



Purchasing Sense

Princeton University's Purchasing E-Newsletter

Welcome

The Purchasing Department presents this e-newsletter to the Princeton University community with the goal of providing timely and effective information to assist you with your procurement needs. We welcome any comments or suggestions for future articles.

Contacts

Don Weston, *CBM, Director*, 8-3407

Brian Rounsavill, *CPM, APP*,
Associate Director, 8-3402

Mark Aanonsen, *Senior Purchasing Agent*, 8-3418

Lisa Ridolfi, *Senior Purchasing Agent*, 8-1920

Tracy Lomurno, *Buyer*, 8-5887

Nancy Matthews, *Buyer*, 8-5886

Joe Lane, *Admin. Support*, 8-6847

Carmella Crusier, *Capital*, 8-3413

Sam Formica, *Surplus*, 8-2347

Korrin Lyszczyk, *Contracts Support Specialist*, 8-2495

Tony Figlerski, *Asst. to the Associate Treasurer for Operations*, 8-6274

John Mollica, *PeopleSoft*, 8- 8223

Mary Erickson, *Boise Rep.*, 8-3400

Barbara Schadt, *Fisher Rep.*, 8-0935

Purchasing Department

Office of the Treasurer
Princeton University
2 New South, P.O. Box 33
Princeton, NJ 08544-0033 USA
Phone: (609) 258-6369
Fax: (609) 258-1169
Email: purchase@princeton.edu
Web: www.princeton.edu/purchasing

New Website

On August 1st, the Purchasing Department officially launched our redesigned website. The new website has been re-organized around the basic “how to buy” philosophy aimed at providing more information to the campus on the various sources and methods for ordering goods and services. www.princeton.edu/purchasing

Several new features include:

- [Purchasing Wizard](#) – An interactive tutorial of the purchasing process.
- [Purchasing Basics](#) – A summary of the six keys to success for acquiring a good working knowledge of the procurement policies.
- [Purchasing Policies](#) – On-line reference directory of all the purchasing policies and procedures.
- [Vendor Business Gateway](#) - A state-of-the-art e-bidding process for the University's contract requirements.
- [“How to Buy” Section](#) – A matrix of all active vendor contracts and the preferred methods for ordering.
- [“How to Do Business” Section](#) – An outline of the process by which qualified businesses can register to access the available contracting and individual order bid opportunities.

Brochures Available

The Purchasing Department has made available the following brochures in an effort to provide more information for our campus community and service providers. Call or email us to request copies.

- [Purchasing Services - An Overview](#) - A general overview of the history, responsibilities, and services that are provided by the Purchasing Department to the campus community.
- [How to Buy @ Princeton - A Guide for Departments](#) – A summary of the six “keys to success” that enable campus users to be good stewards of University resources. An outline of the four authorized methods for procuring and paying for goods and services at Princeton is included, along with bidding and policy guidelines.
- [How to Do Business with Princeton - A Guide for Vendors](#) – A guide for vendors to provide access via the *Vendor Business Gateway* to view all the contracting and individual order bid opportunities through the Purchasing Department across a wide variety of product and service commodity codes.

“How to Buy” Sessions

Purchasing will be coordinating a series of Information Sessions this fall aimed at educating the departments on the best buying practices. These sessions will provide an overview of the procurement process at Princeton and the various approved methods of acquiring goods/services. Details will be forthcoming, interested departments may contact the Purchasing Department to set up individual appointments.

Vendor Fair

All faculty and staff are invited to join us on Tuesday, October 28, 2003 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Vendor Fair. Come see over 80 vendors and over 90 product displays and exhibits. There will be a special section of vendors offering environmentally friendly products, as well as a section for small, woman/minority-owned, and disadvantaged vendors. More details will be announced this fall.

Surplus Open House

Beginning on August 26th, the Open House will be open on Tuesday's from 9:00 AM to 12 Noon for Departments only. These expanded Open House hours are in addition to the standard Open House held each Wednesday from 10:00 AM until 2:30 PM to give Departments a chance to claim items before they are sold publicly.

Cell Phones

Effective August 11th, Purchasing has partnered with OIT Telecommunications for the handling of cell phone transactions. Contact Dave Wirth at 8-6626 concerning your cell phone or accounts.

Travel Program

Purchasing has been working on developing a University Travel Program in an effort to achieve cost savings, compliance and convenience. This central gateway for travel reservations is currently being tested and builds on a growing consortium of over 65 colleges, universities and state governments utilizing the latest Internet travel reservation tools, in conjunction with a core group of participating travel agencies, for individuals traveling on University business. We encourage you to utilize the participating travel agencies, call for rates:

- Class A Travel (609) 497-0011
- Deluxe Travel (609) 924-6270
- Flite II Travel (800) 544-3881
- Graycar Travel (609) 587-7057
- IT Travel (609) 921-6300
- Kriegner Travel (609) 737-9393
- Kuller Travel (609) 924-2550
- Liberty Travel (800) 222-0516
- Marathon Travel (800) 826-2978
- Navigant (800) 966-3802
- Vagabond Tours (800) 700-0790
- WingGateTravel (800) 844-8456

Dell Laptops

Purchasing has partnered with Dell, to provide laptops at substantially discounted prices for departmental purchases, as well as for personal purchases. The departmental price of \$1,260 (\$2,332 retail) includes a port replicator stand and a three (3) year warranty. Go to the Premiere page: <http://www.premier.dell.com/premier/>, enter the Dell Store, and click on the "Special Offers" link at the top of the page. This same laptop is also available for personal purchases at a cost of \$1,850.

New Contracts

The following new vendor contracts were established within the last few months:

- Adecco (*temporary staffing*)
- Business Furniture (*Herman Miller Furniture*)
- Carey Worldwide (*limo*)
- CD-WG (*computer supplies*)
- Chemsearch (*chemicals*)
- CompUSA (*computer supplies*)
- Courtyard Marriott (*local hotel*)
- Herman Miller (*furniture*)
- Hobart West (*temporary staffing*)
- Holiday Inn Princeton (*local hotel*)
- J&J Staffing (*temp staffing*)
- Jones & Auerbacher (*tubing*)
- K&A Industries (*ID supplies*)
- Leco Plastics (*RECAP supplies*)
- Main Line Expo (*exhibits*)
- ManPower (*temp staffing*)
- Motion Industries (*o-rings*)
- Penn Stainless Products (*metals*)
- Pomerantz Staffing (*temp staffing*)
- Stainless Tubular (*metals*)
- Tab Products (*folders*)

The complete list of all the current vendor contracts appears on our web site for your reference and is updated monthly:

Upcoming Events

- “How to Buy” Information Sessions, September 2003.
- Shoe Mobile, October 7, 2003.
- Princeton University’s Annual Vendor Fair, October 28, 2003.

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