



# Purchasing Newsletter

VOLUME 6, ISSUE 3

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## SPECIAL POINTS OF INTEREST:

- ◆ 2016 UNM Vendor Fair
- ◆ Total Contract Manager
- ◆ Chrome River Coming Soon to UNM

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## 2016 Vendor Fair was a Success!

Each year Purchasing has a Small Business Vendor Fair, where vendors and departments have the opportunity to showcase their product offerings and diverse product needs. The fair also creates networking opportunities for participants, allowing them to create new business relationships or strengthen existing relationships within the UNM and UNMH communities. University Purchasing Agents, PCard Holders, Staff and Faculty are encouraged to attend the fair to learn about products and services area businesses can provide.



This year's annual Small Business Vendor Fair was held on April 27th in the SUB ballrooms. The Vendor Fair had approximately 71 vendors at the fair offering a variety of products.



Lobo Lucy also made an appearance to take pictures with vendors, staff and campus visitors. Each year, vendors generously donate door prizes for participants.



Your comments help us to plan future events that meet your needs. For comments or questions, please contact Purchasing at (505) 277-2036.





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

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## UNM Small Business Vendor Fair Feedback

Rapid Supply was one of the local small businesses that attended this year's Small Business and Strategic Partner Fair. They offer savings on most inks/toner cartridges and provide local support.

*"We thoroughly enjoy attending the UNM Vendor fair. At the fair we have an opportunity to connect with our clients in a fun and energetic setting."*

Please see [Flyer](#) for their contact information.

— Sue Gray,  
Vice President of Sales  
Rapid Supply

## Total Contract Manager

SciQuest's Total Contract Manager (TCM) Module will be going live on July 6th. TCM is a centralized repository used to create, store, search, and view organization-wide contracts. TCM is fully integrated with the SelectSite suite allowing users to link purchases to supplier contracts.

Additionally, TCM provides automatic alerts on contract milestones and spending thresholds, helping organizations maximize the savings from negotiated contracts.

### Key features and Benefits of SciQuest Total Contract Manager:

- Contracts are readily available for viewing and use by end-users and buyers – no more sending contracts via email or snail mail.

- TCM is seamlessly integrated with the SelectSite LoboMart e-procurement and settlement process.
- Optimizes use of contracts and improves overall contract compliance.
- Reduces contract administration cost and improves contract analysis.
- Alerts within TCM are used to notify contract owners and stakeholders of renewals and spending thresholds.

For more information, please contact Gary Prosofski at 505-277-6888 or [garyp106@unm.edu](mailto:garyp106@unm.edu).

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## Chrome River Coming Soon to UNM

### New Expense Management and PCard Reconciliation Process

Do you travel on behalf of the University of New Mexico? Do you have business expenses that you need to be reimbursed for? Do you have non-UNM individuals that need to be reimbursed for travel? Do you have a UNM PCard? Then Chrome River is for you!

Chrome River is UNM's new comprehensive Expense Management Tool. Employees are able to submit travel expense reimbursements (including international travel), track expense reports, run inquiry reports and submit business expense reimbursements.

Chrome River streamlines the process used to reconcile business transactions that use the University's Purchasing Card (PCard) program. Chrome River will do away with Paper PCard logs and Paper PCard statements. PCard holders will reconcile/reallocate and add electronic scans of PCard receipts on essentially a real-time basis.

Chrome River has built in business rules that will eliminate most common mistakes made when completing the reimbursement process now. You are able to take pictures of your receipts with your smartphone and attach them to your reimbursement request while in travel status.

For more information on the project, please review the webpage: <http://fssc.unm.edu/chrome-river.html>

## Updated PCard Website

Please visit the updated PCard website at <http://pcard.unm.edu/>.



The updated site brings a fresh new look to all the pages and web forms.

If you have any of these pages in your favorites, you may need to delete them and add the new pages as your favorites. Also, you may need to clear your browser cache if the old site is still coming up.

You can reach the PCard Department at [pcard@unm.edu](mailto:pcard@unm.edu).

## Purchasing Quick Reference Guide

The Purchasing Department serves as the central purchasing authority for the University of New Mexico. We issue all purchase orders for goods and services for Main Campus, the Health Sciences Center (HSC), and all branch campuses.

FY 2013 Purchasing Changes	<a href="https://purchase.unm.edu/fy13-procurement-changes.pdf">https://purchase.unm.edu/fy13-procurement-changes.pdf</a>
Staff & Commodities	<a href="http://purchase.unm.edu/Staff%20and%20Commodities.html">http://purchase.unm.edu/Staff%20and%20Commodities.html</a>
Commodity Listings	<a href="http://purchase.unm.edu/commodity-codes-listing.pdf">http://purchase.unm.edu/commodity-codes-listing.pdf</a>
Information for UNM Staff	<ul style="list-style-type: none"> <li>• Purchasing Matrix - <a href="http://purchase.unm.edu/purchasing-matrix.pdf">http://purchase.unm.edu/purchasing-matrix.pdf</a></li> <li>• Forms <a href="http://purchase.unm.edu/Information%20for%20UNM%20Staff/forms.html">http://purchase.unm.edu/Information%20for%20UNM%20Staff/forms.html</a></li> <li>• Sole Source Form - <a href="http://purchase.unm.edu/Information%20for%20UNM%20Staff/sole-source-doc.doc">http://purchase.unm.edu/Information%20for%20UNM%20Staff/sole-source-doc.doc</a></li> </ul>
Policies & Procedures	<ul style="list-style-type: none"> <li>• 4000: Allowable and Unallowable Expenditures <a href="https://policy.unm.edu/university-policies/4000/4000.html">https://policy.unm.edu/university-policies/4000/4000.html</a></li> <li>• 4320: Purchasing Goods Off Campus <a href="https://policy.unm.edu/university-policies/4000/4320.html">https://policy.unm.edu/university-policies/4000/4320.html</a></li> <li>• 4325: Purchasing Services From Independent Contractors <a href="https://policy.unm.edu/university-policies/4000/4325.html">https://policy.unm.edu/university-policies/4000/4325.html</a></li> </ul>
LoboMart Job Aids	<p><a href="http://purchase.unm.edu/lobomart-upgrade-documents/index.html">http://purchase.unm.edu/lobomart-upgrade-documents/index.html</a></p> <p>For assistance with purchasing using LoboMart or receiving in Banner, please contact us at <a href="mailto:purch@unm.edu">purch@unm.edu</a></p>

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## Fiscal Year-End Reminders

It's that time of year again!



On June 30, we will wrap up FY16 and complete our 12th year in Banner. Here are some important dates to keep in mind pertaining to the Year-End Close schedule:

### Requisition Deadlines:

LoboMart Requisition deadlines are tiered based on bid limits & transaction size. Requisitions for FY16 Purchase Orders must be completed and approved by departments by these dates to insure processing:

- **April 29** - \$60,000 or more (over bid limits)
- **June 3** - \$5,000 - \$60,000
- **June 10** - Below \$5,000

Every attempt will be made to process requisitions submitted after these deadlines. However, we cannot guarantee POs will be issued in all cases. Priority will be given to requisitions that met the deadlines.

### PO Payment Deadlines:

- **June 30** - Deadline for services to be rendered, goods to be

physically received in departments for FY16 payments.

- **July 1** - Deadline for AP to receive your FY16 invoices for payment processing. Also the deadline for departments to create Banner Receiving documents.
- **July 11** - Last FY16 Check Run & Direct Deposit Run.

### PO Change Order Deadline:

- **June 30** - Change order requests to modify or close existing FY16 POs must be submitted by noon.

### Direct Pay Transaction Deadline:

- **June 30** - Deadline to complete Direct Pay Transactions to be paid with FY16 funds.

Requisitions for next fiscal year, FY17, can be created in LoboMart beginning June 1. However, payments against FY17 POs cannot be made until FY17 begins on July 1. For more information, the FY16 Year-End Close schedule can be found here: [http://fssc.unm.edu/docs/fy16\\_ye\\_cls\\_053116.pdf](http://fssc.unm.edu/docs/fy16_ye_cls_053116.pdf).