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Inside this Issue

- 1 Introductory Training Classes
- 2 MIT-Green Customer Award
- 3 Shipping Update
- 4 New Procurement Credit Card
- 5 eCAT³ Update
- 6 GovConnection – New Web Site
- 7 New Pricing Agreements
- 8 Buy Green – Save Green

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



Introductory Training Classes January 2009

The next quarterly Introductory Training classes (Procurement/ Contracts, Accounts Payable, Travel, Journal Vouchers, and Financial Review & Control) are scheduled for 01/13/09 through 01/15/09. Please visit the training web site for class [registration information](#).

Office Depot Recognized MIT with a “Green Customer Award”

For the second year, MIT has been recognized as an environmental purchasing leader. Among customers of Office Depot, MIT is the number one institution of higher education for purchasing the highest percentage of total spending on environmentally-preferable products. 46% of our current spending with Office Depot is on green products, and we want to continue to see these numbers grow. Thank you all for your participation in allowing **MIT to be a leader in green purchasing**.

Shipping Update

Open an account with Federal Express before January 30th.

As reported previously, Federal Express is now MIT's preferred supplier for express shipping under a contract between FedEx and the Educational and Institutional Cooperative (E&I), the largest higher educational buying organization group in

the country. The contract carries rates at competitive levels never before offered.

View sample prices:

<http://vpf.mit.edu/fedex>

In previous communications, we reported that DLCs could continue to use DHL for shipping needs in light of the shipper's longstanding relationship with MIT. DHL recently announced, however, that it would discontinue domestic shipping on January 30, 2009. As a result, DLCs need to set up an account with FedEx. Please note:

- The recommended payment process for FedEx is the **MIT Procurement Card**. 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 into all existing accounts.

- If you are a new customer with FedEx, please click on the web link <https://www.eandi.org/fedex/application.aspx> to establish a new account. Once you have an account set up you will be able to use the Fedex.com site <https://www.fedex.com> to create and track air bills, request pickups and order supplies. The site also includes a shipping history so that you will be able to identify any shipment charged to your account. There are also several drop boxes located on campus:

- Bldg. 3
- Bldg. E25
- Bldg. 32
- Bldg. 66
- Bldg. 68
- 600 Memorial Drive
- FedEx Kinko's - Bldg. NE49
- Tech Square Garage

If you should have any questions or need assistance, please contact FedEx Account Manager, Tasia M. Halloran, tmhalloran@fedex.com, or Catelin Matos, cmatos@mit.edu, in Procurement.

New Procurement Credit Card Coming Soon!

A new Procurement Credit Card will be distributed to existing card holders in the near future. After a competitive RFP process, MIT has entered into final negotiations with a Premier Bank to provide a new procurement card. This new card will replace our existing procurement card supplied to the Institute by GE Capital. GE sold its Card Services business and will no longer be providing services under the MasterCard brand. A detailed plan is in development to ensure that card holders experience uninterrupted service. Please be sure that card holder information is current so that we can contact you with details as they unfold.

Look for more details on the new card in the coming weeks. We plan on delivering information directly to card members regarding the card exchange, as we get closer to the launch of the new card.



eCAT³ Continues to Grow!

We are pleased to report that our plans are on target to add these high volume suppliers: Beckman Coulter, Applied Bio Systems, Bio Rad, NE Bio Labs, Thorlabs, and Integrated DNA Technology to the eCAT³ portal <https://web.mit.edu/ecat/ecat3/> in the coming weeks.

Then our next wave of vendors scheduled to move into SciQuest by mid 2009 are: Agilent Technologies, BD Biosciences, Creative Office Pavilion, ISC Bioexpress, MSC Industrial Supply, R&D Systems, Santa Cruz Biotechnology, and Strem Chemicals.

Our goal is to make your procurement experience as efficient and straightforward as possible. Stay posted for our continuing evolution.



New Web Site

MIT and GovConnection have been working closely to provide the community with a new and improved GovConnection catalog for our eCAT³ portal <https://web.mit.edu/ecat/ecat3/>. In an effort to provide the community with the opportunity to review the site and offer feedback, GovConnection hosted catalog demonstrations on Friday, December 5. This focus group provided community members with a demonstration of the catalog and allowed time for questions and answers. Look for the new catalog in January 2009. If you should have any questions, please contact Mary Bacci at mbacci@mit.edu.

New Pricing Agreements

Newark Inone

Effective December 1, 2008, discounts on Newark Inone products ordered via eCAT³ will increase from a rate of up to 15% to a rate of up to 22%.

FY08 Newark Inone Spending Totals:

- \$48,335 – Direct Business (Phone, fax, email, web)
- \$47,748 – eCAT³ Orders
- \$31,508 – P-Card Orders

To gain a better understanding of our purchasing through Newark Inone and long-term negotiation power, we would like you to convert all non-quoted Newark Inone direct business (phone fax, email and web orders) to eCAT³ when possible. For more information, please contact Derek Welcome welcomed@mit.edu.

Digi-Key

MIT Procurement is in the process of implementing Digi-Key Corporation as a punch-out supplier in eCAT³ <https://web.mit.edu/ecat/ecat3/>. MIT currently receives a 10% discount on Digi Key products. Going forward, Digi-Key has agreed to extend a 15% discount to MIT, effective 12/02/2008.

We look forward to strengthening our business relationships with our core suppliers in the spirit of adding savings and value to you.

Hotel Contracts

MIT Procurement is actively seeking ways to assist our event planners with managing and maintaining hotel event contracts. We have signed master agreements that include agreed-upon terms and conditions for Le Meridien and the Cambridge Marriot Hotels, and we are very close to securing master agreements with the Hyatt Regency, Cambridge, and the Royal Sonesta Hotel.

With a master agreement in place, the event planner would only need to provide a requisition with a scope/statement of work for an event. That event would be covered by the agreed upon master set of terms and conditions. All Hotel agreements will be made available on our website

<http://vpf.mit.edu/site/procurement/resources>. If you have any questions, please contact Derek Welcome welcomed@mit.edu.

Buy Green - Save Green!

Buy Office Depot Brand Toner vs. HP Brand. Did you know that ordering Office Depot Brand Toner cartridges could save your department and the Institute thousands of dollars?

EXAMPLE:

- HP 82X – C4182X Black Laser Toner Cartridge (Item # 428274): \$136.99 each

COMPARED TO:

- Office Depot Brand 82X Remanufactured Cartridge (Item # 775121): \$66.49

Made with new aftermarket components, genuine Office Depot cartridges offer crisp, sharp text and graphics with ultra-fine resolution. In-house tests verified the 82X performed as well as the OEM cartridge and outperformed other aftermarket competitors. 100% No-Risk Quality Guarantee.

MIT DLCs ordered HP Toner 236 times over the past year. The Institute would have saved \$16,638.00 by purchasing the Office Depot brand toner cartridge.