



# Purchasing Newsletter

VOLUME 5, ISSUE 4

JULY 31, 2015

## SPECIAL POINTS OF INTEREST:

- **UNM Vendor Fair**
- **Surplus Property**

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## 2015 UNM Vendor Fair Coming Soon!

The UNM Small Business and Strategic Partner Vendor Fair, hosted by the UNM Purchasing Department, is scheduled for **Wednesday, October 28, 2015**, in the Student Union Building, Ballrooms A, B & C from 10:30 a.m. to 1:30 p.m. Click [here](#) to access the flyer.

The fair allows participants networking opportunities to create new business relationships and strengthen existing relationships within the UNM community. UNM purchasing agents, PCard holders, staff and faculty are encouraged to attend the fair to learn about the

products and services small businesses can provide and visit other strategic partner organizations that have substantial contracting opportunities.

Vendors ask that you please  
**BRING YOUR BUSINESS  
CARDS**

Hope to see you there!



## New UNM Travel Site

There is now a new UNM Travel site available for University use.

The hotels listed are purchasing approved vendors able to do any type of business with the university such as block of rooms, events, catering, etc. We have negotiated

great rates with all these hotels. Check back regularly for newly added vendors.

Please visit our website at <http://purchase.unm.edu/travel/index.html> to familiarize yourself with the new site.



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

PURCHASING NEWSLETTER

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## LoboMart Project Update

UNM Sourcing events are now being posted through the new Supplier Portal. Vendors are continuing to register in the new portal and are accessing and responding to posted sourcing events. Vendors can contact the Purchasing Department at 277-2036 if they have questions regarding the portal.

The project team is gearing up to start implementing the eProcurement phase of the upgrade.

Vendors can access the portal through the Purchasing website at: <https://solutions.sciquest.com/apps/Router/SupplierLogin?>



## Surplus Property

Is your department seeking remodeling or renovation services for your work area?

All departments must contact Surplus Property at 277-2923 to schedule a pickup or a drop off for the assets being discarded. A Request for Disposal of Surplus Property **form** must be submitted via email to [univserv@unm.edu](mailto:univserv@unm.edu) or via fax to 272-8390 in order to process your request.

It is important that all UNM assets are sent to/picked up by

Surplus Property for proper disposition; besides UNM Policy requirements, we have many programs, including various types of recycling, that we utilize for all items.

Federal Government or non-UNM owned equipment must be cleared by the agency for disposal before sending to Surplus Property.

You can visit the Surplus website at: <http://univserv.unm.edu/us-depts/surplus.html>

## 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](mailto:jglucero@unm.edu).

Thanks for reading!