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



## eCAT<sup>3</sup> Update

The MIT shopping portal eCAT<sup>3</sup> is growing. Last November we added 4 new vendors to the portal with Office Depot being our first partner vendor to be moved into the portal. Since the addition of Office Depot we've seen a dramatic increase in the number of registered users and purchase orders that have been processed through this automated system. Although there have been a few minor problems with profile set ups and ordering the system has been very well received within the community and is a quick and efficient way to order products from the enabled suppliers. One advantage of adding vendors to the portal is that we negotiate for more attractive MIT pricing and additional discounts for orders processed through the system. This system allows our vendors and MIT to conduct business in an electronic format which streamlines the purchasing process and helps decrease the number of errors that may occur when orders are processed manually.

On March 31, 2008, more of the current MIT partner vendors will be joining the eCAT<sup>3</sup> portal. Vendors open for business on March 31 include **VWR, Apple, GovConnection, Dell, and Grainger**. The existing punch-out sites will be converted into the portal and you will be able to place your orders via eCAT<sup>3</sup>.

As long as you have a user profile in the eCAT<sup>3</sup> portal you will be ready to shop for the same items you purchase today. There will be no change in the existing contract with each of the suppliers simply a new way to shop and transmit orders.

On March 31, we will roll out a new website for eCAT<sup>3</sup>. The website will have more information on suppliers, supplier promotions, and training materials. There will also be a new section on the website where you can place your personal orders for GovConnection, Apple and Dell.

Following the implementation on March 31, the portal will host **Airgas, Ambit/Minuteman and Office Environments on May 1**. With Office Environments joining the portal, MIT will host the first furniture punch out of its kind. There will be a limited stocking program of frequently purchased furniture as well as a method to create a shopping cart from an Office Environments online quotation. Having Office Environments in the eCAT<sup>3</sup> portal will streamline the processing of large furniture purchases and the administrative work involved with paying invoices. On May 1 when Ambit/Minuteman goes live in the portal, you will see a new and improved website to facilitate your orders for MIT branded stationary and business documents.

During the last few months, the eCAT<sup>3</sup> team has been working on connecting existing eCAT<sup>3</sup> vendors into our electronic invoice process. We continue to make strides in automating this process and have recently added GE

Healthcare, Perkin Elmer, and Invitrogen to the list of vendors who send us electronic invoices for eCAT<sup>3</sup> orders. If you order from these vendors through the portal, you will not longer receive invoices in your DLC to sign for approval. Invoices will be electronically approved and paid based upon departmental approval of the requisition. The team is in the process of putting this same procedure in place for Qiagen & Roche Diagnostics invoices.

In early spring the eCAT<sup>3</sup> team will be evaluating new vendors that should be added to the portal. If you have vendors that you use frequently and would like to see them added, we would like to hear from you. Please email to [ecat3@mit.edu](mailto:ecat3@mit.edu).

Thank you for your continued patience while we improve our e-commerce offerings. If you have questions, comments or suggestions, please let us know. Thank you for your help in making the eCAT<sup>3</sup> portal a success.



## Happy Retirement Judi!

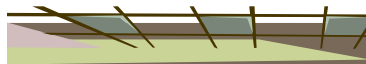
Judi Bean was hired as a Purchasing Agent in the Procurement Department in July 1999. Judi has decided to take early retirement effective March 20, 2008. Her career at MIT began in the mid 80's where she worked in Resource Development for the Sloan School of Management followed by the MIT Enterprise Forum, Inc/MIT Alumni Association.

In the early 90's Judi went to work for an MIT biotech start-up and was

involved in the early stages of the Mass Biotech Council.

Since her return to the Institute she has worked with many departments on hotel contracts/event planning/conferences/catering services and as the partnership manager for Office Depot and the Hotel@MIT. We thank Judi for her many years of service to the Institute and wish her all the best in her retirement.

Judi's workload is currently being reassigned. If you have any Office Depot inquiries, please contact our new representative: [Michael Khoury](mailto:Michael.Khoury@mit.edu) at x3-4670, or the Procurement liaison: [Derek Welcome](mailto:Derek.Welcome@mit.edu) at x3-8393, Poland Spring inquiries should be referred to [Paul Morrison](mailto:Paul.Morrison@mit.edu) at x3-8340. Any other questions can be directed to [Mary Bacci](mailto:Mary.Bacci@mit.edu) at x3-5499.



## Introductory Training Classes April 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 April 2008. For more information, please visit the [training web site](#).

## Airgas PARTNERSHIP

Airgas is one of MIT's partner vendors. This partnership was forged between Airgas and MIT to streamline the purchasing of gas and renting of equipment. The current contract provides many advantages to the MIT community.

Airgas runs a cylinder management program on campus which helps us reduce costs based on volume discounts as well as a reduction in rental costs of cylinders.

To take advantage of this program and our partnership with Airgas, you should place **all your gas & cylinder orders** with Airgas regardless of what vendors the product actually comes from. Airgas works as our agent with any third party vendor you choose, they will place and deliver your order. Airgas delivers all third party gases and cylinders which allows for more accurate accounting of cylinders on campus; accurate tracking of cylinders equates to better inventory control, less safety concerns, and reduced overall costs to MIT.

Another benefit of our partnership with Airgas is that we don't have to question their ability to handle safety issues on campus. There are obvious safety concerns when handling gases and all Airgas employees are trained to properly handle the gases and dispose of empty cylinders. Airgas also assists the MIT EHS Office when needed with the disposal of lecture bottles. Airgas is committed to serving the MIT community with any need related to gases or cylinders; for your convenience there are two Airgas staff members on campus to address any order inquiries or safety concerns you may have. Contact [John Jordan](#) or [Horace Jones](#) at Airgas.

