PROCUREMENT & CONTRACT SERVICES

Market Place (e-Procurement)
Procurement Card Tips
& Answers to Your Questions

PRESENTED BY:
John Guion
Director, Procurement & Contract Services
The Market Place provides an innovative, cost-saving, and efficient method of purchasing. This provides a single point of access to some of our suppliers. The site has the feel and look much like Amazon or Office Max. Just use your Procurement Card.

Products now available are:

- Appliances
- Awards/Promotional Products
- Custodial/Janitorial Supplies
- Information Technology
- Office Supplies
- Paper
- Safety/Environmental/Industrial
- Toner/Print Cartridges
The Market Place saves you time. You do not need to leave your desk or make phone calls to suppliers in order to place orders; you simply go through the Internet. And, because suppliers receive the order almost immediately, they can also fulfill and ship it much faster than with the traditional procurement method of using a PO.

If you are a first time user of the Market Place you will need to first select the vendor based on commodity and will need to also set up a login much like Office Max.

The Market Place can easily be found on the front page of our website in the lower right hand side. [http://www.csus.edu/aba/procurement/](http://www.csus.edu/aba/procurement/)
Procurement Card Tips

- Want to receive your products faster and with less hassle.
- Easy answer. When ordering your product using your Procurement Card please give the vendor a complete and accurate mailing address.
- Good Example:

  Jack Frost  
  California State University, Sacramento  
  Sequoia Hall, Room 100  
  6000 J Street  
  Sacramento, CA 95819–1234
Procurement Card Tips

- Bad Example:

  Jack Frost  
  California State University, Sacramento  
  6000 J Street, Sacramento, Ca 95819

- Worst Example:

  California State University, Sacramento  
  6000 J Street, Sacramento, Ca 95819
Does Procurement want us to get three quotes for all purchases?

From October 2012 Presentation

- For purchases over $2,500 we are requiring that a copy of the vendor quote or pricing be attached to the requisition. We will require three quotes. Please forward it with the requisition to the Buyer. If you have a quote for purchases under $2,500 please include those also if you have them, however they are not required.

- Having the quote in the procurement file provides the university the required back-up documentation should there be any type of discrepancy with the requirement. This is sound procurement policy practice that will be implemented going forward.
Questions / Ideas

John Guion  jguion@csus.edu
Phone 8–7322

Dale Clack  dclack@csus.edu
Phone 8–7405