



Purchasing Newsletter

VOLUME 6, ISSUE 7

NOVEMBER 30, 2016

SPECIAL POINTS OF INTEREST:

- ◆ Hospitality Holiday Stroll
- ◆ LoboMart PunchOut Survey

INSIDE THIS ISSUE:

- Hospitality Holiday Stroll 1
- LoboMart PunchOut Survey 1
- FasTPark Airport Parking 2
- Office Supply Orders 2
- Halted Order Issues with Amazon in LoboMart 3
- Chrome River Goes Live December 1 4

Hospitality Holiday Stroll

Attention all event and travel planners—mark your calendars for the UNM Hospitality Holiday Stroll!



UNM Procurement

Please join us on **December 20, 2016, from 10:00 am to 2:00 pm** in the Student Union Building (SUB), Ballroom C! Click [here](#) to access the flyer.

The Purchasing Department is hosting the Holiday Stroll in order for participants to meet our local travel vendors. We are also helping the Roadrunner Food Bank and encourage everyone to bring a non-perishable food item to the event.

Come out and enjoy light refreshments while meeting the vendors. Please bring your business cards.

If you have questions, please contact Monica Contreras at 277-1733 or monicacontreras@unm.edu.

Hope to see you there!

LoboMart PunchOut Survey

The Purchasing Department is requesting your participation in a brief survey. The purpose of the survey is to receive your input to facilitate assessment of PunchOut catalog implementations. Participation will take approximately 3 minutes.

We truly appreciate your time and feedback!

Click [here](#) to complete the survey.

Please contact Alejandra Vassallo-Cardoso with questions at 277-1377 or email avassallo@unm.edu.

FasTPark Airport Parking

The University of New Mexico receives airport parking discount through FastPark. Here is what they have to offer:

FasTPark is an offsite airport parking company located close to the Sunport International Airport at 2801 Yale Boulevard SE, Albuquerque, NM 87106. Our goal is to get travelers to the airport quickly and efficiently!

No Walking. No Waiting. No Worries, that's our mission!

As an off-site airport parking company FasTPark strives to offer peace of mind through consistent, professional service and added amenities such as greeters at the gate, complimentary newspapers (Monday - Friday mornings), luggage assistance, trunk to terminal service, well lit and fully fenced facility and complimentary bottled water at exit.

We are committed to exploring and utilizing eco-friendly materials and technologies.

Additionally, FasTPark and Relax offers a 'Relax for Rewards Program' that is free to join and offers many benefits which include guaranteed parking accommodations, points for FREE parking, 24/7 online account access and express lane exits.

To join our Relax for Rewards Program, please click on the link: <http://enrollnow.thefastpark.com/23918db3-ef5a-4d42-bb4e-d3d80adf86ff>. Enrollment required to receive discount.

FAST PARK, WHERE AIRPORT PARKING = PEACE OF MIND®



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Purchasing Department
MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-2036
Fax: 505-277-7774
Email: purchase@unm.edu
Website: www.unm.edu/~purch/

Office Supply Orders

As a friendly reminder, office supply orders should not be placed through Amazon and should be placed through Sandia Office Supply and Staples as they are our strategic partners for office supplies.

Following is contact information for UNM Account Representatives:

Sandia Office Supply
Patrick Palmer, Account Manager
505-239-2931
Patrick@sosnm.com

Staples
Ray Mora, Strategic Account Manager
505-353-5464
Ray.Mora@Staples.com



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

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Halted Order Issues with Amazon PunchOut in LoboMart

Since the launch of the new Amazon PunchOut site, many users have contacted Purchasing regarding “Halted Orders.” Amazon may halt an order for one of several reasons, and it can be confusing. Following are a few of the possible reasons for an order to be halted:

- The most common reason for an order to be halted is a change in price. If the item price changes from the time you add it to your Amazon cart and your LoboMart order submission, the order is halted. This is to protect you from being charged more money for the item than you originally agreed to pay.
- You may have an order halted because the item sold out between the time you placed it in your cart and the time you actually submitted the order. Amazon is not able to “back-order” items. This happens most often when ordering used items, such as books. The seller may only have one or two available, and they can be gone before you are able to finish checking out.
- Orders have also been halted for problems with shipping addresses. In some instances, Amazon order delivery is being delayed or Requisitioners are receiving emails stating the Order has been halted. This is related to an issue with how Amazon is processing Ship-To addresses. Purchasing is working with Amazon to test a fix to this problem and expect shipping issues to be resolved shortly.

If you receive a notice of a halted order from Amazon and are unable to determine why it was not processed, please sign in using your UNM email address and Amazon password at <https://www.amazon.com/gp/help/customer/contact-us?initialIssue=punch-out>.

You will be able to request a phone call, send an email or chat with a support representative who can review your order. This link is available only for PunchOut users, so you will get individualized attention specific to our site.

As always, we welcome your feedback and/or questions at purch@unm.edu.



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

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Chrome River Goes Live December 1, 2016

Chrome River is an intuitive, user friendly system for reimbursing individuals, paying non-procurement invoices to companies, and allocating/reconciling PCard transactions. It will be the only system used beginning December 1, 2016, to reimburse employees, students, and non-employees for expenses they incur on UNM's behalf. The Banner DPI/DPEZ process will sunset on November 30, 2016.

Final PCard Reconciliations with Bank of America statements (old fashioned way) will be for the statement dated December 5, 2016. All PCard transactions posting December 6, 2016, and beyond will be allocated and reconciled with the "one and done" methodology in Chrome River.

Additional information can be found on the Chrome River website at chromeriver.unm.edu.

Post implementation walk-in lab support for Chrome River will be available during December. See below for times and locations:

Date	Time	Location
Dec 1	1:00 – 3:00	Business Center, Room 1007
Dec 6	12:00 – 4:00	Business Center, Room 1007
Dec 7	10:00 – 12:00	Med II Computer Lab
Dec 12	1:00 – 3:00	Med II Computer Lab
Dec 16	1:00 – 3:00	Business Center, Room 1007
Dec 16	12:00 – 4:00	Med II Computer Lab
Dec 19	10:00 – 12:00	Business Center, Room 1007
Dec 19	10:00 – 12:00	Med II Computer Lab
Dec 20	8:00 – 1:00	Med II Computer Lab
Dec 20	10:00 – 12:00	Business Center, Room 1007
Dec 20	1:00 – 3:00	Business Center, Room 1007

Happy Holidays

