Welcome to the “AGGIE PURCHASING BUZZ.”

Each year we review our strategic plan to determine our goals for the upcoming year. One of our goals this year revolves around better communication with the campus. So, this newsletter is one of the tools we are using to fulfill that goal.

Our plan is to provide you with a monthly publication filled with news and informative tips to help you in your purchasing needs.

In addition, we want to hear your suggestions, comments, concerns and compliments.

During the year, Purchasing will be implementing various changes to our operation. We are looking at strategies to re-engineer and streamline the procurement processes for efficiency as well as leverage the University’s spend with suppliers to realize cost savings through better contracts and business models. One way we will achieve that is with a new E-Procurement Business System.

This System will enable the University to identify applicable contracts, special pricing, and automate the procure-to-pay process.

We are also addressing ways to enhance our level of customer satisfaction. Last year, our service level was 92%, our ultimate goal is to consistently achieve 98% or higher. We feel the areas we are addressing will help us to achieve our goals.

In closing, we hope you enjoy this publication and we look forward to hearing from you.

An Aggie-Mart Coming Near You!

If you ask anyone about ordering goods and supplies in Banner, you will hear that the process is complex, often confusing, and long.

A better way is coming to A&T, one that simplifies and enhances the shopping experience for the campus community. It will also improve access to procurement data for departmental users.

In August 2009, an initiative was launched by UNC General Administration to bring about significant improvements to streamline procurement processes across the UNC System. At the core of this effort is the implementation of an E-Procurement Business System from HigherMarkets, a division of SciQuest.

This system is in response to the UNC General Administration’s Finance Improvement Transformation Initiatives (“UNC-FIT”).

So what is E-Procurement? It is a system that will automate the entire purchase-to-pay process, with the purchase tool being a lot like Amazon.com. A person will be able to create
a “shopping cart,” have
the item in the cart
reviewed, approved by
their departmental
approver and an order
placed with the supplier
within minutes.

“The E-Procurement
System will be efficient,
quick, simple, and
convenient for our users.
It will enable us (the
University) to leverage
spend with vendors and to
negotiate better pricing
for goods and services,”
said Ted A. Little,
Director of the Purchasing
Department.

A campus-wide team has
been selected to lead the
implementation of the
System on campus. The
team is led by Anthony
Grice from DoIT and
Nikki Williams from
Purchasing and includes:

DoIT: Lonnie Cathey, Pat
Chatt and Chelsey
Williams
Purchasing: Jorenda
Lennon, Ted A. Little,
and Stephen Pass

Comptroller: Scott
Hummel
Accounting: Helen Buck,
Deborah Harris
Budget and Planning:
Tracey Smith
Audit: LaShonna Frederick
Contracts and Grants:
Lavonne Matthews
Cooperative Extension:
Deborah Alston
Facilities: Janice Darden.
Robert Pompey, Jr., Vice
Chancellor of Business and
Finance is serving as the
Executive Sponsor of the
project.

“Although there is an
Implementation Team, we
will seek assistance from
campus users to provide
input into the parameters
that will be built into the
system,” said Nikki
Williams.

The project is already
underway. The system has
been branded “Aggie-Mart”
and the goal is to roll out
“Aggie-Mart” to the
campus using

GEAR UP FOR YEAR END

Year End Closeout will be
here before we know it, so
do not wait until the last
minute to clean-up your
current year’s budget.

Follow the simple tips
below to assist with
cleaning up Banner to put
money back in your
budget.

1) Check for Open

**Requisitions.** Go to the Banner
main menu and type in
“FPIORQF”. Once in the form
input your FOAPAL and look for
any open requisitions that are no
longer needed. Write down the
requisition numbers so that you
can delete them.

2) Delete Unwanted Requisitions.
Type in “FPARDEL” at the
Banner main menu. Once in the
form, input your requisition
number (the one to delete),
Click the “Next Block” icon.
Select a reason from the drop
down box. Select “Options”
on the tool bar, select Access
Completion, and you are
finished. The money is back
in your budget to use for
another purchase.

The “Aggie-Mart” Implementation Team, (front row, left to right) Nikki Williams, Deborah Harris, Tracey Smith, Chelsey Williams, Deborah Alston, Janice Darden and Lonnie Cathey. (back row, left to right) Anthony Grice, Ted Little, Stephen Pass, and Lavonne Matthews. Not pictured: Jorenda Lennon, Pat Chatt, LaShonna Frederick, Helen Buck and Scott Hummel.

a phased approach by bringing up some departments by early August and rollout to others within the following 3-6 months.

Two presentations will take place in March for the campus community to learn more about E-Procurement and the benefits for the University.

If you would like to know more about the project, feel free to contact Nikki Williams at mcwilli2@ncat.edu or Anthony Grice at agrice@ncat.edu.
Buy Recycled

There has been much “BUZZ” in the news about climate change and the world losing large amounts of natural resources. If we intend to leave our children and grandchildren with the same standard of living we have enjoyed, we must preserve the foundation of that standard of living. There is no better time or place to start than at work. You can start by doing these simple things:

1. When copying and printing, always remember to use both sides of the paper.
2. Recycle paper rather than throwing it in the trash.
3. Avoid using an extra page as a cover sheet when faxing, try using a fax sticky.
4. Use emails rather than communicating with paper.
5. Make sure all lights are turned off in unused offices, conference rooms, and classrooms.
6. Use the recycle containers in the buildings and outside to put glass bottles, and aluminum cans in for recycling.
7. And remember to buy recycle products such as office supplies and print cartridges to help conserve the earth!

For every ton of paper that is recycled, you save 7,000 gallons of water, 380 gallons of oil and enough electricity to power an average house for six months.

So let’s do our part and buy recycled products.

Sole Source Request vs. Waiver of Competition

Sometimes it is hard to distinguish the difference between what is a sole source request and a waiver of competition.

A Sole Source Request is when an item or service is available from only one source of supply. This requires research to confirm and documentation to support the claim. And in most cases the item or service can be purchased from more than one source.

A waiver of competition request occurs when there is competition for an item or service, but under certain conditions such as standardization or compatibility of an item, or certain professional services are required, then competition may be waived.

Both requests must be submitted in writing (Justification Letter) to the Purchasing Department providing the conditions for the request. After reviewing the request, Purchasing will confirm and approve prior to the purchase of the item or service, or deny based solely on what is submitted.

If you are in doubt as to whether the request is sole source or a waiver of competition, contact the Director of Purchasing for clarification.

Purchasing Specialist Team Assignments

Last March, in an effort to enhance the service provided to our customers, the Purchasing Department aligned into teams of two to assist the various departments and divisions on campus.

These alignments have allowed Purchasing to provide consistency in communication regarding purchasing policies and procedures, to become more involved with projects and activities. The alignment also has assisted in the monitoring of potential audit issues which can adversely affect the University.

Sometimes because of the dollar value, workload, or complexity of a request, the request will be assigned to another team or individual within the Department.

This is a decision that the Purchasing Management will make on a case by case basis.

In our next issue, we will highlight the Purchasing Specialist that make up Team #1 and the departments they support.

Until then, if you are unaware what team is assigned to your department, please contact the Purchasing Department for assistance.
The Purchasing Department is a service unit within the Division of Business and Finance. The Purchasing Department administers the procurement function for the University and is staffed by a team of professional, experienced, and dedicated employees.

The mission of the Purchasing Department is to support the University goals in education, research and interdisciplinary engagements by assisting departments in procuring the highest quality products and services at competitive prices. The Purchasing Department ensures that all policies and procedures are properly administered with the highest ethical standards while complying with all statutory requirements of Federal and North Carolina State Purchase and Contracts.