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Happy New Year 2008!

Inside this Issue

1 MIT Procurement
Card Campus
Audits

2 Introductory
Training Classes
January 2008

3 eCAT³ News

4 MIT's DHL
Smartship

5 Welcome New
Hires

6 ISM Accreditation

7 Furniture Stocking
Program

8 Le Meredien
Cambridge

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MIT Procurement Card Campus Audits

To all Procurement card holders and verifiers:

In an ongoing effort to enhance the Procurement Card Program we are going to implement on campus audits starting in January 2008. The intent of the audit is to ensure that you are in compliance with Procurement guidelines. By implementing these audits, we hope to achieve increased communication between card holder and Procurement Card team, increased education on card use, reduction in swept charges, reduction in violations and increased card use for acceptable purchases.

All audits will be scheduled a week in advance with the card holder or verifier.

Pro Card Guideline Reminders:

- All rentals are restricted from Procurement Card use due to contracts involved.
- All charges incurred while in travel status should not be placed on the Procurement Card.
- Travel expenses must either be placed on an MIT Diners MasterCard or a personal credit card for which an expense report should be filled out for reimbursement.
- All furniture purchases are restricted due to safety guidelines.
- All food purchased are considered sensitive and must be meeting-related.
- Non meeting related food expenses must be put on an RFP.

Thank you in for your cooperation.



Introductory Training Classes January 2008

The next session for the quarterly Introductory Training classes (Procurement/Complex Contracts, Accounts Payable, Financial Review & Control, Travel and Journal Vouchers) is scheduled for mid January 2008. For more information, please visit the [training web site](#).

eCAT³ News

After the very successful launch of 5 new vendors in November 2007, the eCAT³ team is working to bring more vendors into the portal. Over the course of the next several months you will see the existing ECAT vendors move into the portal. The next wave of suppliers will be during the month of February, to include Dell, Apple, GovConnection, VWR, Grainger and Airgas. The move of the remaining ECAT vendors puts us on target for achieving the procurement strategy of having a one stop shop for our partner and many of our non partner vendors.

Please visit the [eCAT³ website](#) for more information and training materials. Please send email to ecat3@mit.edu for further information.



MIT's DHL SmartShip

DHL is MIT's partner vendor for both domestic and international express shipments. DHL rates are 30 to 40 percent lower than those for FedEx and UPS. MIT's DHL SmartShip web site adds convenience to the equation. You can create and print air bills online, including air bills for hazardous materials. You can also compare costs of shipping options, schedule pickups, and track packages. The system uses your MIT certificate to authenticate you.

The first time you use SmartShip you'll need to set up a one time user profile. When you're ready to create an air bill, be sure to enter the correct address information and a valid MIT cost object. DHL SmartShip is for MIT shipments only, not personal shipments.

At this time SmartShip does not work with Safari; Macintosh users can access the site with Firefox. The recommended browser for Windows is Internet Explorer.

For tips about SmartShip, including working with pop-up windows, go to <http://web.mit.edu/ecat/dhl>. If you have questions about the service, send e-mail to [Catelin Matos](mailto:Catelin.Matos) in Procurement. For technical help, contact the Computing Help Desk at computing-help@mit.edu.

Welcome

New Hires...

[Matt Bacigalupo](#) joined PSB Procurement in October 2007. Prior to joining MIT, Matt worked in the online /interactive department at Hill Holliday. He graduated from Boston College with a B.A. in Communications, and is attending Suffolk University's Sawyer

Business School part-time for his M.B.A.

[Paul Dawson](#) joined the Procurement group as an Assistant Buyer on November 12, 2007. Paul graduated from St Joseph's University in Philadelphia in May 2007 with a B.A. in Marketing.

ISM Accreditation

We are pleased to announce that Mary Bacci, Senior Purchasing Agent has recently earned the status of Original Lifetime Certified Purchasing Manager (C.P.M.). Those individuals earning the designation demonstrate their professional capabilities by passing four rigorous examinations. C.P.M.'s also pursue formal and continuing education, and work and contribute to the purchasing and supply management profession.

Professional certification assists upper management in identifying purchasing and materials management, professionals. These professionals having demonstrated a higher level of knowledge and experience are necessary to organizations facing the many challenges of today's competitive environment.

Please join us in congratulating Mary on this outstanding achievement.

Furniture Stocking Program

As a result of a bid process sent to seven vendors and five manufactures, both Office Environments/ Steelcase and Creative Office Pavilion/ Herman Miller have been selected as MIT's Furniture partner vendors based on increased discounts and service.

The Procurement Department is pleased to announce that Office Environments has been selected as our primary vendor for our Steelcase Office furniture. Now available is the Office Environments /MIT Stocking Program. Office

Environments will be stocking some of the more popular office items. Please click on the [link](#) on the Procurement Webpage to view items. You should continue to create a requisition and submit it to Procurement for processing. Any questions or problems should be directed to MIT's Office Environments Account Representative, Stephen Newman at 617-443-6785 or Susan Ocitti, Sales Coordinator at 617-443-6768, and of course, [Maureen Ahern](#)-Procurement at 617-253-8373.

Creative Office Pavilion will also be offering an MIT stocking program of their most popular items. Please continue to view future procurement newsletters and announcements for more information and availability.

Le Meredien Cambridge

The Institute has recently sold the Hotel@MIT. There have been some questions raised as to what is the name of the new hotel, what vendor code to use and what to do with "old" contracts. The new name is Le Meredien Cambridge and the vendor code will remain the same: 123388. If you are holding a contract issued by the Hotel@MIT, the Le Meredien will be honoring reservations and pricing for existing contracts. If you are looking to plan future catered events, conferences/workshops or room blocks, please follow our standard procedures. Contacts will remain the same with just an email change for each plus the new website is:

www.lemeridien.com/cambridge.

Ginny Lepow, Senior Sales Manager
Tel: 617-551-0312
ginny.lepow@lemeridien.com

Celia Weiss, Catering Manager
Tel: 617-551-0316
celia.weiss@lemeridien.com

Should you have any further questions, please contact the Hotel or [Judi Bean](#) in Procurement at 617-253-8348.