Order standard terms and conditions. If an invoice or credit memo is sent to a UNM department, the department should immediately forward it to Accounts Payable for processing.

While this may not seem like a big deal, it is significant for several reasons. AP not receiving invoices directly is by far the leading cause of late vendor payments for the University. The University uses "Net 30" payment terms on most Purchase Orders, meaning that the University is contractually obligated to either issue payment to a supplier or dispute their invoice within 30

days. Failure to dispute an invoice within 30 days can cause UNM to lose its dispute rights under UCC terms, and for shipments to be accepted "as is" without legal recourse. Late vendor payments result in credit problems for the University and vendors not wanting to do business with UNM in the future.

Accounts Payable stamps each invoice with a received date on the day it arrives in the department. Unfortunately, these date stamps show that many invoices sent to us directly from other UNM departments are often well beyond the 30-day mark.

Vendors should remit AP invoices directly to:

UNM Accounts Payable Department
PO Box 4548
Albuquerque, NM 87196-4548

Or email to: acctspay@unm.edu

Contract Director

The UNM Purchasing Department is currently using SciQuest's Contract Director to author and manage contracts on campus. Any and all purchasing contracts will be authored and stored in the Contract Director system. This system is a secure cloud based system that has the functionality to author, edit and execute contracts with the added ease of an electronic signature platform integration. This system has the capability and capacity to be customized to fit separable need.

The Contract Director system is intended as a central repository and will store all current and past contracts. If your department is interested in more information, regarding the contracting system, or if you would like to see a demonstration of the system and its capabilities, please contact Robert Ortiz at rortiz09@unm.edu.

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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!