THE PROCUREMENT SERVICES TEAM

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WEBSITE

Planning a Large Purchase before June 30?

The end of the fiscal year is a few months away, but please remember that high dollar purchases may need extra time to complete, due to the required competitive bid process. If someone in your department is contemplating a purchase over $25,000, please contact a purchasing agent soon, to get the process started. A bid process can take three weeks, or more, to complete, delivery time should also be considered.

Apple Purchases

Apple purchases can now only be done using a non-catalog request in iProcurement; individual procurement card purchases are no longer possible. The Apple purchase process can be viewed at the ITS Departmental Purchasing site: **https://it.uni.edu/departmental-purchasing**. Instructions on how to complete a non-catalog request can be found on the **iProcurement Resource Page** by clicking on the **Requisitions User's Reference Guide**.

Grainger Added to iProcurement

The Grainger Store has been added to iProcurement and is accessible to anyone with UNI Purchasing User. Grainger offers an extensive list of maintenance, operations and repair products.

How do I gain Access to iProcurement

Visit our **iProcurement Resources Webpage** which contains a link to instructions on "How to Request UNI Purchasing User". The webpage

includes user guides and other helpful information regarding iProcurement. Please contact James Tanzosch with questions.

The use of iProcurement automates the procure-to-pay process and is a key element of UNI's procurement strategy. Detailed order information is retained in the process; this information improves UNI's bargaining power when negotiating contracts.

Procurement Services has updated its contracts page

Visit our new **contracts page** containing useful information regarding UNI contracts and suppliers.

Green Procurement

Analysis completed by Procurement Services team members of FY16 spend data, indicates that UNI made over 3,000 trips to area stores and traveled over 20,000 miles on these trips. Many of the items that were purchased can now be efficiently obtained using iProcurement or from an existing contract. If you have questions on how Procurement Services can help your department reduce their off-campus travel for routine purchases, please feel free to contact us.

Please visit our **contracts page**, **current** bids, **awarded** bids, or **homepage** for additional information.