MyReports PCard Transaction Report

The new reporting tool, MyReports, has been open for campus use as reports continue to become available for users. Purchasing and Finance Systems Management are excited to announce another useful report for the MyReports tool! The PCard Transaction Report is part of our continued efforts at report conversion into the new tool. This report is available to help users find detailed information about any PCard transaction. This report allows users to look up PCard transactions by index, cardholder banner ID, organization code or Banner S document. This report also allows users to see if a charge has been reallocated or hit the default, when the charge posted and the dollar amount of the charge! A new enhancement to this report is a DPEZ field which allows users to see the DPEZ number to reconcile travel expenditures. The PCard Transaction report is expected to go live in mid-November.

If there are any questions about this new report, please email purch@unm.edu.

Reusable Office Supplies & Equipment (ROSE)

Did you know? UNM has a reusable office supply & equipment exchange also known as ROSE. Departments can visit ROSE in the Physical Plant Department to pick up FREE office supplies and equipment! ROSE is open Monday thru Friday 8:00am to 4:00pm in the PPD Service Building 204. ROSE offers a wide, and always changing, selection of free office supplies and equipment such as: binder clips, pens, staplers, tape dispensers and hanging files. Departments can also donate their gently used supplies and equipment to ROSE by calling 277-1600 and placing a work order for pick-up.
Phoenix: a New Look for LoboMart!

Purchasing has recently conducted various changes and updates, and introduced new functionalities for LoboMart. The next update for LoboMart is a change to the way the system looks. This new user-interface called Phoenix is optimized for touch screens, tablets and Windows 8—LoboMart will still function across all platforms and devices. Between now and March, users can try the new Phoenix interface! To change your LoboMart interface to Phoenix, watch this video tutorial.

In March 2014, Purchasing will roll-out the Phoenix interface to all users on campus. If you have questions about the new Phoenix interface for LoboMart, please email purch@unm.edu.

Purchase Requisition Job Aid

The Purchasing department has a newly created Job Aid for purchase requisitions! This Job Aid will help users through the process of creating a purchase requisition with detailed and specific instructions and tips. This Job Aid can also help users through the process of adding a vendor to LoboMart, determining if an SPQ is required and follow their requisition through the procurement process! Click here to access the Purchase Requisition Job Aid.

UNM Hospitality Holiday Stroll

The Purchasing department will be hosting a Hospitality Holiday Stroll featuring the University’s Travel Portal vendors. This will be an event to network and obtain more information about the Travel Portal as well as the various vendor offerings.

You can also meet Purchasing representatives that handle the commodity codes related to travel. This event will be held in the UNM Student Union Building (SUB) on December 10, 2013 from 10:00am to 1:30pm.

If you would like more information about the Hospitality Holiday Stroll or have questions about this event please contact purchasingteam1@unm.edu.
Did you know? You can contact Purchasing at purch@unm.edu where multiple representatives are available to help you with LoboMart, receiving or any other procurement related questions!

What Do You Think?

We’d love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to purch@unm.edu

Thanks for reading!

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