



# Purchasing \$ense

Princeton University's Purchasing E-Newsletter



2004-2008 NPI Awards

## 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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## Savings Tools

In response to the current economic climate, there has been a broad-based effort to identify administrative cost savings, efficiencies, and revenue enhancements. The Purchasing Department is responsible for leveraging the University's buying power through strategic sourcing and contracting initiatives designed to reduce the cost of required products and services. The campus community can realize the benefits of Purchasing's cost savings initiatives and maximize the value of each dollar of their operating budget by taking advantage of the following Purchasing savings tools:



### Use Purchasing Contracts

Utilize [Purchasing contract vendors](#) whenever possible to take advantage of negotiated discount pricing agreements. The Purchasing Department employs a [vendor contracting strategy](#) to establish strategic supplier contracts that leverage the University's buying power by offering the best possible pricing to the campus community. Departments are able to take advantage of these contracts and realize significant [cost savings](#). Purchasing's contracts also allow the University to streamline the procurement and disbursement process by reducing the overall number of vendors we do business with, creating economies of scale.



### Ensure Competitive Bidding

Competition between suppliers is one of the most effective ways to ensure that the best available product and/or service is secured at the most favorable price and/or terms. Princeton University requires [competitive bidding](#) in order to appropriately safeguard University assets. Contact the Purchasing Department for assistance with the competitive bidding process. Purchasing can assist you by utilizing our online bidding tool to maximize the cost savings potential for your purchase requirements.



### Use the Princeton MarketPlace

Shop on the [Princeton Marketplace](#) to identify the "least total cost" suppliers for the most commonly purchased products on campus. The Princeton Marketplace provides single log-on access to strategically-chosen contract vendors in each of the major supplies commodities to provide coverage in the broadest range of common items for most departments on campus.



### Use the Online Shipping Calculator

By using [Purchasing's Overnight Shipping Rate Calculator](#), departments can identify the most economical method to ship overnight packages within the United States. Purchasing updated the comparative analysis of the three delivery service contract vendors used on campus: DHL, FedEx, and United Parcel

Service (UPS). This study directly compared both the discounted University rates and the service received to identify the best value and carrier for each type of service.



### **Use the Travel Portal**

Utilizing the [Princeton Travel Portal](#) can help you save time and money when making travel arrangements. In an effort to develop cost savings, compliance and convenience, and at the request of the Trustees, the Treasurer's Office developed this central University-specific gateway for travel reservations. This Travel Program builds on a growing consortium of over 40 colleges, universities and state governments and utilizes the latest Internet travel reservation tools, in conjunction with a core group of participating travel agencies, for individuals traveling on University business.



### **Have Purchasing Perform a Spend Analysis**

The Spend Analysis initiative promotes a more strategic and collaborative analysis of specific departmental purchase data across all buying methods to determine the appropriateness of buying decisions, use of approved buying methods, sources of supply, and compliance with University policies and procedures. Purchasing analyzes departmental purchase activity, specific supplier activity, and potential savings opportunities through the following methods:

- Analyzing all spend data throughout the department
- Identifying potential opportunities to leverage spend
- Negotiating with vendors for cost savings opportunities
- Identifying the most appropriate method to purchase and pay

Upon completion of each departmental spend analysis, Purchasing will work with the department to identify areas where savings and efficiencies can be achieved. Follow-up reviews can be conducted to ensure continued best-in-class procurement, identify any changes in purchase spend patterns or requirements, and pursue new contract and savings opportunities.



### **Use the Purchasing Wizard**

The [Purchasing Wizard](#) is an interactive tutorial on the procurement process at Princeton University. By answering the questions, users are routed to the appropriate answers and reference materials provided on our website.



### **Schedule How to Buy & Contracting Training**

Comprehensive overview [How to Buy](#) training is available on the methods and proper procedures to acquire goods and services for University business needs. Additional training is available on the many resources available on the [Contracting website](#). The Contracting website was created to provide information about the contracting process and assist employees in negotiating and formalizing written contracts on the University's behalf. These training opportunities include practical guidance on purchasing and contracts as well as an opportunity to ask questions on these topics.

For more information on the University-wide cost savings efforts, please refer to the [University Cost Savings website](#).

For more information on these Savings Tools or any other purchasing matters, please contact [Brian Rounsavill](#) or [Don Weston](#).

## Science Fair

The Purchasing Department will be coordinating a Science Fair on Thursday, May 14<sup>th</sup> from 10:00 AM – 2:00 PM in the Multipurpose Room in the Frist Campus Center. Over 25 science-related product vendors will be represented. All campus users are invited to attend this scientific fair.

## Small Business Fair

Princeton's Purchasing Department is one of the lead institutions on the [New Jersey Higher Education Purchasing Association \(NJHEPA\) Small Business Development Fair](#) scheduled on Wednesday, June 17, 2009 at Rutgers Busch Campus Center from 9:30 AM to 2:30 PM. One of the primary goals that NJHEPA has is to stimulate interest in, and providing appropriate opportunities for, small and disadvantaged businesses with our member schools.

## Vendor Fair is Coming!

All faculty and staff are invited to join us on Tuesday, November 3, 2009 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Purchasing Vendor Fair. We invite you to see the many products and services offered by our contract vendors. There will be over 100 product and service displays and exhibits. As in prior years, there will also be sections highlighting "small businesses" as well as "eco-friendly" products and services. Refreshments include food samples, hot dogs and more. We will also be accepting canned food donations for the local charities. Mark your calendars.

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



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