



Purchasing \$ense

Princeton University's Purchasing E-Newsletter

Welcome

The Purchasing Department is pleased to present this newly formatted e-newsletter to the Princeton University community. Our goal is to provide timely and effective information to assist you with your procurement needs.

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Topics Solicited

We welcome any comments or suggestions for future articles. Forward them to the *Purchasing \$ense* Editor, Brian Rounsavill.

Vendor Fair

All faculty and staff are cordially invited to join us for *Oktoberfest at the Vendorfest* on Tuesday, October 29, 2002 between 10:00 AM and 2:00 PM in Dillon Gym. 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 one for small, woman/minority-owned, and disadvantaged vendors. Other specific vendor include:
- PeopleSoft search/ordering,
- FisherSci.com Web ordering,
- PNC Bank credit card program,
- FedEx Web application.
A free mug of birch beer, hot dog with sour kraut, and chips are available to all attendees.

Nassau Inn Contract

The Purchasing Department announced the establishment of a standard Princeton University-Nassau Inn group reservation agreement. Approximately 15 departments participated in an information session and reception

that was held on October 7, 2002 at the Nassau Inn to review the details associated with the new agreement and the process for reserving group room blocks. The new agreement significantly reduces departmental exposure, while also offering reduced rates for group blocks reserved by individual call-ins, the option for credit card payments, and several additional incentives for departments. For more information, contact Brian Rounsavill, brouns@princeton.edu.

Recent Initiatives

The following initiatives were accomplished recently:

- Completed a comprehensive University-wide Capital Equipment Inventory Project.
- The PDI2 Initiative resulted in over 1,500 units being donated to charities via the Surplus Program.
- Hosted the first PEI-sponsored Environmental Intern this summer and created a PeopleSoft "Green" catalog of recycled content items.
- Developed Web-based contract management & bidding system.
- Distributed new PNC bank credit cards with online reconciliation.
- Launched the Fishersci.com on-line ordering system.
- Analyzed the POEM, Health Services, Facilities, Physics and Chemistry stockrooms and all of the items have been uploaded into PeopleSoft for ease of ordering.

FisherSci.com

For the past several months a select number of laboratory users have been testing a new Fisher Web Order application. Feedback from those individuals who tested the application has been positive. Some of the benefits of using the application are:

- A 2% payment discount for all order transactions that are placed through this application.
- Immediate confirmation of availability and orders via email.
- Available 24/7 on-line.

If you would like to sign up for this application, please contact Barbara Schadt at Barbaras@Princeton.Edu

New Credit Cards

Princeton University entered an agreement with PNC Bank to be the new provider of credit cards for the University's Purchasing Card Program. New cards have been issued to all cardholders. PNC Bank provides better services than the current card provider and has a partnership arrangement with a software company that provides sophisticated applications to better manage credit card activity. 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. However, the University soon plans to expand the use of departmental credit cards as a University buying tool. For additional information, please contact Joe Lane at joela@princeton.edu.

Vendor Contracts

The Purchasing Department manages a portfolio of over 350 vendor contracts that provide discounts on a wide range of products and services that result in significant cost savings in both dollars and process efficiencies 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/purchas/pscontractlisting/index.htm>.

Contract Benefits

The Purchasing Department has been aggressively negotiating vendor contracts and updating the item master items in PeopleSoft. Applying the cost benefits gained from these contracts against last year's volume of activity for the same materials/ services, it is clear that departments that use these contracts can achieve significant total annual savings. We are continuing with the contract development initiative and expect to add additional vendor contracts and contract items in the coming months.

How We Support You

Our overall objective is to establish the most efficient methods for doing business between departments and vendors. Together, we can achieve this in the following manner:

1. If you are aware of existing vendor contracts or pricing agreements that are not in the PeopleSoft system, we would appreciate receiving copies so we can integrate them into the system and develop a custom catalog.

2. If you have a list of frequently purchased items, we can also establish contracts that secure the lowest possible pricing and create a custom catalog in PeopleSoft.

3. Contact us if you would like to schedule a meeting to discuss the creation of a custom catalog or schedule a PeopleSoft item master search/ordering training session.

New Contracts

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

- ADTEK (*Photomask*)
- Allister Business (*Minolta Copier Rentals*)
- Bayard Advertising (*Advertising*)
- Ceramic Supply (*Clay & Tools*)
- IBM Global Services (*Cisco*)
- Mitel Telecom (*Voice Process*)
- Nassau Inn (*Hotel Rooms*)
- Rancocas (*Metals*)
- Wear Guard (*Uniforms*)
- 1st Nation (*Telephones*)

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Upcoming Events

- Princeton University's Annual Vendor Fair, *October 29, 2002*
- Montclair State University's Minority and Women Owned Business Enterprise Vendor Fair, *October 31, 2002*

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