



Contact Us

Procurement Hotline
(626) 395 - 8900
procurementhotline@caltech.edu

Procurement Services
1200 E. California Blvd. MC 103-6
Pasadena, CA 91125

Visit our Website at:
<http://procurement.caltech.edu/>

Procurement Services Quarterly Newsletter

January 2019

Procurement Training

Visit our [website](#) to get all class information for 2019.

New Procurement Services Assignment Listing

We've recently made some changes to our campus assignments. To find out who your new Purchasing Agent Contracting Officer and Accounts Payable Specialist is, check out our new [Procurement Services Assignment Listing](#). You'll also find contact names of other functional support departments such as Subcontracts, P-Card, Travel, Supplier Management and the Specialty Team & Tax Reporting.

Looking for a quicker reimbursement?

Sign up for Direct Deposit!!

Please be on the lookout for Payment Services Direct Deposit Campaign. Quick benefits of Direct Deposit:

It's Convenient, Reliable, Safe, No worrying over lost checks, and it Saves Time!! For more info [click here!](#)



Accounts Payable

Please respond to your e-mails/vouchers from TechMart!!

We Kindly Ask...

ATTENTION

Is your PTA CLOSING?

Need a rush invoice processed? Please notify your [AP Specialist](#), and directly e-mail as **High Priority** through Outlook, comments in TechMart may be missed.

Keep in mind: Sometimes TechMart comments are missed due to hundreds of daily requests

Dark Days = *The last 2 business days of the month.*
January 30 & 31, February 27 & 28, March 28 & 29.

E-payables Do your suppliers accept credit cards? Place them with new terms, quick and convenient! Please e-mail our team at epayablesadmin@caltech.edu for any questions or more information.

Partnered by U.S. Bank (Payment Plus). How it works? Contact epayablesinquiries@caltech.edu



Purchasing

Adding/Updating TechMart Users

Do you need to add or update a user in TechMart – increase/lower approval limits, update roles, or change Financial Approvers? If so, please reach out to your Division/Department [Custodian](#) who will approve the request and submit an access form request through TechMart.

<\$1,000 Report for Financial Approvers

On Friday, February 1, 2019, TechMart Invoice Financial Approvers (IFA)* will receive an email from tech-marthelp@caltech.edu with a link to an online report entitled, *TechMart System Approved Invoices*. This report will include all paid TechMart invoices less than \$1,000 that did NOT require explicit financial approval in TechMart prior to invoice payment. Invoice Financial Approvers are encouraged to review the report for anomalies that may warrant follow-up. *All non faculty IFAs will receive the report monthly; all academic faculty quarterly, beginning April 1, 2019

Supplier Spotlight Hats Off to Sigma!



Millipore Sigma/Sigma Aldrich is our Top Choice this quarter! Please check out the following programs, the team, and amazing offers! [Click here.](#)
You will need to enter Caltech credentials to view protected site.

SIGMA-ALDRICH

Travel

Frequent Flyer Program

Why is your profile important, why should you add your frequent flyer numbers to your profile? By adding your frequent flyer numbers, hotel memberships etc, you will gain those same reward points when you are traveling on business. Once you add the numbers in your profile and by connecting the suppliers through Concur travel network, you help increase our visibility with suppliers. This drives increased discounts and bonus plans for Caltech and saves money!!

NEW Partnership: CALTECH & SPOTHERO

We've partnered with [SpotHero](#), the nation's leading parking reservation app, to help you save time parking AND managing expenses in all major US [cities](#) and [airports](#) - right from your phone. For more info [Click Here!](#)
You will need to enter Caltech credentials to view protected site.

Hertz has partnered with CLEAR to give a new level of speed and convenience for FREE. All you need is your CLEAR account linked to your Gold Plus Rewards account. For more Info [Click Here.](#)