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FedEx & DHL Shipping Suppliers

FedEx is now designated as MIT's preferred supplier for express shipping. As a member of the Educational and Institutional Cooperative (E&I), the largest higher educational buying organization group in the country, MIT has been afforded the privilege to buy under this new arrangement with FedEx. This new contract carries very competitive rates never offered before.

However, given DHL's long term presence on campus, DHL will be retained as a secondary supplier. In response to the FedEx award, DHL has submitted new competitive pricing to MIT. You may view sample price comparisons at:

<https://vpf.mit.edu/content/download/4577/23110/file/dhl%20vs%20fedex.pdf>

The result of this change will provide departments, labs, and centers with a choice for express shipping.

The recommended payment process for FedEx is the MIT Procurement Card, however if that is not an option, a blanket purchase order will be required.

If you already have an account with FedEx you do **not** need to take any action. FedEx has loaded the new pricing to all existing accounts.

If you are a new customer with FedEx, please go to the E&I web link <https://www.eandi.org/fedex/application.aspx> to set up an account.

You need to enter the required information into the E&I web site whether you decide to use a blanket order and receive paper invoices or if you plan on using a procurement credit card.

Please enter:

- "Institution Information" (your department information, example: MIT/Procurement Dept.)
- "Pick up Information" (location as to where package should be picked-up)
- "Billing Information" (77 Massachusetts Avenue, **your Bldg#/Room#**, Cambridge, MA 02139)

Any new account set up will be followed up by a FedEx representative to ensure the desired billing method is accurate.

Options for package pick up:

Customers can use www.FedEx.com to schedule a pick up or call 800-463-3339.

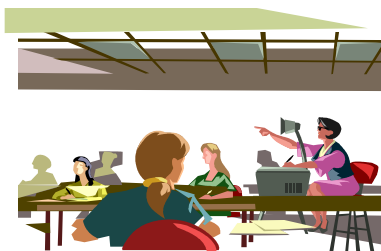
FedEx Contact:

Tasia M. Halloran, Account Manager,
Telephone number 617-361-3954,
Email: tmhalloran@fedex.com

If you would like to continue doing business with DHL, the process will remain the same. Air bills should be created on the DHL Smart Ship web site <https://web.mit.edu/ecat/dhl/> and invoices will continue to be posted electronically to the designated cost center.

EDI Invoicing From Partner Vendors

As part of our ongoing improvements to our partnerships, GovConnection, Dell, and Apple introduced an enhancement to our relationship in October 2007. This is a reminder that all purchase orders issued to GovConnection, Dell, or Apple are invoiced/processed electronically. The invoices are posted automatically in SAP and immediately viewable on DTRs (document type EI). Invoices posted as RN documents are scanned and viewable via SAP. Any invoicing questions or discrepancies should be directed to Paul Morrison, 617-253-8340, paulmorr@mit.edu.



Introductory Training Classes October 2008

The next quarterly Introductory Training classes (Procurement/Contracts, Accounts Payable, Travel, Journal Vouchers, and Financial Review & Control) are scheduled for 10/28/08 through 10/30/08. Please visit the training web site for class [registration information](#).

MIT Vendor Fair 2008 Success...

On Thursday, September 18th Procurement sponsored the MIT Annual Vendor Fair, under the big white tent in McDermott Court, outside buildings 54 and 18. It was a huge success. There were 114 vendors displaying their products and discussing services they provide. Thousands of community members attended the event and we heard nothing but compliments about it being a great day. Thank you for your participation!

MIT Procurement Credit Card Updates



"Policy Change"

Attention all MIT Procurement Cardholders & Verifiers! The policy on equipment purchases on your Procurement Credit Card has changed.

Computers including desktops, lap tops, servers, and work stations will remain at the current \$500.00 limit to ensure that the Property Department can review these purchases. For all other equipment the limit has been raised to \$1,000.00. This change was effective July 1, 2008.

"A Reminder to all Procurement Cardholders and Verifiers"

Any change to the account holder information such as name change, department change, verifier change, cancelation of card and updating of cost objects need to be emailed to procard@mit.edu. This will ensure that our card holder information is up to date.

If you have any questions or concerns please contact Kathy McGrath, Procurement Card Administrator, 617-253-8366.



eCAT³ on the move again...

This fall brought new enhancements to the Procurement portal. A new vendor showcase highlighting catalogs from our business partners will make your shopping easier. When you log into

eCAT³ <https://web.mit.edu/ecat/ecat3/> you will now see catalogs that are hosted in the SciQuest environment in an easier to use platform. Plans are underway to add high volume suppliers such as Beckman Coulter, Applied Bio Systems, Bio Rad, NE Bio Labs, Thorlabs, and Integrated DNA Technology. Look for these additions in early 2009.

Welcome

John Doyle joined the Procurement department as the Assistant Director of Systems and Procedures on September 15, 2008. Over the last 15 years John has worked at State Street Corporation and Deutsche Bank. He is a procurement and materials management professional with a wide-ranging management and services background. John has also led strategic sourcing activity with both of these companies. John's role will be to provide oversight for the credit card program, vendor management program, keeping policies and procedures current and to continue in the expansion of eCAT³, our electronic commerce portal. Please feel free to contact John, jldoyle@mit.edu, for his assistance in any of these areas.

David Petricone will also be joining the Procurement department on October 27, 2008 as a Purchasing Agent. He comes to MIT from Brandeis University where he has been a buyer for laboratory supplies as well as a Senior Contract Administrator for the past eight years. Part of David's responsibilities will include the management of two large partnerships, VWR Scientific and Office Depot.

We welcome both John & David to MIT!