



Purchasing Newsletter

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SPECIAL POINTS OF INTEREST:

- **UNM Vendor Fair Update**
- **LoboMart Project Update**

UNM Vendor Fair Update!

The UNM Small Business and Strategic Partner Vendor Fair, hosted by the UNM Purchasing Department, was initially scheduled for October 2015. The Fair has been rescheduled for Spring 2016. More details coming soon!



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IT Catalog in LoboMart

A new catalog for Information Technologies (IT) is now available in LoboMart for software purchases.

How to access the IT Catalog in LoboMart: When you are on the LoboMart home screen, select the IT UNM logo. In the search box, type in the software you are looking for or click on the search magnifying glass to see a list of all available software. Next, select the software you are ordering and check out. If you prefer to pick up the software, please put hold for pick up in the shipping information. If you do not select a shipping option, the cd will be sent by campus mail.

Beginning August 17, 2015, you can request the software be held for pick up at Dane Smith Hall, Room 121. An email

will be sent to the contact on the LoboMart order notifying them when software is ready to be picked up, usually 24 to 48 hours after the order is placed.

Please visit <http://it.unm.edu/software/> for a list of all software offered by UNM IT. This includes free titles and software available for purchase by faculty and staff for personal use.

Adobe Creative Cloud is available for purchase for personal computers from it.unm.edu/software/ for \$190.00 per year. Microsoft Office 365 (O365) is available at no charge to faculty, staff and students through download when you are signed into your Lobomail account. Faculty and staff can also purchase a work at home license on DVD for Microsoft Office Pro 2013 at the UNM Bookstore for \$15.00.



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

PURCHASING NEWSLETTER

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LoboMart Project Update

The Purchasing Department is excited to announce the LoboMart Upgrade Project will **Go Live October 19!**

Current Procurement and Accounts Payable (A/P) processes require the use of LoboMart and Banner Finance. Centralizing procurement and accounts payable processing in LoboMart will create efficiencies and simplify the end user experience!

Information sessions have been held throughout campus providing demonstrations of the

changes and new functionality available in LoboMart. Click [here](#) to access a handout on project highlights and frequently asked questions.

If you have questions regarding the Project, please contact Purchasing at 277-2036 or email purch@unm.edu.



Portable Space Heater Guidelines



There have been slight revisions made to the process for purchasing portable space heaters.

Please visit the Safety and Risk Services (SRS) website at <http://srs.unm.edu/fire-safety/portable-heaters.php> for updated guidelines.

Questions concerning these guidelines may be addressed to Safety and Risk Services at (505) 277-2753 or the Physical Plant Department at (505) 277-7829.

Standards Based Technology

The Health Sciences Center (HSC) uses a standards-based computing support model to meet the IT needs of all faculty and staff. To be eligible for support services, a workstation or server must use standard hardware and software. Having standards-based technology allows IT staff to maintain a turnkey operation that quickly and efficiently resolves all workstation- and server-related issues. Technicians in the Health Sciences Library and Informatics Center (HSLIC) who are certified to work on the standard workstations and servers can easily resolve common problems, obtain warranty parts overnight and effectively keep you working with minimal downtime. HSLIC does not support non-standard systems. If you need support for a workstation or server that does not use standard hardware and software, your department will be required

to identify a person who will be responsible for the maintenance and support of the workstation.

HSC Departments can find quotes and purchasing instructions for standard Apple and Dell models at <http://hslc.unm.edu/usersupport/support/standardquotes.html>.

Workstations purchased through the Dell or Apple punchouts in LoboMart will not require an exception, but they must be purchased with the Windows 7 Operating System. If this procedure is not followed, the department seeking the purchase must request an exception. The exception process exists solely to identify and evaluate departmental needs that are not met with the standard configurations. The exception request form is posted on the P-Card website at <http://pcard.unm.edu/common/files/non-unm-standard-computer-hsc.pdf>

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.