

CSU Procurement Newsletter

Welcome

Welcome to the 3rd Newsletter for 2017!! Since the last Newsletter we have implemented the new purchasing system, Unimarket. Thank you to the Project Team and Key Users who have worked hard to successfully roll out the system. If you have questions or suggestions please e-mail procurement@csu.edu.au or give Adrian a call on ext. 32152

Some Facts

April

Purchasing cards were used 1469 times to spend \$419,351 of University funds.

There were 112 transactions for Woolworths for \$11,871

There were \$5,000 worth of purchases for stationery not from our contracted supplier OfficeMax (see comments in Good Purchasing Practice).

There were 620 Purchase Orders raised for \$12.8M.

May

Purchasing cards were used 1697 times to spend \$512,597 of University funds.

There were 148 transactions for Woolworths for \$14,762

There were 3698 Purchase Orders raised for \$20M.

What's New!!

eProcurement



Unimarket went live on 1 May. The effort and support shown by users during April to attend training and learn the system allowed over 200 people to have received training by 1 May. Since 'go live' people have been using the online User Guides and training videos to help them navigate the system successfully. Thank you all very much!! If you have questions or feedback please contact the eProcurement team on ext: 34444 or eprocurementadmin@csu.edu.au

We are aware that there are still supplier creation issues, these are being reviewed now, for suppliers that were used prior to Unimarket's introduction.

Please ensure you only use two (2) decimal places when entering information in Unimarket.

Unimarket has replaced ProMaster requisitioning. (ProMaster is still in place for travel and expense management).

Unimarket Tips

When raising a requisition please note:

Justification – what is the good/service for, why are we spending this money?

Description – this should allow someone else to search/find the item you are purchasing. It is also important to the supplier to understand what you want. The description also appears on the remittance advice and is passed through to the budget. Avoid using unusual abbreviations.

After you have received your retrofit order in Unimarket please note the purchase order number on the invoice the supplier sent you and forward it to accountspayable@csu.edu.au

Good Purchasing Practice

When the University has agreements in place for the supply of certain goods or services it is best practice to use these suppliers whenever possible. As part of the University Procurement Hub (UPH), CSU is using the buying power of 17 universities to leverage good pricing on a range of items, to ensure the best pricing over the whole range. When you purchase something from another supplier, you reduce the total volume purchased with the agreed supplier and that will impact on our buying power for future negotiations across the whole product range.

As part of UPH, CSU will soon move to Staples to provide a range of stationery and janitorial supplies. More information will be released soon to advise the details of the change.

Improvement Focus

Dealing With Suppliers

When making a commitment to spend University funds, you are undertaking a purchasing activity. It is important that our interactions with suppliers put the University's interest's first, considering budget and process compliance. Communicating with suppliers should be professional and accurate at all times. You should plan your interactions with suppliers and once you have arranged the service or good raise a requisition in Unimarket. Don't just wait for the invoice!

Do:

- Be clear on what you want and expect
- Advise the supplier to expect a Purchase Order from the University (you should raise a requisition in Unimarket)

Avoid:

- Agreeing to make pre-payments
- Agreeing to pay in less than 30 days

If you are uncertain or have any questions, please call Adrian on ext. 32152.