

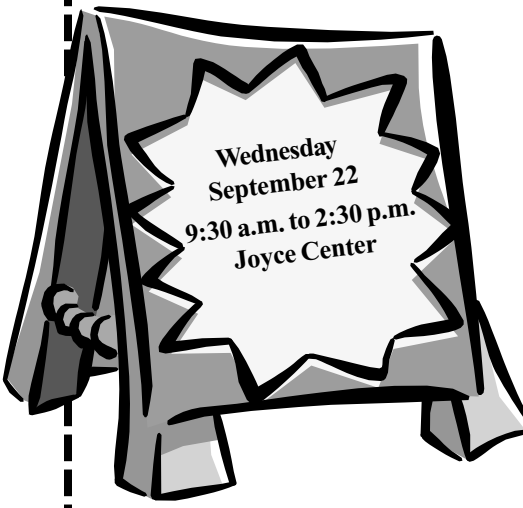
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Watch For More Information About The...

Fall Vendor Fair 2004

Our second annual Vendor Fair is being planned for September 22, 2004 in the Joyce Center. Over 1,100 Notre Dame employees attended last year's fair. You will be able to see "what's new", "ask questions", learn "how to buy", and check out the "savings". Mark your calendar and plan to attend.



Wednesday
September 22
9:30 a.m. to 2:30 p.m.
Joyce Center

Notre Dame Announces Agreement with National Car Rental as Preferred Supplier

As the result of a competitive bid process conducted by Procurement Services, National Car Rental has been chosen as the preferred car rental provider for Notre Dame effective immediately. Our agreement enables University employees to benefit from National's competitive rates and exceptional services for both business and personal travel.



As one of the many benefits of this program, National is extending a complimentary Emerald Club membership (a \$50 value) to employees. Benefits of National's Emerald Club membership include:

1. Counter bypass with National's Emerald Aisle and Emerald Reserve Services at most major locations.
2. Expedited rental using Emerald Club Counter Service in many other locations.
3. Automatic frequent flyer awards with National's partner airlines.
4. Updated profile information anytime with 24-hour online access.
5. Quick vehicle return by using "Handheld Return Service".
6. Member-only, toll-free reservation and services hotline.

For complete information regarding this new program, visit the Procurement Services website at: http://buy.nd.edu/buying_help/buying_guide/travel.shtml. You will be able to access rate information, receive instructions for enrolling in the Emerald Club, and learn how to request a vehicle rental. We emphasize

that you thoroughly read and understand the guidelines on rental insurance. Please note that University insurance only covers business travel.

If you have any questions regarding this program, contact Jeremy Gardner at National Car Rental by calling 800-673-4683, or Anthony Travel on campus at 631-7080. You can also contact Procurement Services at 631-4BUY.

The new National Car Rental program in no way supersedes or replaces the intended use of Notre Dame's internal motor pool. When your business travel plans originate from and return to the University, remember to contact Notre Dame Transportation Services at 631-6467 to reserve your vehicle. ♦

Freedom of Association: The China Policy

The University of Notre Dame has become a national leader in the collegiate anti-sweatshop movement. Within that movement, several colleges and universities have adopted policies regarding factory disclosures and independent monitoring. Notre Dame was the first college or university in the country to adopt a code of conduct for its licensees and the first to undertake independent monitoring of factories where its licensed products are manufactured. The University was a founding member of the Fair Labor Association and is a member of the

Worker Rights Consortium. Notre Dame has also taken a unique national leadership position on the issue of Freedom of Association. The University's policy was crafted by the President's Task Force on Anti-Sweatshop Initiatives, which includes Notre Dame faculty, administrators, students and representatives of key licensees. It was approved by Rev. Edward A. Malloy, C.S.C., President of the University of Notre Dame. It stipulates that Notre Dame licensed products cannot be manufactured in countries lacking a legal right for workers

See Freedom on page 4

Notre Dame's Licensing Program

The last time you bought a Notre Dame t-shirt, cap, or a souvenir pennant, did you notice the tag that proclaimed the product was "Officially Licensed" by the University of Notre Dame? Did you ever wonder why Notre Dame has a licensing program? Did you realize that your departmental purchases could be subject to the University's licensing policies? Procurement Services receives many questions regarding these policies, so we decided to pose these questions to Michael Low, Director of Licensing.

Q: Why does Notre Dame have a licensing program?

A: We have a licensing program because Notre Dame is such a respected and well known University. Companies around the world want to use the Notre Dame name, initials, nicknames, campus landmarks, colors and logos (trademarks) on a host of products. Notre Dame has a vested interest in controlling how third parties utilize university trademarks and require that the companies who manufacture these products adhere to certain standards of quality, safety and good taste. Through the establishment of the Notre Dame Licensing program, the University requires companies that desire to utilize Notre Dame Trademarks on products to complete a formal contract called a Licensing Agreement. In return for restricted rights to use the University's trademarks, companies ensure the quality of their products, give Notre Dame the right to inspect the products as well as the facilities that manufacture them, and ensure that workers receive ethical and legal treatment. Those companies are required to pay fees (royalties) to the University.

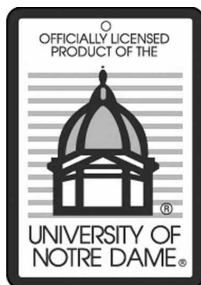
Q: When does the University require royalties?

A: Royalties may be required when a trademark appears on product offered for resale; when a product also includes the name of a third party sponsor; or when a service is offered that utilizes the University's name or other trademarks. The royalty fees are paid to the University by the licensed company on the basis of the wholesale price of the product or service.

Q: Most departmental purchases are not for resale. Why do departments need to order from a Licensed Company?

A: Here we are dealing with two related issues. Our Licensing policies require companies manufacturing, or having

manufactured products, to sign licensing agreements (regardless of distribution). The issue of royalties is directly tied to distribution. Departmental purchases of "licensed" products are not normally charged a royalty. The assumption is the use is internal to the University and distribution is also internal to the University.



Q: How can a department know which companies are licensed?

A: The University offers several types of "licensing." A "National" license allows a company to resell their products to established and approved retail outlets across the country, including retail shops on campus. A "Campus" license restricts the company to sales on campus. A "University Vendor" license restricts sales to Notre Dame departments and recognized student organizations. The "University Vendor" category was created to ease the burden on departments wishing to fulfill their purchasing requirements locally.

In theory, a Notre Dame department could order product from any of the three categories. In actuality, "University Vendors" fulfill most internal departmental needs. A list of licensed vendors is posted on the Licensing Department's website at <http://www.nd.edu/~ndlicens/>.

Departmental bidding and sourcing guidelines are available on the Procurement Services website at http://buy.nd.edu/buying_help/index.shtml. If you need assistance in obtaining quotes from licensed vendors, please contact Procurement Services at 631-4BUY.

Q: Why do departments have to use licensees?

A: The University has taken great care to develop standards and a process for companies to follow when using University trademarks on products. Graphic stan-

dards, as well as labor practices, legal compliance issues and issues related to Risk Management and community standards are addressed in our licensing agreements. When a company is awarded a Notre Dame licensing agreement they are accepting a large responsibility and promise Notre Dame that they will apply those high standards and expectations in all their work, regardless of royalty status. As a Licensor, we have an ethical obligation to internalize those same standards and expectations. If departments and recognized organizations place orders for Notre Dame branded products with unlicensed companies, they dilute the value of the License Agreement and can potentially create difficult legal and public relations issues. ♦

DHL Acquires Airborne

DHL recently announced it had completed the acquisition and integration of Airborne's ground operation and the company is now known as DHL Express. In addition, a new agreement has been reached which results in significantly lower shipping rates for the University. The new agreement is effective in May and will incorporate better pricing for all service levels. Instructions for processing

See DHL on page 4

Q & A

Question:

Do I use the DHL Express international screen for my domestic shipments?

Answer:

No. DHL incorporated the Airborne shipment preparation screen for domestic shipments and retained the existing "shipment preparation" screen for their international shipments.

Question:

Under the new DHL Express system, how do I make sure I access the correct shipment preparation screen?

Answer:

For domestic shipments use your Airborne Express login name and password. For international shipments use your e-mail address as your login name and your current password. For individuals who have not used this system please see the registration instructions located on the Procurement Services Web page at <http://buy.nd.edu>.



e-Procurement NEWS

A Regular Feature On Notre Dame's e-Procurement Initiative

More Choices with the buyND Science Catalog

The buyND Science Catalog is now available to e-procurement users and can be accessed by simply clicking on the Laboratory, Chemicals, Equipment and Supplies category. Currently there are over 30 different scientific vendors represented in the buyND Science Catalog, with more to be added in the near future. The Science Catalog offers users the flexibility to search multiple vendors for a given product as well as compare those products by price and set specifications.

The following is a list of the vendors that can be accessed through the Science Catalog: Advanced Targeting Systems; Affinity BioReagents, Inc.; Alexis Corp.; Ambion, Inc.; Amersham BioSciences, Inc.;

Avanti Polar Lipids; Caltag Laboratories Inc.; Cambrex; Cell Signaling Technology; Chemglass, Inc.; Dako Cytomation, Inc.; Fine Science Tools; Hawk Labeling Systems; INDOFINE Chemical Company; Jackson ImmunoResearch Laboratories; Miltenyi Biotech, Inc.; National Instruments; New England Biolabs, Inc.; Omega Scientific, Inc.; PerkinElmer Life Sciences; Polysciences, Inc.; Qiagen, Inc.; R&D Systems, Inc.; Research Products International Corp; Serotec, Inc.; Spectrum Chemicals & Laboratory Products; Strem Chemicals, Inc.; ThermoProbe, Inc.; Tocris Cookson, Inc.; US Biological; US Filter/Ionpure Inc.; and Varian, Inc. ♦

Notre Dame and Grainger Industrial Supply Reach Agreement

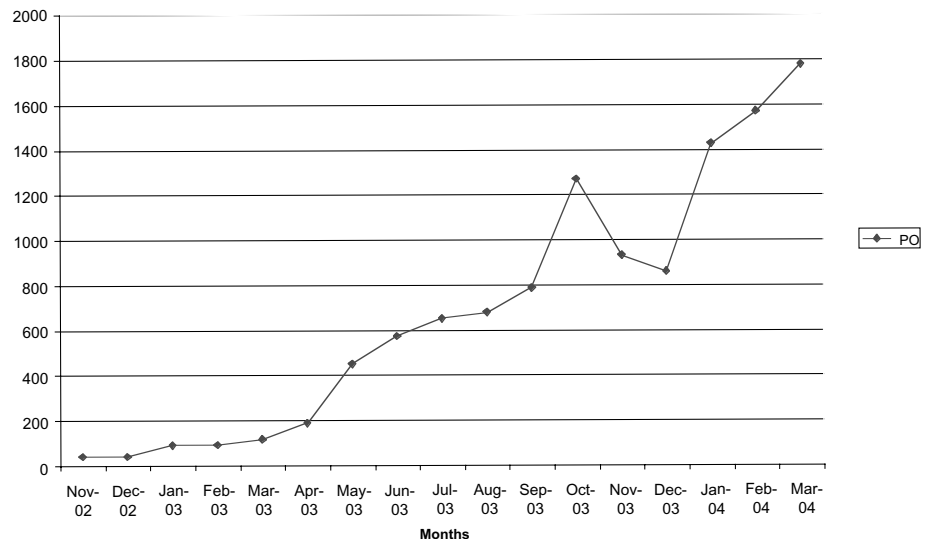
The University and Grainger Industrial Supply have reached an agreement that will provide significantly lower pricing on a multitude of maintenance, repair, and operational supply items. This agreement falls within an existing contract between Grainger and E & I Cooperative Service. The University plans to establish Grainger as a catalog vendor within the Higher Markets e-procurement program later this year. The new agreement will become effective May 15, 2004. Discounts from 20 to 30 manufacturers within the Grainger catalog will increase from the present 10% off catalog price to upwards of 50% on some items. Pricing will also include freight. Watch for additional information regarding this program. ♦

buyND Continues to Reach New Milestones in e-Procurement

Procurement Services has been actively rolling out the buyND program to the University's colleges and administrative departments since November 2002. There has been a steady increase in the use of e-procurement across campus and we continue to reach new milestones every month. The adjacent chart shows the growth in purchase orders generated through buyND each month. Aside from the traditional slow down in campus procurement activity during November and December, there has been a steady increase each month in the number of orders processed. As of the end of March of this year, we issued 11,534 electronic purchase orders through buyND. In addition, we look forward to the new buyND platform that will rollout with Renovare. The upgrade reflects improvements that were made based on feedback from over 700 buyND users across campus, making the new platform faster and easier to use.

We would like to take this opportunity to thank all of the campus buyND users for their continued support. Please watch for upcoming demonstrations and classes starting in May. ♦

Count of buyND PO's by Month
Nov 2002 - Mar 2004



Procurement Services
University of Notre Dame
709 Grace Hall
Notre Dame, IN 46556
574-631-4BUY

To:

Notre Dame Signs Agreement with CED/Sylvania as Preferred Light Bulb Supplier

As the result of a competitive bid process completed this Spring, Notre Dame signed a three year agreement with Consolidated Electrical Distributors (CED), a local company, to provide Sylvania light bulbs to the University. This agreement provides a very aggressive discount pricing structure as well as online ordering capabilities. CED has agreed to stock larger quantities of commonly purchased light bulbs to aid the University in reducing on-campus inventory and to expedite delivery time. ♦

Freedom of Association

Continued from page 1

to organize and form independent labor unions of their own choosing. Based upon Catholic social teaching, the policy requires that workers who manufacture Notre Dame products be legally permitted to organize labor unions and negotiate with management for improved wages, hours, working conditions, health and safety issues, and other terms and conditions of their employment. The University of Notre Dame will not allow its licensees to produce products in countries that do not lawfully recognize fundamental Freedom of Association rights. Currently the following countries do not comply with that principal: Afghanistan, China,

Equatorial Guinea, Iran, Laos, Oman, Qatar, Saudi Arabia, Somalia, Turkmenistan, and the United Arab Emirates. The most significant one is China. Products manufactured in Taiwan and Hong Kong are acceptable. Non-Notre Dame branded products manufactured in China are not addressed by the University's policy. The impact of this policy is significant and the University community can support it by ordering and purchasing products consistent with the policy. ♦

New Procurement Staff

We are pleased to announce two new additions to the Procurement Services' staff.



*Dana Harmeyer,
Buying Assistant*

his Masters Degree in Christian Ethics. His background experience includes working with Americorps for Albemarle Regional Migrant Education, where he tutored students and taught English as a Second Language and GED classes. He also worked as a Teaching Assistant in Biomedical Ethics, Environmental Ethics, and Human Rights/Just War classes at the University of Virginia.

Dana Harmeyer joined Procurement Services in August of 2003 as a temporary staff member and accepted a full-time position as a Buying Assistant. He holds a Bachelors degree from the University of Virginia as well as



*Michael Pollex, Shipping &
Receiving Supervisor*

Michael Pollex has joined Procurement Services in the Central Receiving area as the Shipping & Receiving Supervisor. His responsibilities will include Central Receiving and warehouse operations. Prior to joining the

University, Michael was the Warehouse Supervisor/IT Support for Prime Products located in South Bend. His educational background includes classes at Devry Institute in Illinois, and Davenport University in Granger. ♦

DHL Acquires Airborne

Continued from page 2

your shipments can be found on the Procurement Services website at <http://buy.nd.edu>.

Some of the benefits include:

- We will now have one driver picking up both Domestic and International shipments.
- All drop boxes can now accept both domestic and international packages.
- You can drop off your prepared international packages at the East Gate. ♦