



Purchasing Newsletter

VOLUME 6, ISSUE 4

JUNE 30, 2016

SPECIAL POINTS OF INTEREST:

- ◆ New Conference Calling Vendor is InterCall
- ◆ Security Review for UNM Private Data

Conference Calling Vendor is InterCall

UNM IT has selected InterCall as our new conference calling vendor. By selecting InterCall we are securing rates that are only a third the cost of the current vendor, Verizon. InterCall also gives us added features such as International calling which was requested by UNM users and not provided by the current vendor.

mation from InterCall followed by a second email within a couple days with your new Toll-Free (8xx) number and Personal Identification number (PIN) so you can place calls. **Please Note:** You will receive a new Toll-Free (8xx) number assigned by InterCall; you will not be able to “port” your old number which belongs to the current vendor, Verizon.

Some of the benefits include:

- Departments can schedule, pay (PCard), and manage their own conferencing directly with InterCall
- Direct support from InterCall
- International call-in capability
- Mobile app feature
- Reduced cost per minute. International rates are available through your InterCall representative

Currently, as UNM IT Customer Service receives new conference call requests, they will provide users with information pertaining to the new InterCall service sign-up. UNM IT will continue supporting the Verizon Conference Call service for existing customers until **September 1, 2016**. This will allow customers time to migrate to InterCall, if they so choose.

You can register, set-up and begin using your new InterCall account(s) right away. To take advantage of the new rates, including features and services, see [FastInfo 7568](#), “Instructions” and review the documents attached at the bottom of the page. The “How to Get Engaged” document will step you through the registration, set-up process.

Verizon conference numbers will remain in service, however, UNM IT will no longer bill for these services. End users will pay for conference call services with their PCard.

If you have any questions or concerns, please contact Mark Reynolds, UNM IT Service Owner, at 505-277-5988 or reynolds@unm.edu.

Once you have gone through the set-up process, you will receive an email confir-

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

PURCHASING
NEWSLETTER

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Security Review for UNM Private Data

On September 30, 2014, a Private Data Security Review process was implemented that requires the requisitioner to alert the Purchasing Department via a checkbox in each requisition whenever a vendor will have access to UNM private data.

Private data includes items such as Social Security Numbers, Protected Health Information (HIPAA), student grades, names & dates of birth of students/employees, credit card information, payroll or other financial information, or other data deemed sensitive or private.

Whenever the Confidential Information field is selected on the requisition, Purchasing will instruct the user department to complete a Preliminary Security Review Form and submit it to the appropriate data steward (usually UNM IT or HSC

Information Security). **Please Note:** Purchasing will not be able to issue the PO until receiving an approval from the appropriate data steward.

In addition, UNM Purchase Order Terms and Conditions will contractually obligate vendors with access to private data to certify in writing at the end of the contract that all confidential data was either returned to UNM or destroyed.

Please access the Preliminary Security Review Form [HERE](#).

PCard Sensitive and Protected Data: Please visit the PCard website on Sensitive and Protected Information at: <http://pcard.unm.edu/policies-and-procedures/sensitive-and-protected-information.html>

For questions, please contact the Purchasing Department at 277-2036.

Rental Car Agreements

Reminder: The new University of New Mexico vehicle rental agreements went into effect May 1, 2015. Our contracted vendors are Enterprise Rent-A-Car and National Car Rental. These contracts now include insurance coverage with the standard UNM rate as follows:

- Damage Waiver: Business rentals only – on all products and discounts the renter is not responsible for loss and/or damage to the rental vehicle.

- Liability: Business rentals only – on all products and discounts primary liability limits shall be 100/300/50.

For more information on these agreements please visit our website at: <http://purchase.unm.edu/Information%20for%20UNM%20Staff/priceagreementcarrentals.pdf>



Chrome River Implementation Update

Over the past two months more than 1,000 employees have attended various demonstrations of UNM's new, comprehensive travel and expense management solution provided by Chrome River. In addition, a number of testing labs have been conducted that have provided the implementation team valuable feedback and suggestions. Initial survey results from the testing teams indicate that Chrome River is user friendly and easy to use.

As we wish to deliver the best solution to the University faculty, staff and students, the decision has been made to postpone implementation until October 1, 2016, instead of July 1, 2016.

A number of factors have been evaluated in making this decision:

- Testing feedback and department recommendations for changes/modifications

- Migration of "salud" addresses to unm.edu
- Ability to incorporate platform changes upon implementation rather than after "go-live"
- Limitation of resources due to responsibilities associated with Fiscal Year End close
- Preparation of financial data for external auditors

Additional validation and testing sessions will be offered beginning in July. Individuals are encouraged to participate and will be able to register through Learning Central. Chrome River implementation training sessions and labs will be offered through Learning Central beginning in August in order to prepare the campus community.

More information, such as Frequently Asked Questions, Job Aid and Quick Start Guides will be published as the project progresses on <http://fssc.unm.edu/chrome-river.html>.

Surplus Property Department has Moved

The Surplus Property Department has moved to the University Services Building (262) which is located at 1128 University Blvd., NE.

Showroom/Dropoff Hours are:

8:00 to 11:00 am — Tuesday & Thursday
 1:00 to 4:00 pm — Wednesday

Surplus Property is responsible for managing the disposition of surplus property and assets for the University

of New Mexico (excluding University Hospital).

The Surplus Property Department focuses on sustainability by repurposing, reusing and recycling items that are no longer in active use to reduce our campus footprint.

For additional information, please call (505) 277-2923 or email unmsurplus@unm.edu. Feel free to visit the website at <http://univserv.unm.edu/>.

Print Management

We are saving trees and supporting UNM sustainability efforts. You can now access your department's Print Management statements online!

Effective **July 31, 2016**, Print Management will no longer be printing and mailing out the monthly statements. Please follow the quick and easy steps below to get your statement.

Procedure:

- Select 'Department Billing Statements' on the Print Management website, <http://printmgmt.unm.edu/index.html>
- Log in using your NetID and password.

- Select the vendor along the heading tabs.
- Select the month/year of the statement.
- Perform a 'Find' function. Hold the CTRL button and hit the 'F' key.
- Type in your PR number in the search field.
- The statement for your PR will appear.

Please Note: Remember to select the current page(s) of your statement so you don't save the whole file.

If you have any questions, please call 277-3519 or email 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.