



# Purchasing Newsletter

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## SPECIAL POINTS OF INTEREST:

- **Chrome River**
- **Inventory Control**

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## Welcome Back & Happy New Year!

Welcome back and Happy New Year! We hope you had an enjoyable and relaxing winter break. Following are a few announcements for the first newsletter of 2016.

### Chrome River

In an effort to automate and streamline existing processes, we are excited to announce that the University of New Mexico (UNM) will be implementing a new, comprehensive travel and expense management solution provided by Chrome River, a third party solution with Banner integration capabilities.

This solution will replace the current manual paper based travel and expense reimbursement process (DP-EZ) and allow users to submit electronic receipts, route expense reports through online workflows and will include 'smart rules' that take the guess work out of understanding numerous complex policies.

Click [here](#) for additional information.

### Inventory Control

Is your department giving an asset in trade-in as part of a new purchase?

In order to remove the asset from your department's inventory, a

#### **Request for Deletion of Assets**

(<http://inventory.unm.edu/forms1/index.html>), along with the supporting

documentation of the trade-in, must be submitted to [UNMInventory@unm.edu](mailto:UNMInventory@unm.edu) or fax to 277-1028.

For questions, contact Inventory Control at 277-7715 or [UNMInventory@unm.edu](mailto:UNMInventory@unm.edu).



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

PURCHASING NEWSLETTER

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## LoboMart Project Update

The **Vendor Add/Change Request Form** is now being initiated, submitted and processed in LoboMart. The form has been revised to make requests more user friendly. The form is located on the Shopping Home Page under Internal Purchasing Forms. A Multiple Vendor Request Form has also been created. You can access the Request New Supplier Guides (Vendor Add/Change Form) at <http://purchase.unm.edu/lobomart-upgrade-documents/request-new-supplier.pdf>.

**Please Note:** The Vendor Add/Change Form, Multiple Vendor Requests Form and Change Order Request form can be located on the Shopping Home Page under the Internal Purchasing Forms section in LoboMart.

If you have questions regarding vendor requests, please contact Vendor Maintenance at [vendors@unm.edu](mailto:vendors@unm.edu).

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](mailto:purch@unm.edu).



## Purchasing Teams

Purchasing Teams have been reorganized. There will now be two Buyer Teams instead of four.

You can contact them at:

Team 1 at [purchingteam1@unm.edu](mailto:purchingteam1@unm.edu)  
 Team 2 at [purchingteam2@unm.edu](mailto:purchingteam2@unm.edu)

The commodity code being used on your requisition will determine which team to contact with any questions.

The commodity code listing can be found at: <http://purchase.unm.edu/commodity-codes-listing.pdf>.

## Hospitality Holiday Stroll was a Success!

Thank you for participating in the Hospitality Holiday Stroll! Purchasing held a Holiday Stroll in order for participants to meet our local travel vendors.

and giveaways while visiting with the vendors. It was held on December 16, 2015, in the Student Union Building (SUB).

Please visit <http://purchase.unm.edu/local%20hotel%20information/index.html> for local hotel information.

If you have questions, please contact Monica Contreras at 277-1733 or [monicacontreras@unm.edu](mailto:monicacontreras@unm.edu).



The event was festive with participants enjoying refreshments



## 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).