



Purchasing Sense

Princeton University's Purchasing E-Newsletter



2004-2007 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 2007 Achievement of Excellence in Procurement Award. Princeton has now achieved this award for four consecutive years and is one only five universities to receive the award at least four 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 30, 2007 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.

MarketPlace Launched

The [Princeton MarketPlace](#) surpassed \$1 million in transactions since its launch in June. There are over 700 campus community members utilizing the MarketPlace on a daily basis for their purchasing needs. The MarketPlace's provides single log-on access to strategically-chosen contract vendors with whom the campus has historically conducted a high number of small-dollar transactions in the broadest range of commodities purchased.

Vendors in the MarketPlace with live, punch-out integration include:

- OfficeMax - Office Supplies
- ThermoFisher - Lab Supplies
- Dell - Computers
- Apple - Computers
- CDWG - Computer Peripherals
- Sigma Aldrich - Chemicals
- Newark-in-One - Electronics
- Grainger - MRO Supplies
- Amazon.com - Books/Software
- B&H Photo - Photographic Equipment/Supplies (to come)

The MarketPlace has these benefits for our campus community:

- Single portal for all e-commerce Princeton-specific contract vendor websites.
- Standard username and profile.
- Standard checkout procedure.
- Intuitive design that minimizes end-user training.

Campus community members who would like to gain access to the MarketPlace should submit a [Princeton MarketPlace Buyer Application Form](#).

New Surplus Database

We are pleased to announce that the new [Surplus Database](#) is now operational. The new system has added functionality that includes providing digital photos and condition remarks on all items. This new capability enables University faculty and staff to view and reserve items online.

Reserving items is restricted for department use only. If you are reserving an item, you may choose to have it delivered, or held to view at the warehouse during open house hours (Tuesdays from 9 AM – 12 Noon and Wednesdays from 10 AM - 2:30 PM). If you choose to have it held for viewing at the warehouse, the item(s) will be held only for one week from the day it is reserved.

As a reminder, these increased capabilities are based on the need do departments to completely enter items into the Surplus system. Items that are not entered into the system will not be accepted into Surplus, as the entire system is fully integrated and dependent upon the information that is entered by departments. This means Building Services will not pick up items without the proper Work Order submitted through the Surplus system.

System navigation remains essentially the same as in the old application. Individualized training sessions are available upon request to help familiarize Surplus Coordinators with the enhanced functionality. For more information, please contact Daron Groce at 8-2347 or dgroce@princeton.edu.

New Nassau Inn Rates

The University has recently established 2008-2009 rates with the Nassau Inn. Please be aware that, not only will the room rates be changing, but the attrition clause associated with group bookings will also change. The new rates, which will be effective for all bookings for the period January 1, 2008 through December 31, 2009, are as follows:

- Individual reservations and blocks of less than 10 room nights: \$136 (*single/double*) and \$236 (*suites*)
- Blocks of 10 or more room nights: \$132 (*single/double*) and \$232 (*suites*)

The new attrition rate structure, which will be effective for all group bookings for the period January 1, 2008 through December 31, 2009 are as follows:

- Group blocks of 10 to 99 room nights: 50%
- Group blocks of 100 or more room nights: 70%

Important Note: If you are booking a group block reservation (*a block of 10 or more total room nights*), please pay careful attention to the status of your group room block prior to the 90-day point.

* If you foresee events that may jeopardize your ability to fulfill your contractual room obligation, you should make a determination prior to the 90-day point to either:

1. Reduce your block, or
2. Release any unreserved rooms.

This will avoid the potential that you will be billed for any slippage / attrition as outlined above.

Recycled Paper Policy

As a reminder, it is the policy of the University to purchase and use 100% post-consumer paper for all general office needs in accordance with the following guidelines:

General Paper Use:

- All printing, copying and writing grade papers shall be made with 100% recycled materials.
- Electronic mail use is encouraged, whenever possible.
- When ordering from OfficeMax, the product to be ordered is Aspen 100 (Part Number P1054922).

New Contracts

- Air Vent Duct Cleaning (*Grill Hood Cleaning*)
- Bucks Digital Printing (*Printing / Duplication*)
- FLM Graphics (*Duplicating*)
- Home Depot Supply (*Supplies*)
- Nassau Street Seafood (*Catering*)
- Party Perfect Rentals (*Entertainment Rental Equip.*)
- Rider Furniture (*Local Furniture & Accessories*)
- Sterling Testing Services (*Background Checks*)

For a complete listing of all active term contracts, visit the *Purchasing website*.

Upcoming Events

- Princeton University's Annual Vendor Fair, *October 30, 2007*
- ShoeMobile, *December, 2007*

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