

Introduction to Sourcing and Procurement at MIT



What We Will Cover Today

- ✧ Procurement Team: Introduction and overview
- ✧ Procurement: How to purchase products and services at MIT
- ✧ Contracts: Negotiating the most favorable terms and conditions for MIT
- ✧ Questions, and discussion: How can we best support you

We Are Here for You

Sourcing and Procurement

Office of the Vice President for Finance

Massachusetts Institute of Technology

600 Technology Square, NE49-4122

Phone: 617-253-7241

Fax: 617-252-1558

Email: procurement@mit.edu

<http://vpf.mit.edu/procurement>



NE49

600 Technology Square



Our Focus

- ✧ Developing and maintaining efficient and customer-friendly methods of buying products and services
- ✧ Establishing relationships with partner/preferred suppliers based on the needs of the MIT community
- ✧ Working to yield significant savings to MIT
- ✧ Providing the highest level of customer service while maintaining compliance for the MIT community

How We Can Assist You

- ✧ Finding and purchasing the right products and services
- ✧ Requests for Proposals and Quotes (RFP/RFQ)
- ✧ Negotiating with vendors
- ✧ Review/negotiate terms and conditions
- ✧ General purchasing
- ✧ Vendor problems/disputes

Value of Our Services to MIT

- ✧ Protect you and the interests of MIT
- ✧ Facilitate required approvals for purchases to assure compliance with MIT policies and federal regulations (CAC, OSP, radioactive materials, property, etc.)
- ✧ Develop and manage relationships with preferred suppliers
- ✧ Collaborate with Accounts Payable to ensure prompt payment to providers

Making a Purchase

Finding products/services at MIT:

- ✧ Know what you want, but not sure where to find it?
 - >> Check SmartBuy for preferred/partner suppliers on Sourcing and Procurement home page
<http://vpf.mit.edu/procurement>

- ✧ Need help identifying what you need or where to find it?
 - >> Call Sourcing and Procurement, we can help!

Find Partner and Preferred Suppliers on SmartBuy

<https://vpf.mit.edu/sb>

[Policies & Procedures](#)[Forms](#)[Resources](#)[SmartBuy](#)

[About SmartBuy](#)[Suppliers](#)[Products and Services](#)[Purchase Method](#)[Ask a Specialist](#)

Can't find what you need? Send us an email or call us at 617-253-7241.

Buying for MIT? Start here.

SmartBuy is an easy-to-use online tool designed to help you make the smartest purchase you can make. Smart in terms of quality. Smart in terms of price. Smart in terms of convenience. Use this handy site to identify and connect with the best supplier for the job—and learn the smartest way to pay for the goods or services you receive.

Search

Go

Go

[Browse the suppliers list](#)


Purchase method

eCAT³
MIT's online ordering system. [Learn more.](#)

PCard
MIT credit card for small non-Travel purchases. [Learn more.](#)

SAPweb
MIT's purchasing portal. [Learn more.](#)


Travel Card
MIT credit card for making Travel purchases. [Learn more.](#)



Office of the Vice President for Finance
Massachusetts Institute of Technology

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Introduction to Sourcing
and Procurement at MIT



MIT's Partner and Preferred Suppliers

Sourcing & Procurement

Go

Policies & Procedures

Forms

Resources

SmartBuy

➤ About SmartBuy

➤ Suppliers

➤ Products and Services

➤ Purchase Method

➤ Ask a Specialist

Can't find what you need? Send us an email or call us at 617-253-7241.

Suppliers

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | View all

Supplier Name	Supplier Classification	Products and Services
A Briggs	Preferred ?	Passport / Visa Services
Academic Ambassadors.	?	Hotels - International
Airgas	Preferred ?	Scientific Gases
Alfa-Aesar	Preferred ?	Lab/Research
Ambit Press	Preferred ?	Printing
Ambit Press (ECAT)	Preferred ?	Stationery
American Airlines	Preferred ?	Airlines
Amtrak	Preferred ?	Train/Rail
Apple	Preferred ?	Computers/Peripherals
Arlington Lithograph	Preferred ?	Printing
Artco	Preferred ?	Printing
AT&T	Preferred ?	Cellular Phones
Avis	Partner ?	Car Rental and Car Service

Partner Supplier: GovConnection

Policies & Procedures

Forms

Resources

SmartBuy

➤ **About SmartBuy**

➤ **Suppliers**

➤ **Products and Services**

➤ **Purchase Method**

➤ **Ask a Specialist**

Can't find what you need? Send us an email or call us at 617-253-7241.

GovConnection

Sales

Representative

Darren Gullen

Phone: 800-986-9245

Fax: 603-683-0245

Email: dgullen@govconnection.com

VPF Procurement Specialist

Paul Morrison

Phone: 617-253-8340

Fax: 617-687-9155


Email: paulmorr@mit.edu

Purchase method: **eCAT³** or **SAPweb**

GovConnection
1.800.800.0019

Search

Go

 [Browse the suppliers list](#)

Travel Vendors



Go



Closing the Deal: 4 Options

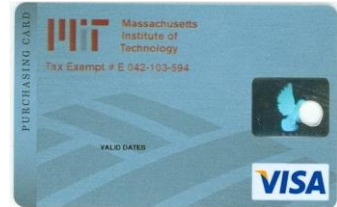
Preferred methods of purchasing products and services for MIT:

- ① MIT Procurement Card (ProCard)
- ② Electronic Catalogs (eCat)
- ③ External Purchase Requisitions (POs)
- ④ Internal Providers

Option 1: ProCard

**Preferred buying tool for low-dollar orders
($< \$3,000$)**

- ✧ Laptops, PCs, servers $< \$1,000$
- ✧ One-time purchases with new vendors
- ✧ Recurring purchases such as FedEx, bottled water, cell phone bills, etc.



For more information contact: procard@mit.edu

Option 2: eCat

MIT' s electronic catalog and ordering service:

- ✧ Electronic routing of requisitions for required authorizations
- ✧ Direct link to many of MIT's partner and preferred suppliers
- ✧ Individual profile established for faster ordering on subsequent buys

Where to Find eCat on SAPweb

http://web.mit.edu/sapweb/PS1/procurement_home.shtml

The screenshot shows the SAPweb interface with the title "SAPweb MIT's web interface to SAP" and the date "today's date: 07/15/2011". The navigation bar includes links for Help, About SAPweb, Requirements, and Get Web Certificates. The main menu has tabs for Inboxes, Purchasing, Accounting, Employees, Building Services, EHS, Reporting, and Support. A reminder message states that MIT personal WEB certificates obtained within the past year are set to expire soon and need to be renewed by July 31st 2011. A yellow banner notes that new, more flexible travel and RFP reimbursement choices are now available. The main content area is divided into two columns. The left column contains links for Requisitions (eCAT³ (Electronic Catalogs), External (Outside Vendors), Internal (MIT Services), External (Facilities Only)), Requests for Payment (RFPs) (Reimbursement, Payment (Taxable), Clone an RFP, Reimbursement Preferences), Travel (Concur Travel Expense), and Look-ups (Find Requisitions, Find Purchase Orders, Close Purchase Orders, Find RFPs). The right column is titled "What can I do on the Purchasing tab?" and lists actions for eCAT³ vendors and non-eCAT³ vendors. A yellow box with the text "← eCat Link" points to the "eCAT³ (Electronic Catalogs)" link. Below the list, there are sections for "Requests for Payment (RFPs)" and "RFP Note" with detailed instructions on how to use the system for reimbursements and payments. The bottom of the page shows a status bar with "Internet" and "100%" zoom.

SAPweb MIT's web interface to SAP

today's date: 07/15/2011

Help | About SAPweb | Requirements | Get Web Certificates

Inboxes | Purchasing | Accounting | Employees | Building Services | EHS | Reporting | Support

Reminder:
MIT personal WEB certificates obtained within the past year are set to expire soon. To ensure continued access to MIT's secure Web applications you will need to renew your personal certificates before July 31st 2011. You can renew at <http://ca.mit.edu/>.

Please Note: New, more flexible travel and RFP reimbursement choices now available. Set your preferences now via Purchasing > Reimbursement Preferences.

Requisitions

[eCAT³ \(Electronic Catalogs\)](#) ← eCat Link

[External \(Outside Vendors\)](#)

[Internal \(MIT Services\)](#)

[External \(Facilities Only\)](#)

Requests for Payment (RFPs)

[Reimbursement](#)

[Payment \(Taxable\)](#)

[Clone an RFP](#)

[Reimbursement Preferences](#)

Travel

[Concur Travel Expense](#)

Look-ups

[Find Requisitions](#)

[Find Purchase Orders](#)

[Close Purchase Orders](#)

[Find RFPs](#)

What can I do on the Purchasing tab?

• Create requisitions for eCAT³ vendors

• Create requisitions for non eCAT³ vendors (external vendors)

- Create requisitions for internal providers (e.g. CopyTech, AV Services, Sodexho Catering)
- Request reimbursements
- Request payments when a PO or MIT Procurement Card can't be used
- Copy an existing RFP to start a new RFP
- Set preferences for your own reimbursements, including travel expenses
- Display/search for requisitions, purchase orders, and RFPs
- Request closing of NB, GR and BL purchase orders

Requests for Payment (RFPs)

RFP Note: For Requests for Payment, choose:

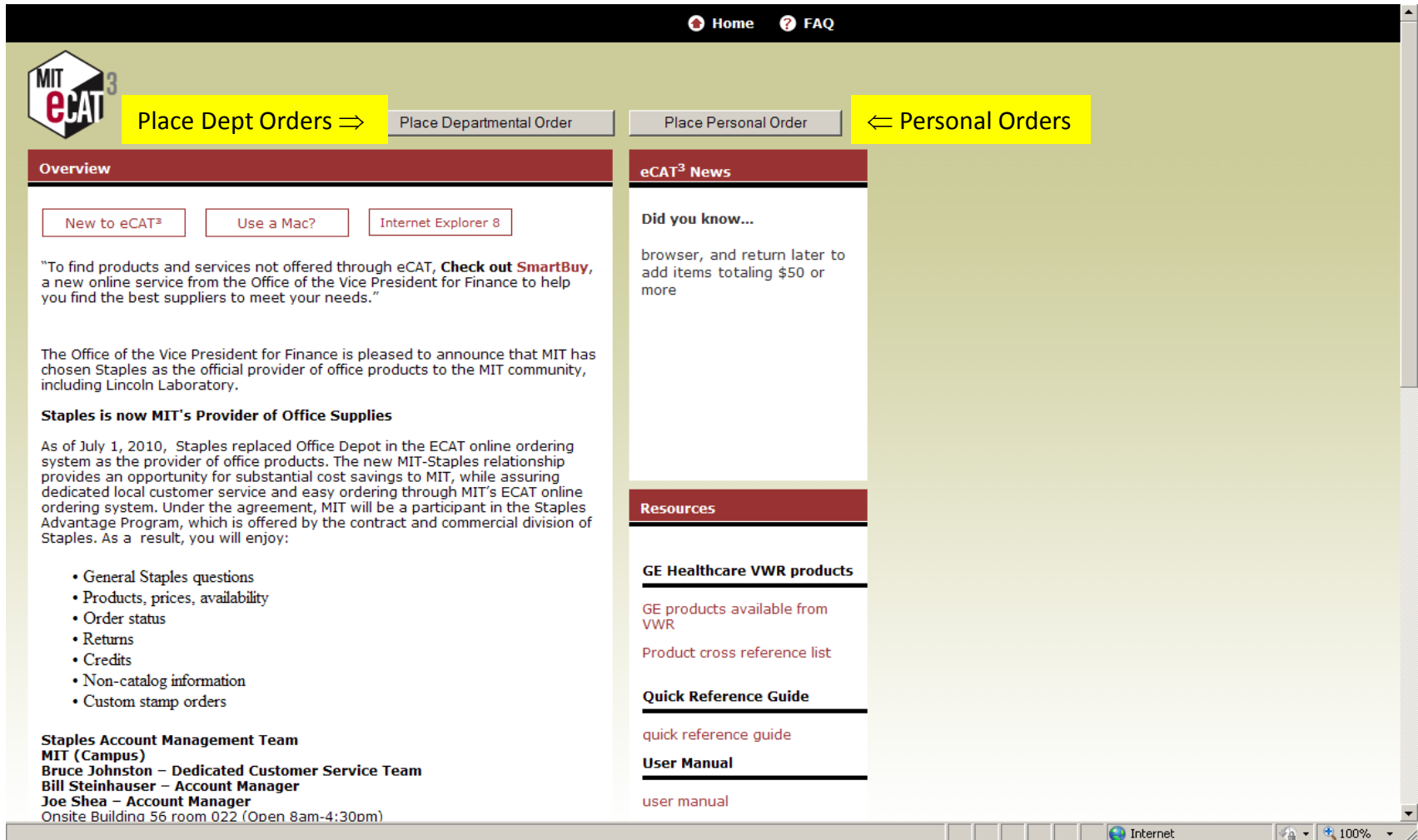
- **Reimbursement** when reimbursing students or employees for out of pocket expenses, such as office supplies, monthly telephone expenses, business meetings, memberships, dues, subscriptions, etc.
- **Payment** when paying external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.

For more information visit the [Accounts Payable website](#) and look for RFP.

Go to the **Inboxes** tab if you are a requisition approver, want to find your own rejected requisitions, or to find RFPs which have been sent to you or you have saved.

Reimbursement Preferences: Use this link to enter or change the payment method MIT uses to reimburse you for MIT expenses you've paid out of your own pocket, including travel expenses. You have the option to choose direct deposit to the same – or a different – bank account as your payroll direct deposit. Alternatively, you may choose reimbursement by check – when doing so, please make sure to indicate whether you want your checks mailed to your home or office address.

eCat Home Page



The screenshot shows the MIT eCAT Home Page. At the top, there is a navigation bar with links for Home and FAQ. Below this, the MIT eCAT logo is on the left. The main navigation area features three buttons: 'Place Dept Orders' (highlighted in yellow), 'Place Departmental Order', and 'Place Personal Order'. To the right of these is a yellow box with a left arrow and the text 'Personal Orders'. The page is divided into two main columns. The left column has an 'Overview' section with three sub-sections: 'New to eCAT', 'Use a Mac?', and 'Internet Explorer 8'. The 'New to eCAT' section contains a quote from the Office of the Vice President for Finance. The 'Use a Mac?' and 'Internet Explorer 8' sections are empty. The 'Internet Explorer 8' section contains a paragraph about the Office of the Vice President for Finance. The 'New to eCAT' section contains a paragraph about the Office of the Vice President for Finance. The 'Use a Mac?' section contains a paragraph about the Office of the Vice President for Finance. The 'Internet Explorer 8' section contains a paragraph about the Office of the Vice President for Finance. The right column has an 'eCAT News' section with a 'Did you know...' sub-section. The 'Did you know...' section contains a paragraph about the Office of the Vice President for Finance. Below this is a 'Resources' section with three sub-sections: 'GE Healthcare VWR products', 'Quick Reference Guide', and 'User Manual'. The 'GE Healthcare VWR products' section contains a paragraph about the Office of the Vice President for Finance. The 'Quick Reference Guide' section contains a paragraph about the Office of the Vice President for Finance. The 'User Manual' section contains a paragraph about the Office of the Vice President for Finance. At the bottom of the page, there is a footer with the MIT logo, the text 'Office of the Vice President for Finance Massachusetts Institute of Technology', the page number '15', the text 'Introduction to Sourcing and Procurement at MIT', and the VP&P logo.

MIT eCAT³

Home ? FAQ

Place Dept Orders ⇒ Place Departmental Order Place Personal Order ⇐ Personal Orders

Overview

New to eCAT³ Use a Mac? Internet Explorer 8

"To find products and services not offered through eCAT, **Check out SmartBuy**, a new online service from the Office of the Vice President for Finance to help you find the best suppliers to meet your needs."

The Office of the Vice President for Finance is pleased to announce that MIT has chosen Staples as the official provider of office products to the MIT community, including Lincoln Laboratory.

Staples is now MIT's Provider of Office Supplies

As of July 1, 2010, Staples replaced Office Depot in the ECAT online ordering system as the provider of office products. The new MIT-Staples relationship provides an opportunity for substantial cost savings to MIT, while assuring dedicated local customer service and easy ordering through MIT's ECAT online ordering system. Under the agreement, MIT will be a participant in the Staples Advantage Program, which is offered by the contract and commercial division of Staples. As a result, you will enjoy:

- General Staples questions
- Products, prices, availability
- Order status
- Returns
- Credits
- Non-catalog information
- Custom stamp orders

Staples Account Management Team
MIT (Campus)
Bruce Johnston – Dedicated Customer Service Team
Bill Steinhäuser – Account Manager
Joe Shea – Account Manager
Onsite Building 56 room 022 (Open 8am-4:30pm)

eCAT³ News

Did you know...

browser, and return later to add items totaling \$50 or more

Resources

GE Healthcare VWR products

GE products available from VWR

Product cross reference list

Quick Reference Guide

quick reference guide

User Manual

user manual

Internet 100%

eCat Suppliers

MIT eCat³ Jordan Lewis my profile 2012-01-04 lewisjb 01 | 0 Item(s), 0.00 USD

Home/Shop Search for Catalog No. (SKU) Go

home/shop favorites carts approvals document search my profile contracts more >> AA

shop

Shop Everything Go advanced search

Go to: favorites | non-catalog item | quick order **Browse:** suppliers | categories | contracts | chemicals

IMPORTANT UPDATE:

We have reorganized the eCat3 site to better serve you:

1. Preferred suppliers* on top (arranged alphabetically) and within their respective categories – for example - Dell appears in the "Preferred Suppliers" and in the "Computer & Peripherals Suppliers" showcases.
2. Showcases listed alphabetically in the following order:

Preferred - (MIT's most important suppliers)
 Cell Phone Providers
 Computers & Peripherals
 Electronic Suppliers
 Furniture Suppliers
 Lab and Research Suppliers

Preferred/Partner Suppliers

Airgas PREFERRED SUPPLIER	Alfa Aesar PREFERRED SUPPLIER	ambipress PREFERRED SUPPLIER	Apple PREFERRED SUPPLIER	CREATIVE OFFICE PAVILION PARTNER SUPPLIER	DELL PREFERRED SUPPLIER
FedEx NEW Account SignUp CAMPUS ONLY	FedEx Existing Account - TO SHIP	GoVConnection COMPUTER PRODUCTS PREFERRED SUPPLIER	GRAINGER PREFERRED SUPPLIER	MSC Industrial Supply Co. PREFERRED SUPPLIER	NEW ENGLAND BioLabs PREFERRED SUPPLIER
RED THREAD Office Env. PREFERRED SUPPLIER	BGMA-ALDRICH PARTNER SUPPLIER	STAPLES PARTNER SUPPLIER	VWR INTERNATIONAL PARTNER SUPPLIER	WESTNET WESTNET PARTNER SUPPLIER	

Cell Phone Providers

AT&T	Sprint	Verizon
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Option 3: SAPweb Requisitions

MIT's electronic requisitioning system:

- ✧ Allows for electronic routing of requisitions for departmental financial review and approval
- ✧ Includes search functionality for requisitions, purchase orders and invoices
- ✧ Best suited for capital equipment purchases and orders over \$3,000

Where to find External Reqs. on SAPweb

The screenshot shows the SAPweb interface with the following elements:

- Header:** SAPweb MIT's web interface to SAP. Today's date: 07/15/2011. Navigation links: Help, About SAPweb, Requirements, Get Web Certificates.
- Navigation Bar:** Inboxes, Purchasing, Accounting, Employees, Building Services, EHS, Reporting, Support.
- Reminder:** MIT personal WEB certificates obtained within the past year are set to expire soon. To ensure continued access to MIT's secure Web applications you will need to renew your personal certificates before July 31st 2011. You can renew at <http://ca.mit.edu/>.
- Please Note:** New, more flexible travel and RFP reimbursement choices now available. Set your preferences now via Purchasing > Reimbursement Preferences.
- Requisitions:**
 - [eCAT³ \(Electronic Catalogs\)](#)
 - [External \(Outside Vendors\)](#)
 - [Internal \(MIT Services\)](#)
 - [External \(Facilities Only\)](#)
- Requests for Payment (RFPs):**
 - [Reimbursement](#)
 - [Payment \(Taxable\)](#)
 - [Clone an RFP](#)
 - [Reimbursement Preferences](#)
- Travel:**
 - [Concur Travel Expense](#)
- Look-ups:**
 - [Find Requisitions](#)
 - [Find Purchase Orders](#)
 - [Close Purchase Orders](#)
 - [Find RFPs](#)
- What can I do on the Purchasing tab?**
 - Create requisitions for eCAT³ vendors
 - Request reimbursements
 - Request payments when a PO or MIT Procurement Card can't be used
 - Copy an existing RFP to start a new RFP
 - Set preferences for your own reimbursements, including travel expenses
 - Display/search for requisitions, purchase orders, and RFPs
 - Request closing of NB, GR and BL purchase orders
- External Requisition** (highlighted)
- Requests for Payment (RFPs):**
 - RFP Note:** For Requests for Payment, choose:
 - Reimbursement** when reimbursing students or employees for out of pocket expenses, such as office supplies, monthly telephone expenses, business meetings, memberships, dues, subscriptions, etc.
 - Payment** when paying external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.
- For more information visit the [Accounts Payable website](#) and look for RFP.
- Go to the **Inboxes** tab if you are a requisition approver, want to find your own rejected requisitions, or to find RFPs which have been sent to you or you have saved.
- Reimbursement Preferences:** Use this link to enter or change the payment method MIT uses to reimburse you for MIT expenses you've paid out of your own pocket, including travel expenses. You have the option to choose direct deposit to the same – or a different – bank account as your payroll direct deposit. Alternatively, you may choose reimbursement by check – when doing so, please make sure to indicate whether you want your checks mailed to your home or office address.

SAPweb Requisition Notes

Information needed to create a requisition:

Vendor Info, Delivery Information, Material Group, Cost Object, G/L Account

- ✧ Selection of Source documentation required > \$5,000
- ✧ Selection of Source documentation and two or more *written* quotes/bids required if > \$50,000
- ✧ Further approvals may be required before Procurement can process your requisition (OSP, IS&T, contract review, restricted items, etc.)

GL Accounts

- ✧ Use the following guide

<u>Cost</u>	<u>Type</u>	<u>GL Account</u>
Cost \$3000 or greater	Capital Equipment	421818
Cost \$1000 - \$2999	Minor Equipment	421827

(All computer purchases greater than \$1000: 421827)

- ✧ Detailed procedure at http://vpf.mit.edu/equipment_coding
- ✧ Questions concerning General Ledger Account assignment:
Please contact Jo-Anne Chute ext 8-8448 or e-mail
jchute@mit.edu.

Creating a Requisition

https://insidemit-apps.mit.edu/apps/po/SearchHelpPickReqAction.do SAPweb: Purchasing today's date: 1/3/2013

SAPweb: Purchasing
Name: Derek K Welcome

Create Requisition — External Vendor

[Submit Requisition](#) [Reset Form](#)

Created by: Derek K Welcome
Goods Recipient: DWelcome
Vendor #: 100817
Tracking #:
Requisition Created for: DWelcome
Unloading Point: NE49-4122 / 8-5825
Vendor Name/Address: CALIFORNIA FINE WIRE CO
338 S 4TH ST BOX#446
GROVER CITY, CA
Please Choose Currency: USD

Change Order: ☒ Is this a change to an existing Purchase Order?
☐ Yes ☐ No
Please enter the existing Purchase Order number: 4501503538

Item Text: ☒ Do you want Procurement to send out the Purchase Order to the vendor? Please note: Does not apply to Internal (MIT Services).
☐ Yes ☐ No

Delivery Text: Enter Information in this field that you want the vendor to know about this order (For Example - "Urgent order - please ship overnight ")

Internal Note (not printed on PO): Enter information in this field that you want Procurement to know about this order. (For example - "Attention Procurement - Please add this item to the existing order and reference quote # 12345 for discounted pricing")

10	Item Summary	Distrib *	Cost Object *	G/L Acct *
Long Text	Description: Item 222 12mm Diameter Wire			
	Delivery Date: 01/16/2013	50 %	1111111	420214
Clear Item	Material Group: 1460	25 %	2222222	420214
		25 %	3333333	420214
	Quantity: 2 EA X 12.45 USD =		Line Item Total	24.90 USD

20	Item Summary	Distrib *	Cost Object *	G/L Acct *
----	--------------	-----------	---------------	------------

Attaching Documents



Supporting documentation that needs to be provided with a requisition, such as:


- ✓ vendor quotes
- ✓ selection of source form
- ✓ contracts
- ✓ statement of work
- ✓ vendor proposal/agreement
- ✓ independent contractor documents
- ✓ vendor W9 tax form
- ✓ vendor registration form

Browsing for Documents

#	Item Summary	Distrib	Cost Object	G/L Acct
10	Description Purchase of Services	100%	1365000	420129
	Quantity 1 EA X 42000.00 =	Line Item Total		42000.00 USD
Total Requisition				42000.00 USD

Attach/View Files

Attach Document

File Name	Description	Size	Uploaded By	Uploaded Date
 Selection of Source.pdf	Selection of Source Form	8.2K	John Smith	04/20/2012 02:46 PM

Choose file to attach: *

C:\Users\sc16196\Desktop\Selection of Source.pdf

doc, docx, gif, pdf, txt, xls, or xlsx

Choose one

- Selection of Source Form
- Vendor Quotes
- Vendor Proposal/Agreement
- Statement of Work
- Independent Contractor Documents
- Vendor W9 Tax Form
- Vendor Registration Form
- Other

Vendor # 166723

MIT Bldg-Rm/Phone

2312-2314 VONDRON ROAD

Please deliver to the Loading Dock

Vendor would like the purchase order emailed to vendor@research.com

Selection of Source & Price Justification

- Required for compliance
- Written quotes above \$50 k
- Explanations go a long way!
- Mac Preview does not work

MIT Selection of Source & Price Justification **VPF**
Requisitions exceeding \$5,000

☐ I am using Adobe Reader or Adobe Acrobat Pro. Note: Mac Preview is not compatible with this form.

Requisition Number:

Selection of Source: MIT requires vendor and price justification for requisitions exceeding \$5,000. Please complete this form to explain why this bid was selected and how a reasonable price was determined. Provide written quotes whenever available and *always* when the purchase price exceeds \$50,000.

To complete this form, save a copy to your computer and attach it to the requisition once it has been created in SAPweb.

Websites: Learn more about [document attachment in SAPweb](#) and [SmartBuy](#).

Section 1: Please list the vendors that you researched and the pricing that was provided.

Selected Bid	Vendor Name	Total Price
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Section 2. Why did you choose this vendor? (select one)
Select your primary choice from the dropdown menu

Section 2a. Provide further explanation based on section 2.
Request for additional information will appear here...

(Section 2 explanation space)

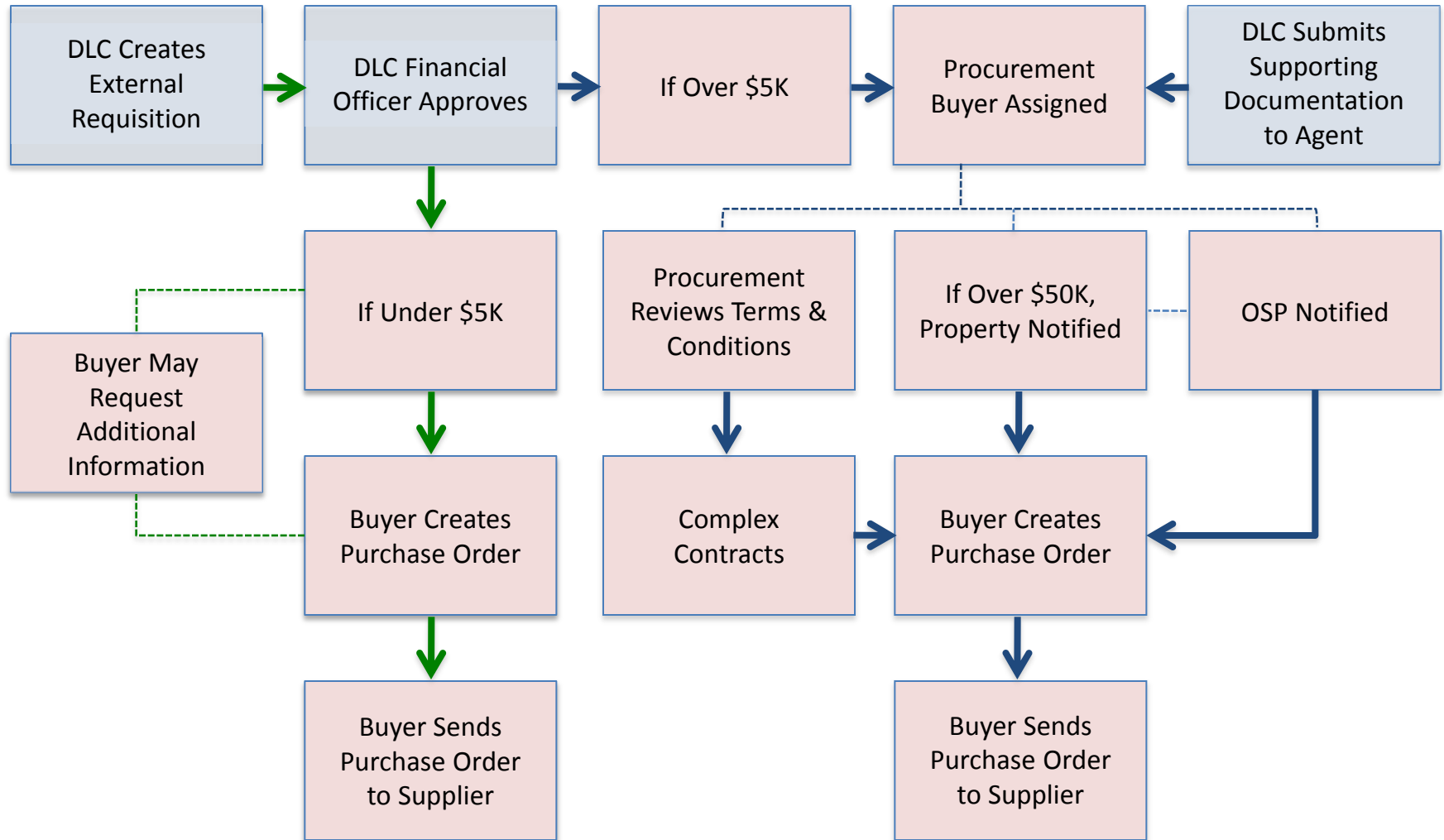
Section 3. How did you determine that the price was reasonable? (select one)
Select your primary price determination criteria from the dropdown menu

Section 3a. Provide further explanation based on section 3.
Request for additional information will appear here...

(Section 3 explanation space)

Requisitioner's Signature

Requisition Process Overview



Who Has Your Requisition?

SAPweb: Purchasing: Display Requisitions - Windows Internet Explorer

https://ps1its.mit.edu/mitc2(cz1TSUQIM2F8Tk9OJTNhZGIwaGRhM9QUzFfMTAIM2EycmoyWld0enZfWE5GeIFsd0tXN29ZM0xRejJoN0QyY2NWVVI0cUJQLUFUVA==)/zreqdisplay/~fINUQVRFPtUyNzUyMDk1V

SAPweb: Purchasing: Display Requisitions today's date: 07/14/2011

Name: Derek K Welcome [Help](#) [Home](#)

Display Purchase Requisition

FOR DISPLAY ONLY. NOT A LEGAL PURCHASE ORDER DOCUMENT.

[Return to Search Results](#) [New Search](#) [Print this Page](#)

Requisition #:	0011467873	Date created:	07/13/2011
Related PO:		Date PO Generated:	
Created by:	WELCOMED	Requisition created for:	WELCOMED
Goods recipient:	Derek Welcome	Unloading point:	NE49-4122
Vendor #:	165227	Vendor name/address:	STAPLES ECAT ONLY 500 STAPLES DR FRAMINGHAM MA 01702
Agent name:	UNKNOWN		
Agent phone number:			




Rejection Text:

Item Note:

Delivery Text: Punchout

Item Information

Items 1 to 3 of 3 [first](#) [previous](#) [next](#) [last](#)

Item #	Short Text	Qty. Req.	Unit of Meas	x	Unit Price	=	Total Price	Distrib. Amount	Cost Obj to Charge	G/L Acct to Charge
	← Awaiting Approval, Select for Details	1	BX	x	10.72	=	10.72	10.72	1633507	420258
	20 StaplesRTM Dry-Erase Board Eraser	1	EA	x	0.80	=	0.80	0.80	1633507	420258
	30 9 X 12 MIT SEAL PCKT FLDER GRAY	25	EA	x	2.42	=	60.50	60.50	1633507	420258
Total Requisition: 72.02 USD										

Item Text

Item #	Long Text
00010	Avery Large Embossed Laser/Inkjet Tent Cards, 1 Card Per Sheet, 3 1/2" x 11", 50/Bx
00020	StaplesRTM Dry-Erase Board Eraser
00030	9 X 12 MIT SEAL PCKT FLDER GRAY

Individuals With Authority to Approve

SAPweb: Purchasing: Display Requisitions - Windows Internet Explorer

https://ps1its.mit.edu/mitc2(cz1TSUQIM2FBTK9OJTNhZGlwaGRhMI9QUzFfMTAIM2EycmoyWld0enZfWE5Gelfsd0tXN29ZM0xRejJoN0QyY2NWVVl0cUJQLUFUVA==)/zreqdisplay/~fINUQVRFPT5MTU3NzU0M

SAPweb: Purchasing: Display Requisitions today's date: 07/14/2011

Name: Derek K Welcome [Help](#) [Home](#)

Display Purchase Requisition: Current Inbox Status


Requisition #: [0011467873](#)
Line Item #: 10

[Return to Requisition](#)

Approval Status (awaiting codes): W1

This requisition item currently resides in the following inboxes:

User ID	Name	Arrived in Inbox
smalco	SARA MALCONIAN	07/13/2011 09:00:56
jldoyle	JOHN DOYLE	07/13/2011 09:00:56
kharmon	KIMBERLY HARMON	07/13/2011 09:00:56
petricon	DAVID PETRICONE	07/13/2011 09:00:56

 © 2002-2011 Massachusetts Institute of Technology
Need help? Review our [contact information](#) for technical support and other resources.

Option 4: Internal Providers

SAPweb MIT's web interface to SAP today's date: 07/15/2011

[Help](#) | [About SAPweb](#) | [Requirements](#) | [Get Web Certificates](#)

[Inboxes](#) | [Purchasing](#) | [Accounting](#) | [Employees](#) | [Building Services](#) | [EHS](#) | [Reporting](#) | [Support](#)

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Please Note: New, more flexible travel and RFP reimbursement choices now available. Set your preferences now via [Purchasing > Reimbursement Preferences](#).

Requisitions

- [eCAT³ \(Electronic Catalogs\)](#)
- [External \(Outside Vendors\)](#)
- [Internal \(MIT Services\)](#)
- [External \(Facilities Only\)](#)

Requests for Payment (RFPs)

- [Reimbursement](#)
- [Payment \(Taxable\)](#)
- [Clone an RFP](#)
- [Reimbursement Preferences](#)

Travel

- [Concur Travel Expense](#)

Look-ups

- [Find Requisitions](#)
- [Find Purchase Orders](#)
- [Close Purchase Orders](#)
- [Find RFPs](#)

What can I do on the Purchasing tab?

- Create requisitions for eCAT³ vendors
- Create requisitions for non eCAT³ vendors (external vendors)
- Request payments when a PO or MIT Procurement Card can't be used
- Copy an existing RFP to start a new RFP
- Set preferences for your own reimbursements, including travel expenses
- Display/search for requisitions, purchase orders, and RFPs
- Request closing of NB, GR and BL purchase orders

Requests for Payment (RFPs)

RFP Note: For Requests for Payment, choose:

- Reimbursement** when reimbursing students or employees for out of pocket expenses, such as office supplies, monthly telephone expenses, business meetings, memberships, dues, subscriptions, etc.
- Payment** when paying external vendors for taxable services, such as honoraria, speaker's fees, or when paying non-employees for awards, etc.

For more information visit the [Accounts Payable website](#) and look for RFP.

Go to the **Inboxes** tab if you are a requisition approver, want to find your own rejected requisitions, or to find RFPs which have been sent to you or you have saved.

Reimbursement Preferences: Use this link to enter or change the payment method MIT uses to reimburse you for MIT expenses you've paid out of your own pocket, including travel expenses. You have the option to choose direct deposit to the same – or a different – bank account as your payroll direct deposit. Alternatively, you may choose reimbursement by check – when doing so, please make sure to indicate whether you want your checks mailed to your home or office address.

← Internal Requisition

Internal Providers

Purchase items and services from various internal service providers such as:

- ✧ Audio/Visual Services
- ✧ Copy Center
- ✧ Catering Services
- ✧ Cryogenic Laboratory Operation
- ✧ Mail Services
- ✧ Certain IS&T services

No Purchase Order (PO) generated by Procurement for internal orders.

Restricted Items

Procurement & Sourcing

- ✧ Alcohol
- ✧ Firearms
- ✧ Needles and syringes
- ✧ Hypodermic needles
- ✧ Travel

Department of Facilities

- ✧ Construction work
- ✧ Fire extinguishers

Environment Health & Safety

- ✧ Toxins/Poison
- ✧ Radioactive materials
- ✧ Animals
- ✧ Bio-toxins

Office of Sponsored Programs

- ✧ Memorabilia
- ✧ Promotional material
- ✧ Flowers
- ✧ Holiday parties

Negotiating the most favorable terms and conditions

Contracts

Complex Contracts Group

- ✧ Review Terms & Conditions associated with the purchase of a good or service
- ✧ Create purchase order contracts for professional services using MIT's Terms & Conditions.
- ✧ Review many different types of contracts outside of SAP, including major projects, software, database, equipment, maintenance, leases, events, hotel.
- ✧ Note: Purchase orders beginning with a “57” are used to create purchase order contracts for professional services

Requisitions

- ✧ Back up as required (electronic preferred)
 - ✧ Statement of Work/Description of Services
 - ✧ Period of performance
 - ✧ Method of payment/contract type
 - ✧ Vendor proposal(s) or quote(s)
 - ✧ Look for hidden Terms and Conditions
 - ✧ Selection of Source/Justification of Price
- ✧ W-9, W-8, and vendor registration form

Requisitions Cont.

Independent Contractors:

- ✧ Approval process – form, resume, client list
- ✧ Recertification required every two years
- ✧ Alternatives: MITemps, payroll
- ✧ Critical as enforcement of regulations intensifies.
- ✧ Potential penalties to MIT include fines, de-certification of procurement process

Negotiating the Contract

Terms and Conditions:

- ✧ MIT Terms and Conditions are the negotiating tool of choice.
- ✧ Much longer process if negotiating from vendor's Terms and Conditions.
- ✧ Large vendors usually want to use their own Terms and Conditions

Terms & Conditions Pitfalls

- ✧ Limitation of Liability (Indemnification and Hold Harmless)
- ✧ Contractor Warranty on Service & Equipment
- ✧ Rights in Deliverables (intellectual property rights in general)
- ✧ Insurance Requirements (Insurance Certificate)
- ✧ Governing Law
- ✧ Payment Terms
 - ✧ MIT standard is Net 30 after receipt of invoice
 - ✧ Final payment after acceptance of goods (installation/testing) or services

Terms & Conditions Pitfalls

- ✧ Confidentiality: FERPA, PIRN
- ✧ Software Licenses (IP rights, third-party infringement)
- ✧ Government Terms
- ✧ Auto Renewal (Evergreen)

Request for Proposals

- ✧ RFP – (sample available on procurement website)
- ✧ Cover Letter
 - ✧ Specifications/Statement of Work
 - ✧ Instructions for Proposal Preparation
 - ✧ Evaluation criteria
 - ✧ Terms & Conditions (MIT)
- ✧ Award process: negotiate the contract while in a competitive environment

How can we best support you?

Demo, Questions, Discussion

Who to Contact



Gas, Bulk Cylinders

Andrew Barnes
617-253-8362
apbarnes@mit.edu



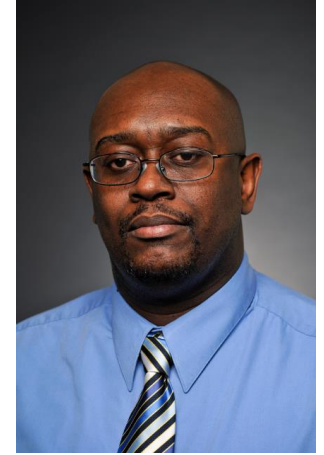
Furniture

Stephen Newman
617-253-8373
sfnewman@mit.edu



Scientific & Lab Supplies

David Petricone
617-253-8393
petricon@mit.edu



Office Supplies, Temporary Help

Derek Welcome
617-258-5825
welcomed@mit.edu

Who to Contact



Travel

Jimmy Kontoravdis
617-253-2756
jgravdis@mit.edu



Equipment Over \$50K

Ann Julian
617-253-8350
amjulian@mit.edu



Contracts

Tony Flaherty
617-253-8268
aflahert@mit.edu



Procurement Card

Kim Harmon
617-253-8360
kharmon@mit.edu



Accounts Payable

John Larkin
617-253-2729
jlarkin@mit.edu

Online Tools and Services

- ✧ Procurement web site (SmartBuy found here)
<http://vpf.mit.edu/procurement>
- ✧ ProCard
<http://vpf.mit.edu/pcard>
- ✧ SAPweb
http://web.mit.edu/sapweb/PS1/procurement_home.shtml
- ✧ eCat
<https://web.mit.edu/ecat/ecat3/>
- ✧ Procurement Forms
<http://vpf.mit.edu/procurement/forms>
- ✧ Electronic Request for Payment (eRFP)
<http://vpf.mit.edu/erfp>