



PROCUREMENT Newsletter

April 2009 Volume II Issue 2

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Introductory Training Classes April 2009

The next VPF quarterly Introductory Training classes (Procurement/Contracts, Accounts Payable, Travel, Journal Vouchers, and Financial Review & Control) are scheduled for **04/28/09 through 04/30/09**. Please visit the training web site for class [registration information](#).



CYLINDER INVENTORY / AUDIT – SCHEDULED FOR APRIL 13-17, 2009

MIT’s Environment, Health, & Safety Office, VPF Procurement, and Airgas encourage labs to return empty and unused cylinders and dewars before the inventory. This will reduce costs, improve safety, and make your lab greener. An accurate and efficiently run inventory could save MIT 5-10% a year in rental fees. The following is the inventory/audit schedule:

April 13 – 14, 2009 - Buildings:

- E15, E17, E18, E19, E23, E25
- 2, 4, 6, 6A, 8, 10, 18, 54,
- 16, 56, 66, 44, 46, 48

April 15 – 16, 2009 – Buildings:

- 17, 33, 35, 36, 37, 38, 41, 42, N9, N10,
- 12, 26, 31, 39, 68,
- 1, 3, 5, 7, 13,
- NW12, NW13, NW14, NW15, & NW20,
& NW21

April 17, 2009 – Buildings:

- W8, W20, W59, N51, N52, W89, &
NW62,
- NE30, NE47, NE48, NE80, NE125,
- NW17, NW16, NW22

For more information, please contact
John.Jordan@airgas.com.

Applied Biosystems (ABI) /Invitrogen Merger:

There has been a merger between Applied Biosystems (ABI) and Invitrogen. The new company name is “Life Technologies”. Although there is no change in the way we currently conduct business with each supplier, we will keep you informed of any new information received.

ABI will continue to maintain its instrument solutions, and the certified reagents that are being used for those systems. At some point, many of ABI’s reagents, such as Ambion Products, will be available through Invitrogen. For more information on this merger, you may contact our ABI or Invitrogen representative as follows:

- ABI: Janet Merrill
(MerrilJJ@appliedbiosystems.com,
800.248.0281 ext 7794), or visit
[www.appliedbiosystems.com/tellme
more](http://www.appliedbiosystems.com/tellme
more)
- Invitrogen: Richard Bue
(richard.bue@invitrogen.com,
508.517.3786) or visit
www.invitrogen.com/tellmemore

Procurement will also use this merger as an opportunity to leverage our buying power and explore greater discounts. If you have an ABI or Invitrogen product for which you would like Procurement to negotiate better pricing, please email the supplier catalog number to David Petricone (petricon@mit.edu).



eCAT³ Continues to GROW!

We have welcomed Applied Bio Systems, Beckman Coulter, Digi Key, Integrated DNA Technology (IDT), McMaster-Carr, MSC Industrial Supply, NE Bio Labs, Strem Chemical, Thorlabs, and Santa Cruz Biotechnology to the eCAT³ portal. Please take advantage of the efficiency and competitive pricing offered in these catalogs.

During the next few months, we plan on adding 14 new vendors to the SciQuest portal. Our goal is to make your procurement experience as pleasurable as possible. For more information, please visit <https://web.mit.edu/ecat/ecat3/>.



New Procurement Credit Card!

Procurement has just completed a successful transition from GE MasterCard to the Bank of America’s Visa program for the MIT procurement credit card.

The implementation of this program began during the week of March 16th, with the delivery of new cards to cardholders directly. Please remember to provide the new credit card number to

any vendors with which you have standing orders. Also, provide us with any changes in cardholder information to ensure your information is up to date. The new Bank of America customer service number is 888 449-2273

If you have any questions, please contact us by email at procard@mit.edu.



New Hotel Contracts

In our last issue, we mentioned that Procurement is actively seeking ways to assist our event planners with managing and maintaining “**hotel event contracts**”. We are happy to report that we have secured a master agreement with the Hyatt Regency Hotel in Cambridge in addition to LeMeridien, Cambridge Marriott, and the Royal Sonesta Hotel for day catering/small meetings, and group/conference business.

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, and the hotels will now provide a short summary of the relevant terms and conditions with each event contract. Take a moment to view the master agreements available in the resources section of our web site: <http://vpf.mit.edu/site/procurement/resources>, and utilize the exceptional restaurant discounts on breakfast, lunch, and/or dinner with a MIT ID. If you have any questions, contact Brion McAlarney (brionm@mit.edu) or Derek Welcome (welcomed@mit.edu).

MIT Receives SciQuest Award

At the SciQuest NextLevel 2009 conference in February, MIT was honored with an award, “In Recognition of Greatest Year-Over-Year Increase in Purchase Volume”. Procurement plans to continue to expand its contracts via SciQuest (eCAT³) to enhance the overall

purchasing experience. For more information, please visit <https://web.mit.edu/ecat/ecat3/>.

Material Groups

Being selective in the use of material groups on a requisition is a great way to categorize and report on what you buy for your department. Material Groups are commodity classifications required when you create SAPweb requisitions. By choosing the relevant material group for all of your purchases you will be able to generate reports from the data warehouse displaying the types of commodities your DLC buys. This can be very helpful when looking for places to reduce spending. To see the whole list of material groups click the binocular icon next to the material group field. Then click on the “**search**” button and the entire list will display.

Westnet Update Save \$\$ - on Corning Products!

Westnet is a full line distributor of quality medical/surgical products, and an eCAT³ hosted supplier that provides next day, desktop delivery and free shipping.

Effective Monday April 13, 2009, Westnet will apply a 6% discount off their eCAT³ (C-Contract) pricing to your invoice, offering more savings to the Institute.

For your convenience, Westnet will also sell Corning products in each or pack quantities vs. case lots. Please order all Corning products through Westnet via eCAT³ <https://web.mit.edu/ecat/ecat3/>. Please contact David Petricone (petricon@mit.edu) for more information.



“Confirming” Purchase Order

When you are creating a requisition in SAPweb, remember to check off “**YES**” for the “Do you intend to call or visit the vendor to place this order?” question.

Procurement will not send the purchase order to the vendor if it is under \$10,000. The reason for this procedure is to prevent duplicate orders. If you know your vendor requires a purchase order to be sent, please choose “**NO**” and **Procurement will** send the purchase order to the vendor.



Helpful Tips to Promote Green Procurement

Consolidate orders whenever possible, why?

- reduces the number of trucks and deliveries to campus (reduces carbon footprint)
- reduces your shipping/handling and order processing fees
- implement supplier order days in your department (treat rush orders as the exception)
- buy local whenever possible (supports diversity spend and reduces carbon footprint)

Engaging Procurement on the Front End to Deliver Value

Procurement is available to help you with Requests for Proposals, Requests for Quotations, and Requests for Information. Early planning of procurement, with an emphasis on a competitive approach, is a sure way to save money and to sign an agreement for goods and/or services with reasonable terms.

Sole source procurements invariably cost more and result in contract arrangements that are often less than favorable to MIT. Competitive procurements, where the selected vendor is informed of his selection prior to finalization of price and or terms and conditions, become sole source negotiations and the benefits of competition are lessened or negated.

Negotiations in a competitive environment result in better pricing arrangements and better terms and conditions.