

October 2007
Volume 1 Issue 8

Inside this Issue

- 1 **eCAT³
Formally SciQuest**
- 2 **Introductory
Training Classes
October 2007**
- 3 **Vendor Fair
Success**
- 4 **MIT Procurement
Card**
- 5 **Ship to Addresses
On Campus**
- 6 **New Hires**

600 Technology Square, NE49-4122
phone: 617-253-7241, fax: 617-252-1558,
email procurement@mit.edu

eCAT³ Formally SciQuest

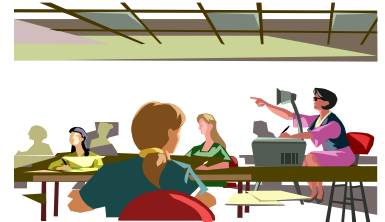
eCAT³, three times the purchasing power without the paper! On November 5, 2007, eCAT³ will welcome 5 new vendors to the eCAT³ portal; Office Depot, Invitrogen, Millipore, Allied Electronics and Westnet. Office Depot will be the first partner vendor to join the portal and they will set the stage for moving MIT's other partner vendors in 2008. In anticipation of the move of Office Depot, the eCAT³ team has been diligently working behind the scenes on a new website, new training tools, training sessions and other communications to help make this a smooth transition.

At the MIT vendor fair held on Sept. 13, 2007, the [new eCAT³ website](#) was launched. Representatives were on hand to answer questions and provide demonstrations of portal functionality. The launch was a success and many users stopped by to ask questions and gather information.

Moving Office Depot into the eCAT³ portal comes with benefits for MIT. The biggest improvement for any Office Depot requisitioner will be the ability to create and maintain your *own* personal favorite list/s within the Office Depot catalog. In our current eCAT system, you see a university wide list of favorites that is very cumbersome to use and maintain. Please note however that no favorite lists will be brought over to the eCAT³ portal at 'go live'; if you are using an active list, you will need to rebuild it after November 5th. Other changes to the catalog are underway at Office Depot and those changes albeit small will help bring attention to the

Office Depot brand name items which will help save money for your department.

Along with Office Depot and the four other vendors to "Go Live" on November 5, current eCAT³ vendors will be enabled for EDI (electronic data interchange) invoices which will mean less paper and approvals for invoices over \$500.00. This reduction in manual transactions will help save time and money for all departments involved in the AP process. Please visit the [new eCAT³ website](#) for more information on scheduled training sessions, new training tools, vendor information etc. If you have any questions or concerns regarding the Nov. 5 'Go Live' date or simply want more information, please send an [email](#) to the eCAT³ team.



Introductory Training Classes October 2007

The next session for the quarterly Introductory Training classes (Accounts Payable, Procurement/Contracts, Travel, Financial Review & Control, and Journal Vouchers) is scheduled for 10/30/07 through 11/01/07. We have revised our Procurement training agenda, and recently added Complex Contracts. Come and learn more about the best way to negotiate contracts with your vendors. Please visit the training web site for [more information](#).



MIT Vendor Fair Success

On Thursday, September 13th Procurement sponsored the MIT Annual Vendor Fair. There were 115 vendors displaying their products and talking about the services they provide. Many people stopped by the eCAT³ booth for information and had a chance to view a demonstration of the portal and learn about new catalogs that will be implemented in eCAT³ portal in November 2007. Thousands of community members attended the event and it was a huge success. Thank you to all of you who expressed appreciation and sent compliments to the procurement office after the fair. Thank you for your participation.



MIT Procurement Card

The Vendor Fair was a success for the Procurement card team. We were able to distribute over 50% of our cards on Thursday September 13th. We were told by several card holders that this was a great experience and very convenient. The distribution also served as a way for us to ensure that card holder information was correct. We received several requests for updates on card holder information. The Procurement Card team enjoyed the day and the opportunity to meet the people they deal with on a daily basis. If you still have not picked up your Procurement Card you can do so by coming to the 4th floor NE49.

Ship to Addresses On Campus

Here at MIT many requisitioners place small dollar orders using the Procurement Card, blanket purchase orders or standard orders.

It is very important that your correct ship to address is provided to the vendor upon order placement. Providing incorrect information may lead to a delay in the receipt of your order.

Most MIT offices have more than one address—a street address, a mailing address, and an address for ground deliveries. Please note that your Building/Room number must be included on all ship to addresses.

Use the street address for:

- Express deliveries from DHL (MIT's preferred partner), FedEx, or couriers

Use MIT's mailing address (77 Massachusetts Ave., Building XX-Room XXX, Cambridge, MA 02139) for:

- U.S. postal deliveries

Shipping/Receiving Room Address for ground deliveries to all East Side Buildings and Building 68:

- Building E19 Shipping/Receiving Room - 400 Main Street, Cambridge, MA 02142; 617-253-1641

Shipping/Receiving Room Address for ground deliveries to all Main Campus Buildings, except buildings served by the E19 Shipping/Receiving Room:

- Building 32 Shipping /Receiving Room - 32 Vassar Street, Cambridge, MA 02139; 617-253-4744
- Use Your Street Address for ground deliveries to buildings in the northeast section of campus (all NE Buildings)

Welcome

New Hires...

Kathy McGrath joined the Procurement group as Procurement Card Administrator on August 29, 2007. Kathy comes to MIT with 23 years experience as a banking professional; in her new role as ProCard Administrator, Kathy will use some of her many talents in banking operations, fraud detection and liability risk management to help grow our procurement card program across campus. Kathy is a welcomed addition to the ProCard staff and we look forward to working with and learning from her in this role.

Heather Westerman joined the Complex Contracts group as a Contract Administrator in the Procurement group on September 4, 2007. After five years of working as an attorney, Heather is excited to use her experience drafting and negotiating contracts to help members of the MIT community as they enter into contractual relationships with their vendors. The Complex Contracts group welcomes Heather and looks forward to working with and learning from her in her role.

Ann Julian joined the Procurement Operations Group as a Purchasing Agent on October 15, 2007. Ann comes to MIT with 19 years of purchasing experience with MetLife (formerly New England Financial). Ann is excited to join team and will use her years of experience in the Operations section of the Procurement Department.

Please join us in welcoming our newest members to the Procurement Department.