



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.

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NY Times Article

The NY Times recently reported that Harvard "is wasting tens of millions of dollars each year" by not soliciting bids. In contrast, Princeton has actively sought cost-savings through the use of competitive bidding practices, strategic vendor sourcing and supply chain management. As reported in the October 2002 issue of *Purchasing Sense*, the Purchasing Department manages a portfolio of over 325 vendor contracts. With the cooperation of the departments, Purchasing's [vendor contracting strategy](#) has allowed Princeton to realize close to \$2 million in savings annually through discounts and process efficiencies on a wide range of products and services for the University. The complete list of all the current vendor contracts appears on our web site for your reference and is updated monthly: <http://web.princeton.edu/sites/purchasing/pscontractlisting/index.htm>.

"How to Buy"

Many expenditures are required for the University to fulfill its educational/research mission. The Purchasing Department has the responsibility for obligating the University and for making the final determination of the source of supply and bidding/ price negotiations, consistent with University policy, state and federal acquisition regulations, and sound purchasing practices. A comprehensive "How to Buy"

program will be developed this spring incorporating the various approved methods of acquiring goods/services at Princeton.

New Credit Cards

New PNC Bank credit cards have been issued to all cardholders and training on the Web-based reconciliation system is underway. The main purpose of this new program will be to continue to support the purchase of goods and services as defined by the Treasurer's office that do not flow through the University's central Purchasing system. The University will shortly expand the approved use of departmental credit cards as a University buying tool.

Nassau Inn

The Purchasing Department is pleased to announce the enhancement of the standard Princeton University-Nassau Inn individual and group reservation agreements. Specifically, any special promotional rates will be extended to Princeton University. A second information session is scheduled for March 19th to review the details of the new agreements and address any outstanding billing issues or other related concerns. Individuals should RSVP by March 14th to Brian Rounsavill, brouns@princeton.edu.

Dell Discount

Purchasing and Dell have partnered to offer a Personal Purchases Program. Faculty and staff can save up to 10% on a Dell computer or peripheral. For more information, go to the Purchasing Website Portal Page:

<http://web.princeton.edu/sites/purchasing/portal/>

Click on the plus (+) sign next to the folder marked Computers, then double-click the Dell Personal Pages folder to access the site.* You can place your order online or call a Dell sales representative at 1-866-467-3355 to assist you with your purchase. If calling, be sure to mention Princeton's unique member ID from the Web page to ensure you get the discount!

Pequod Discounts

Pursuant to the recent article in *the Daily Princetonian*, Purchasing has established a contract with Pequod to provide 10% student and 10-30% departments/faculty discounts on printed materials.

Swagelok Users

Purchasing recently negotiated a new contract for Swagelok type fittings at a lower cost than the Swagelok brand. The comparable brand is Letlok and the local contract vendor is Lincoln Supply, LLC. Please contact Ron Kerns at Lincoln (609-396-5544) should you have any questions regarding these fittings.

Science Fair

* These purchases are for personal use, and are considered an individual transaction. All communications are direct with Dell, and not affiliated with any University entity, such as technical support or otherwise. You can find Dell direct contact information on the Web site.

A science fair will be organized on Thursday, April 10, 2003 between 10:00 AM and 2:00 PM in the Frist Campus Center. Come see product displays and exhibits from various chemical and lab manufacturers. Refreshments will be served. An invitation will be provided to the Science Community shortly.

Paper Party

The Princeton Environmental Oversight Committee, Boise Office Solutions, and the Purchasing Department will host a Recycled Paper Party on March 18, 2003. For more details, [visit our website](#).

PeopleSoft Tip

To make changes to pending requisitions, such as vendor or project grant information, you must change the vendor information on the Line Details (Requisition Form tab) panel <or> for a project grant change go to the distribute (Requisition Schedule tab) panel. If you change your Project Grant, please be aware that the fund code may be different (example 8801xxx to 8802xxx). The new fund code would be 20. Making changes on your Defaults/Details panel will not change existing lines already entered on your requisition.

Water Survey

Based on your input, the Purchasing Department will soon announce new campus-wide contracts for both bottled water and in-line water systems. These contracts will significantly reduce costs, while also working toward the goal of potentially reducing liability and campus traffic. Details will be announced soon.

Copier Program

Danka has a new program that handles copier meter readings utilizing Danka's automated Web based program called "eMeter" for copiers not purchased through the Copy Center. To get started, access the eMeter Web site at: <http://emeter.danka.com/> and enroll in the program. If you have any questions about the EMeter Program, please contact Danka Customer Service directly at 1-800-653-2652, Prompt #4.

New Contracts

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

- Alto Music (*amps/speakers/etc.*)
- Bayway Lumber (*tool/hardware*)
- Marshall Fine Arts (*fine art moving/rigging*)
- Riegel Printing (*printing*)
- Tennant Printing (*printing*)
- Watson Labels (*bar-coded labels for the Library*)

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Upcoming Events

- Paper Party, *March 18, 2003.*
- Nassau Inn, *March 19, 2003.*
- Info Village, *March 25-26, 2003.*
- Science Fair, *April 10, 2003.*
- Shoe Mobile, *April 15, 2003.*
- Princeton University's Annual Vendor Fair, *October, 2003.*

Purchasing \$en\$e is a publication of the Princeton University Purchasing Department, P.O. Box 33, Princeton, NJ 08544



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