

# CSU Procurement Newsletter

## Welcome

Welcome to the 4<sup>th</sup> Newsletter for 2017!! Unimarket has now been live for five months. There are a number of reviews underway to the training material. Thank you to all of the users who have provided feedback on the training material.

Unimarket is a purchasing tool; if you need to route requisitions in certain ways for your faculty or school or you need to access functionality that you currently can't see, please contact [eprourementadmin@csu.edu.au](mailto:eprourementadmin@csu.edu.au) first to discuss what you'd like.

If you have questions or suggestions please e-mail [procurement@csu.edu.au](mailto:procurement@csu.edu.au) or give Adrian a call on ext. 32152

## Some Facts

### **September**

There were 1530 purchasing card transactions for \$360,606 of University funds.

There were 3902 purchase orders created for a commitment of \$29,315,557 pre GST. Each purchase order had an average of 3 line items. 1714 orders had only 1 line item.

1302 Orders in September were created as Retrofit Orders (i.e. approved purchase order was created after the goods or services were provided to the University).

## What's New!!

### eProcurement



Unimarket has been in place now for 5 months. The training material available at <http://finance.csu.edu.au/systems/procurement> is being reviewed and updated to take into account the different ways the University is using Unimarket. This review will be completed shortly with the revised documents uploaded to the procurement website. A 'What's New' notice will be posted when the review is finished.

For those people who have discussed the use of Blanket Orders. There is now a User Guide for Blanket Orders. It can be found at <http://finance.csu.edu.au/systems/procurement>.

If you have questions or feedback please contact the eProcurement team on ext: 34444 or [eprourementadmin@csu.edu.au](mailto:eprourementadmin@csu.edu.au)

## **Stationery**

On 1 August the University changed from OfficeMax to Winc (formally Staples) as our preferred stationery supplier. Staples is accessed through Unimarket as a catalogue supplier.

## **General Hardware and Electrical**

Through the University Procurement Hub, CSU has signed agreements with Blackwoods for general hardware and the MMEM group for electrical consumables (TLE and Haymans). Strategic Procurement are working with the suppliers and Unimarket to have round trip catalogues available soon. A 'What's New' notice will be posted once the new catalogues are in place.

## **Other Suppliers**

Within Unimarket you will shortly see catalogues for Agilent, Banksia Scientific and Bio-Rad. These three suppliers are in the final steps of integration. Having full integration and online catalogues will make ordering and processing invoices easier.

## **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 additional agreements are put in place you will be notified.

## **Improvement Focus**

### **Creating a Scope of Work**

A scope of work is an important introduction to potential suppliers of what you want. Making sure you have a clear understanding of what the end result is to look like, even if you are uncertain how to achieve it, is an important part of developing a good scope of work. Having engaged with relevant stakeholders, Procurement and Legal will ensure the understanding of the end product is as clear as possible and potential delays during the process will be avoided.

#### **Do:**

- Engage Procurement and Legal early in your planning
- Be clear on what you want, fully describe the outcome you need from the good or service.
- Be clear on how the good or service is to be delivered including meeting schedules, delivery milestones with clear dates or time lines
- Be clear on the University's commercial terms and conditions

#### **Avoid:**

- Wording that could have more than one interpretation
- Using terminology particular to one supplier

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