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New CAO Website Launched

We are pleased to announce the MIT Controller's Accounting Office (CAO) has launched its new website in January 2006. We have been working on this for some time, with considerable help from the Publishing Service Bureau (PSB) and others, and are very pleased to see it finally come to life!

The new CAO site consolidates and standardizes the existing sites for several service areas (i.e. Insurance, Procurement, Property, and Travel) and creates new sites for the others. One of our primary goals was to bring all the CAO service areas together into a coherent, easily navigable whole that is accessible, searchable, and consistent in design and format. Now in one site, you will find the Policies and Procedures, Forms, Reports/ Publications, and other Resources relating to any of the CAO business areas. In addition, there is a glossary of common CAO terms and a list of FAQ's, as well as an organizational chart and staff listings for each service area - so you can easily find what and who you need. Check out the new [CAO website](#) !

Welcome to Procurement

[Derek Welcome](#), 617-253-8393 joined the Procurement team in January 2006. His key role will be as a Purchasing Agent concentrating on scientific equipment and supplies and contact for the VWR

partnership. He will also participate in testing the navigation and functionality of the SciQuest system, which entails supplier selection/negotiation, soliciting feedback, resolving functional issues, reviewing /reconciling supplier price files, and assisting others in the reporting of savings. Derek joins us from the MIT Media Lab. Previously; he worked at the Howard Hughes Medical Institute for seventeen years.

[Igor Novikov](#), 617-253-8366, also has joined the Procurement team in March 2006. Igor's key role will be as the Procurement Card Administrator. His responsibilities include training of all new card holders, issuing cards and the review of purchases to assure compliance with Card policies. Igor joins us from Millennium Pharmaceuticals where he was a buyer for the past four years. He is a graduate of Suffolk University.



Improved Cell Savings

MIT Employees receive a 22% discount on their monthly plans of \$35.00 or higher with a one year contract from Sprint. This applies only if MIT is going to be paying for the bill. Sprint also offers a personal discount of 15% with a two year

contract. For more information, contact the Sprint representative: [Brian LaBree](#), 617.839.1068.



SciQuest Update

SciQuest is a new addition to the MIT Procurement Department's eCommerce program.

Unlike the directly connected electronic catalogs with eight of our partner vendors (Office Depot, VWR, etc.) it is an e-procurement portal that allows MIT requisitioners access to catalogs from a variety of suppliers. Requisitioners can search across suppliers' hosted catalogs or "punch out" to suppliers' own web catalogs and add items to a SciQuest shopping cart.

Please go to the [MIT/SciQuest](#) home page and take a look.

The current SciQuest vendors are: Sigma Aldrich, GE Healthcare, USA Scientific, Perkin Elmer, Newark Inone, Roche Diagnostics and Qiagen.

The next vendor in the pipeline is Invitrogen. We are currently testing the Invitrogen catalog, and once testing is completed we expect to add them to the SciQuest system.

The Procurement Department will be engaged in the following activities during the next few months:

- Converting SAPWeb requisitioners of the above vendors to SciQuest.

- Educating the MIT community about the benefits of using SciQuest.
- Training the MIT community to use the SciQuest system.
- Identifying and adding new high volume vendors to the SciQuest System.
- Developing ways to solicit feedback from SciQuest users.

Please send all questions and comments to the Sciquest team: sciquest@mit.edu

Buy Wisely and Buy Green

The paper industry is notorious for frequent manufacturing changes and price fluctuations. The Procurement Office and Office Depot have worked diligently over the past several years to ensure availability of the best quality recycled paper with the most reasonable and consistent pricing. The Envirographics recycled copy paper, both the 100% item # 371031 and the 50% item # 371671, are no longer being manufactured. Additionally, the Xerox 30% recycled paper is being discontinued.

Office Depot, in its commitment to global sustainability, is now carrying a 100% and a 35% post consumer waste recycled copy paper.

The new items are: Item # 345296: 100% recycled paper, manufactured by Wausau, 20 lb weight with a brightness grade of 104. Cost: \$37.50/case. Item # 940650: 35% recycled paper also 20 lb weight with a brightness grade of 104. Cost: \$26.99/case. Choosing the 35% paper is a more cost effective option than the previous use of either the

Xerox 30% @ \$30.75/case or the 50% @ \$31.00. The cost of the 100% paper has increased industry-wide.

MIT's administration, in conjunction with the Environmental Programs Task Force, maintains its commitment to global sustainability and continues to encourage you to "Buy Wisely and Buy Green".



Monthly Purchasing Tips

Need to create a new vendor?

To make the request simple, please remember the following requirements:

- Vendor name;
- Address;
- Telephone and fax numbers ;
- Tax ID number or social security number;
- A contact name is helpful.

All this information should be input under Item Note on the SAP requisition.

Procurement Quick Guide:

Do you need to purchase a service or an item, but not sure where to start? Use the Procurement Quick guide. This guide can be found in the [Procurement web site](#) under resources or pick up a copy at our front desk.

Blanket PO Reminder:

Please remember that at the beginning of the new fiscal year all blanket orders should be renewed. Please provide us with:

- The previous PO number;
- Your customer account number, if applicable.