



# Purchasing Newsletter

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## SPECIAL POINTS OF INTEREST:

- ◆ Amazon Business
- ◆ LoboMart Requisition Forms
- ◆ Department Approvals in LoboMart

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## Amazon Business Coming Soon!

Purchasing is excited to announce Amazon Business for Education will be a new punch-out vendor available in LoboMart!



A few of the key features and benefits will include:

- **Cost Savings.** Business Accounts are eligible for discounts that are **only available** to registered business users on Amazon for select products.
- **Enjoy FREE Two-Day Shipping** if your order includes at least \$49 of eligible items on Amazon Fulfilled Items.
- **Tax Exemption Compliance & Savings.** Receive all of the benefits of purchasing from Amazon.com while

retaining your tax exempt status for orders fulfilled by Amazon.

- **Tiered Administration & Reporting.** Business analytics will be available that show how your department is spending on Amazon.
- **Fulfillment & Returns.** Enjoy the same legendary Amazon Fulfillment and Returns Process that you love on your personal account.
- **Business Specific Marketplace** dedicated to serving the needs of Education Business customers.
- **Enhanced Service.** Amazon's award-winning customer service, enhanced for UNM.

**Availability Date to be Announced Soon!**

## UNM Government Property Management Guide

The University of New Mexico (UNM) Government Property Management Guide is designed to establish the procedures for the acquisition, management, control and disposition of property furnished by or purchased for the Federal Government and in control of UNM in support of on-going government contracts.

The Office of Naval Research has reviewed and approved changes to UNM's Federal Property Management Guide on May 16, 2016. As documented in the acknowledge-

ment letter: "The University of New Mexico Property Management Guide dated April 22, 2016, demonstrates that the University has a program in place to update requirements and satisfy FAR 52.245-1."

You can access the updated guideline through the UNM Inventory Control website at <http://inventory.unm.edu/>.

If you have questions, please contact Inventory Control at 277-7715 or email [unminventory@unm.edu](mailto:unminventory@unm.edu).

## Using the Correct Requisition Form in LoboMart

With the LoboMart changes last fall, you now have three (3) requisition types to select from in LoboMart for goods and services:

- **Goods**—Non-Catalog Goods Forms
- **Services**—Service Order Form & USP Service Order Form

Unfortunately, some requisitions for Goods are coming through on one of the Service order forms, whereas some of the requisitions for Services are also coming through on the Goods form. This is a serious problem that requires manual fixes and creates payment issues downstream.

Since LoboMart requires different types of electronic receipts for goods vs. services to match and approve payment, selecting the incorrect requisition form type will also force the end-user to create the incorrect type of receipt to approve payment. This prevents Invoices from automatically matching with your PO in LoboMart and will result in delays in paying your vendor.

Consequently, your Accounting Office and/or the Purchasing Department will have to disapprove your requisition if the proper form type is not used.

Please be sure to use the correct LoboMart form type for each requisition:

▼ Purchasing Forms

Service Order Form	USP Service Order Form	Non-Catalog Goods Form
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- 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.

The **Universal Service Provider** list can be accessed through the Purchasing website at <http://purchase.unm.edu/>.

If you have questions, please contact the Purchasing Department at 277-2036 or email [purch@unm.edu](mailto:purch@unm.edu).

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

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## Department Approvals in LoboMart

Last October, Purchasing was excited to provide many improvements to the procurement process by moving requisition approvals, purchase orders, receiving and invoicing into LoboMart.

The changes gave departments a one stop shop for all procurement/payables transactions, making document tracking much simpler. In addition, we were able to roll out approvals via email so **Department Approvers** would not need to login to LoboMart to approve purchase requisitions.

Now that we've all had some time to get used to the new processes, Purchasing would like to make some further improvements to purchase requisition approvals. LoboMart allows us to be more flexible when it comes to how transactions are routed and approved.

We are planning to roll out improvements to the process in October and would like your input.

If your department would like to participate in a focus group to talk about meaningful approval changes, please contact us at [purch@unm.edu](mailto:purch@unm.edu) to state your interest.

The time commitment would be small (one or two meetings with some email discussion over the next 6 weeks) but your impact could be very large!

We look forward to hearing from you.



## 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).