



Purchasing Newsletter

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NOVEMBER 30, 2015

SPECIAL POINTS OF INTEREST:

- PCard Information
- Hospitality Holiday Stroll

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PCard Information

PCard Transaction Log

Are you using the most current PCard Transaction Log? Please submit future files using the most current PCard Transaction Log. Links to the form are provided. Thank you in advance for your cooperation.

PCard Transaction Log:

<http://pcard.unm.edu/common/files/pclog-pdf.pdf>

<http://pcard.unm.edu/common/files/pclog-xls.xls>

PCard Reallocation

Save the Date! Remember to Reallocate!

Transactions must be allocated to the appropriate Account Code(s) in Banner by the Primary Reallocator and/or Alternate Reallocator within 10 days from the date the transaction appears in Banner (prior to the Feed Date).

PCard Reallocation

<http://pcard.unm.edu/pcard-policies-and-procedures/p-card-reallocation.html>

PCard Reallocation

<http://purchase.unm.edu/bannerbytes/PCardReallocation/PCardReallocation.mp4>

Department PCard Reallocator

Cardholders are required to have a (Primary) Banner Reallocator and (Alternate) Banner Reallocator.

Here are helpful steps for obtaining the PCard Reallocator role:

Request the Department PCard Reallocator role through the BAR (Banner Authorization Request) which is found on MyUNM, Employee Life Tab, UNM Business Applications, Banner Resources.

The Primary and Alternate Reallocators are required to pass the following trainings:

- FIN PRV102 Securing Private Data Exam
- BANG-EXM0004 Banner Fundamentals and Navigation Competency Exam
- EOD 343 PCard for Travel and Exam
- EOD 346 P-Card Program (Web Course).

Once your BAR is completed and approved, you will have the PCard Reallocator role access.



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

PURCHASING
NEWSLETTER

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LoboMart Project Update

The LoboMart Upgrade has been implemented. Following are a few reminders:

The **Vendor Add/Change Request Form** is now available in LoboMart for adding vendors to the system. You can access the Request New Supplier Guide at <http://purchase.unm.edu/lobomart-upgrade-documents/request-new-supplier.pdf>.

Please Note: As of November 23, 2015, you are no longer be able to use Purchasing Setup Vendor as an option. All vendors will need to be added to LoboMart prior to creating requisitions.

You now have three forms available to place orders in LoboMart. There is the Service Order Form, USP Service Order Form and the Non-Catalog Goods Form. If you do not select the correct form for your order, you will have issues when you are ready to create your receipts in LoboMart.

If you are placing an order for **Goods Only**, select the **Non-Catalog Goods Form**.

If you are placing an order for **Services or a combination of Goods and Services**, select either the **Service Order Form** or the **USP Service Order Form**. If the vendor is on the Universal Service Provider (USP) list, select the USP Service Order Form. If they are not on the USP list, select the Service Order Form which now contains your SPQ questions on the form itself.

Receipts can be created once a Purchase Order is complete and the goods and services have been received by the department. A Purchase Order has been completed when the status shows a green checkmark.

For fastest service, please email the vendor invoices you receive to Accounts Payable at acctspay@unm.edu.

Department LoboMart Shopper role - this role gives users the access to submit supplier requests as well as creating shopping carts in LoboMart and assigns the shopping carts to the Department Purchase Requisitioner role for submission.

Please Note: You only need the Shopper role if you do not already have the Department Purchase Requisitioner role. No Banner access is required to have this role. No Banner access is granted with this role.

All LoboMart Upgrade documents are available on the Purchasing website at <http://purchase.unm.edu/lobomart-upgrade-documents/index.html>.

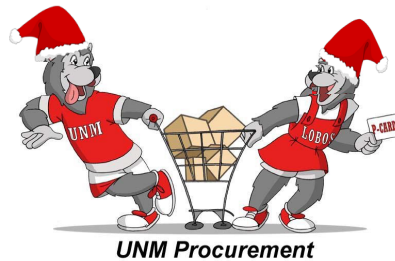
If you have questions regarding the Project, please contact Purchasing at 277-2036 or email purch@unm.edu.



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Hospitality Holiday Stroll

Attention all event and travel planners—mark your calendars for the UNM Hospitality Holiday Stroll!



Please join us on Wednesday, December 16, 2015, from 10:00 am—to 2:00 pm in the Student Union Building (SUB), Ballroom B! Click [here](#) to access the flyer.

The Purchasing Department is hosting the Holiday Stroll in

order for participants to meet our local travel vendors. We are also helping the Roadrunner Food Bank and encourage everyone to bring a non-perishable food item to the event.

Come out and enjoy light refreshments while meeting the vendors. Please bring your business cards.

If you have questions, please contact Monica Contreras at 277-1733 or monicacontreras@unm.edu.

Hope to see you there!



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.