

## Notes and News

### 10th annual Achievement of Excellence in Procurement Award

The University of Notre Dame's Procurement Services department is the recipient of the 10th annual "Achievement of Excellence in Procurement Award" sponsored by the National Purchasing Institute. This prestigious national award was specifically designed to reward procurement organizations that demonstrate excellence in innovation, professionalism, productivity, e-procurement, and leadership.

**buyND™**  
e-Procurement

**buyND™**  
Sourcing Manager

**NDSurplus™**

## Win/Win situation for Notre Dame—Additional Savings

It has been almost three years since the University signed a preferred supplier contract with Office Depot. While the idea of a campus-wide contract for office supplies was a change in the way we had been doing business, it has been well received by campus users. The consolidation of office supplies to one vendor has resulted in significant cost savings for the University.

As we entered the end of our third year, a committee of representatives from various campus departments recommended that the University award a two-year extension of the original contract. Based on our 2004 annual spend with Office Depot, we were able to negotiate an increased discount which will result in an additional \$85,000 savings per year for the

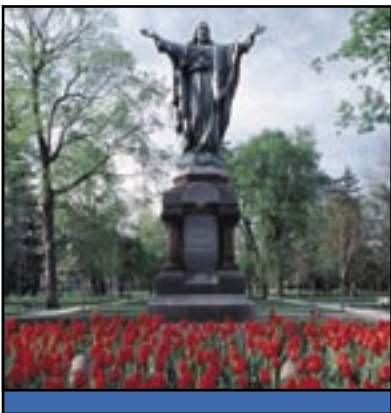


University. The terms of the contact extension include the following:

- A new core list expanded from 108 items to 228 items. This heavily discounted list is comprised of Notre Dame's most frequently purchased items. The core list can be viewed in *buyND* from the Office Depot punchout catalog. Go to My Shopping Lists/CORE LIST—Company Wide.
- An increase from 10% to 17% discount off the commercial catalog price for non-core list items.
- The addition of 4 paper products to our discounted paper schedule.

## Early Involvement Can Benefit You

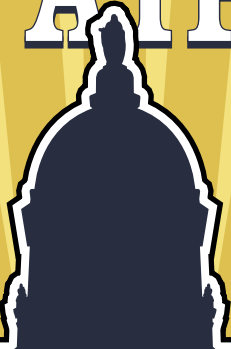
Involving Procurement Services at the beginning of your search for a product or service will enable us to add value to your "sourcing" effort. Because we buy for departments across campus, we are in a position to know other suppliers, price agreements, etc. that could benefit you. Procurement specialists can assist you with market knowledge, bidding, supplier selection, negotiations, contracts, terms and conditions. Ann Simpson, our contract administrator, will work with you, your supplier and General Counsel to review contract terms and ensure proper signatory policies are followed. Please contact a procurement specialist if you will be making a large purchase (\$25,000 or more), would like assistance with lower dollar bids/purchases, or need a service agreement. Contact the Procurement Services Help Desk for more information at 631-4289.



**1** **F.Y.I.**  
**NDSurplus continues to have a significant impact on campus. Last year we were able to save over \$566,000 by redistributing 1,800 pieces of furniture and equipment to over 100 campus departments.**

**2** **F.Y.I.**  
**Now you can access a real-time inventory of items available for your department through the NDSurplus webpage ([buy.nd.edu/surplus](http://buy.nd.edu/surplus)). Check it out today!**

# 2005 FALL VENDOR FAIR



Our third annual Fall Vendor Fair is being planned for October 5th, 2005 in the Joyce Center. Over 1,200 Notre Dame employees attended last year's event. You will be able to meet with vendors:

- see what's new
- ask questions
- check out the savings

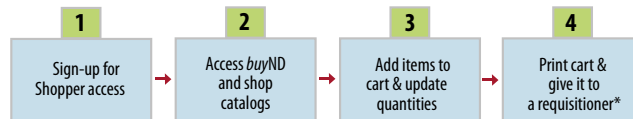
**Mark your calendar & plan to attend!**

**OCTOBER 5TH, 2005  
10:00 AM - 2:00 PM**

## Introducing a Shopper Role in *buyND*

Do you want to search for items in *buyND* so that you can compare pricing, but don't have *buyND* access? We can now provide you with shop only access (Shopper Role) to *buyND*. As a Shopper you will have access to all the punchout and hosted catalogs so you can search for products and take advantage of Notre Dame pricing. It also allows you access to the non-catalog free-form entry. The process is simple. Just follow the steps below:

### Shopper Role: Process At-a-Glance



\* Provide a printed copy of the cart to the person who does ordering for your department so that they can enter the items in *buyND* and submit the requisition.

To sign-up as a Shopper in *buyND*, you will need to complete the required information on the Shopper Role Access form located at [buy.nd.edu/buynd/shop](http://buy.nd.edu/buynd/shop). You will receive an email notification once your account is activated (normally within one business day). Follow the set-up instructions on the email and access the *buyND* site using your net ID and password. (Please note that the Shopper Role will not allow you to submit your requisition. Requisitions must still be initiated by an authorized purchaser within your department.)

## Greater Ease of Access with DHL

You can now process both international and domestic shipments by accessing the same Web site! This will simplify the shipping process, ensure that you are receiving the University negotiated shipping rate, and allow you to enter the correct FOAPAL information. Visit the Procurement Services' Web site at [buy.nd.edu](http://buy.nd.edu) for step-by-step directions.

To compare pricing between DHL, UPS, and FEDEX, visit our Web site, click on the pricing comparison link, and enter your net ID and password. If you have any questions, please contact Elaine Sera at 631-7931 or email at [Elaine.J.Sera.1@nd.edu](mailto:Elaine.J.Sera.1@nd.edu).

## *buyND* Sourcing Manager Provides Electronic Bidding

Procurement Services can now provide you with an automated method for performing bidding activities. *buyND* Sourcing Manager is a web based tool that will allow Notre Dame to distribute bid documents and receive responses from suppliers electronically. Just tell us what products or services you are looking for and we will provide you with bidding support. Whether it is time sensitive or simply finding the best supplier at the right cost, *buyND* Sourcing Manager can make the process easier. Contact the Procurement Services Help Desk for more information at 631-4289. In addition, refer to the Procurement Services Web site for more information on bidding guidelines ([buy.nd.edu/buying\\_help/purchasingbasics.shtml#bidding](http://buy.nd.edu/buying_help/purchasingbasics.shtml#bidding)).

## Contact Us

For more information visit our Web site or call the *buyND* Help Desk at 631-4289.