



Purchasing Sense

Princeton University's Purchasing E-Newsletter



2004-2006 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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NPI Excellence Award

The Purchasing Department is pleased to be awarded the 2006 Achievement of Excellence in Procurement Award. Princeton has now achieved this award for three consecutive years and is one of only 88 organizations to have received this national award at least three times. The NPI Excellence Award recognizes organizational excellence in procurement and is achieved by only those organizations that demonstrate procurement expertise by obtaining a high score on a rating of standardized purchasing industry criteria. The program measures innovation, professionalism, productivity, e-procurement, and leadership in the procurement function.

Vendor Fair is Coming!

All faculty and staff are invited to join us on Tuesday, October 31, 2006 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 "environmentally-friendly" products and services. Refreshments include food samples, hot dogs and more. Mark your calendar for this special event.

Shipping Study

The Purchasing Department, in partnership with the Firestone Library Shipping and Receiving Department, did a follow-up to the 2004 study of the three delivery service vendors used on the Princeton University Campus: DHL, FedEx, and UPS. The purpose was to directly compare both the rates and service and identify the best carrier for each type of service. The study found that while United Parcel Service was the most economical overall carrier for both express delivery and ground service, there is a considerable advantage in using not one, but several carriers, depending upon the specific type of service, package and destination. An interactive web database is being developed to help departments identify which vendor offers the most economical service based on weight and zip code. Details and a prototype will be announced soon.

Surplus Hours

The Surplus Open House is open Tuesday's from 11:00 AM to 12:00 Noon for employee purchases. The Surplus Open House is open Tuesday's from 9:00 AM to 12:00 Noon for Department transactions. The Surplus Open House is open on Wednesday's from 10:00 AM to 2:30 PM for all transactions.

Customs Information

The Purchasing Department assists departments with general customs, export and shipping information. All merchandise entering and exiting the United States must clear Customs and is subject to a Customs duty, unless specifically exempted by law. Customs clearance involves a number of steps: entry, inspection, appraisal, classification and liquidation.

Importing/Duty Free Entry –

The University has designated Aloyd/Farrell Forwarding Company to serve as our brokerage firm to handle entry on the University's behalf. Temporary importing often avoids the payment of duties and taxes, but requires an ATA Carne'. Information may be found on the International Trade Administration website: <http://trade.gov/index.asp>

Exporting –

Information on filling out the "Shipper's Export Declaration" form may be obtained from the U.S. Census Bureau website:

<http://www.census.gov/foreign-trade/www/correct.way.html>.

Additional export documentation information is available from the International Trade Administration: <http://export.gov/tic>

General information on importing & exporting goods may be obtained from the U.S. Bureau of Customs and Border Protection. Information and downloadable customs forms are available from their website: <http://www.customs.ustreas.gov/xp/cgov/toolbox/forms/>

International Travel

International travel is becoming more complex and situations around the world potentially more volatile. Recent events in Thailand, Beirut, London, and Madrid highlight the importance of managing information and risk related to University travel. Crisis situations highlight the need to know where University travelers are located, how to reach them quickly in emergency situations, and how to arrange for them to leave hot spots. The University's Travel Committee, made up of representatives from several offices throughout campus, is investigating iJET as a possible tool to support students studying and traveling abroad on University-sponsored programs. iJET is a commercial emergency notification and alert system that tracks the whereabouts of registered travelers and facilitates immediate notification (via e-mail or text messaging) should a crisis or emergency arise in the traveler's vicinity. iJET compliments other Risk Management products available to support University travelers, including International SOS.

Adequate Lead Time

To ensure purchases are made in accordance with Federal, State and University policy, sufficient lead time is essential. Generally, Purchasing will approve orders within three business days. However, the larger the order, the more lead-time is required. Three bids must be obtained for orders greater than \$2,500 otherwise Purchasing will bid them for you. Do not fall prey to the pressure of end-of-quarter sales tactics and/or special promotions!

Vendor Contracts

The Purchasing Department manages a portfolio of over 400 term vendor contracts that provide fixed pricing and discounts on a wide range of products and services that result in significant cost savings in both dollars and process efficiencies for the University. We are pleased to report an estimated contract cost savings of \$2,716,228 over last year's prices as a result of our efforts renegotiating 309 of the 420 vendor contracts. This is a projected annualized amount based on FY 2006 expenditures. The complete list of all the current vendor contracts appears on our web site for your reference and is updated monthly:

New Contracts

- Kelly Services (*Temp Staffing*)
- Hamco Tape (*Register Tape*)
- Neil McIntyre (*Food Waste Removal Service*)
- Paradigm (*Diplomas*)
- Stericycle (*Medical Waste Removal*)
- G.G. Tauber (*Promotional Items*)
- Turfer Athletics (*Turf Tex Outerwear*)

Upcoming Events

- ShoeMobile, *October 21, 2006*
- Princeton University's Annual Vendor Fair, *October 31, 2006*

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