



# Purchasing Newsletter

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MARCH 31, 2016

## SPECIAL POINTS OF INTEREST:

- **2016 Vendor Fair**
- **Confidential Information Reminder**

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## 2016 UNM Vendor Fair

The Small Business and Strategic Partner Vendor Fair hosted by the UNM Purchasing Department, is scheduled for **Wednesday, April 27, 2016**, 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!



## Confidential Information Reminder

Please keep in mind that all documents submitted as attachments to a LoboMart purchase requisition (PR) can be viewed by all. For that reason, attachments that contain confidential information should **not** be attached to your LoboMart requisitions. Examples of confidential information include Social Security numbers,

patient names, bank account numbers, credit card numbers, etc.

Please submit W9s with the Vendor Add/Change Form since those attachments are not visible to others. Please be mindful of all confidential information contained on any attachments included with a submitted PR.



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

PURCHASING  
NEWSLETTER

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Email: [purchase@unm.edu](mailto:purchase@unm.edu)  
Website: [www.unm.edu/~purch/](http://www.unm.edu/~purch/)

## Export Control Compliance

Purchasing scientific or technical equipment is essential for the advancement of the University's research mission. The following guidance is intended to provide clarification on the responsibilities for Export Control Compliance as it applies to the purchasing of UNM scientific or technical equipment.

It is the responsibility of the requisitioner or PCard holder to perform appropriate due diligence in order to determine if the item to be purchased is export controlled when the following conditions apply:

- The equipment/hardware is for an export controlled project. (A Technology Control Plan is in place for the project).
- The equipment/hardware will be shipped or taken outside the U.S.
- The equipment/hardware has an obvious military or space capability, is specially designed for military use and/or is a type of laser, sensor, infrared camera, or high-performance computer.

If assistance is needed in this process, please contact the UNM Main Campus Export Control Officer at [export@unm.edu](mailto:export@unm.edu) or 277-2968. If the requisitioner determines that the item is export controlled, they would select yes in LoboMart and an export control review would be conducted. The Purchasing Office will also conduct a review of the terms and conditions of the purchase and route items for review if needed.

Upon completion of the export control review, if it is determined that the item is controlled, the Export Control Officer will work directly with the department and/or UNM employee to develop and implement a Technology Control Plan to safeguard the item(s).

For more information regarding these processes, please go to the UNM Main Campus Export Control Purchasing, Inventory Control, and Surplus Property Webpage at <http://researchcompliance.unm.edu/picsp> or contact Adelia Gunn at 277-2968 or [export@unm.edu](mailto:export@unm.edu).

## New Inventory Tags

Inventory Control now has new enhanced tags! The new tags are more durable, withstand high temperatures, and are water, smear and scratch resistant.

The tags will be color coded:

- **White**—Purchased with unrestricted funds and titled to UNM.
- **Red**—Purchased on a grant and titled to UNM.

- **Green**—Loaned equipment and not titled to UNM (Federal Government, Non-Government or State Government).
- **Blue**—Purchased on a grant and not titled to UNM (Federal Government, Non-Government or State Government).

If you have questions, please contact Inventory Control at 277-1028 or [unminventory@unm.edu](mailto:unminventory@unm.edu).

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## New Website for Print Management

Print Management has a new website! You can access the website at <http://printmgmt.unm.edu/>.

New online approval process for purchasing printers, scanners, copiers or MFDs (multi-functional devices) under \$750!

Simply select 'Printer/Scanner Purchases' on the left-hand side bar, read and consider the cost effectiveness and sustainability value of the purchase you are considering. If you still believe the purchase is the best solution for your department, select the red 'Printer/Scanner Acknowledgement' button and print out the acknowledgement to include with your PCard log or Requisition.

If you have additional questions, please feel free to email Print Management at [PrintMgt@unm.edu](mailto:PrintMgt@unm.edu).

Request a new Print Management PR or modify an existing one through our online form!

Online access to your monthly Print Management department billing statements:

- Select 'Department Billing Statements' on the left-hand side bar.
- Log in using your NetID and password.
- Select the fiscal year.
- Select the vendor.
- Select the month/year.
- Ctrl/F and type in your PR number.
- Once on your PR, print or print to pdf (*be sure to select current page only!*).

Is it time to upgrade your currently leased device? For quote request process, please email [PrintMgt@unm.edu](mailto:PrintMgt@unm.edu).

## 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).