

July 1, 2009
Quarterly Newsletter

Purchasing News

CALTECH



Special Interest Articles:

- * Fiscal Year End Notes
- * TechMart 9.2 Release

Individual Highlights:

Fiscal Year End	1
Training News	1
TechMart Features	2
Employee Savings	2
VWR Recycling	3

2009 Fiscal Year Closing

Just a friendly reminder that our Fiscal Year End is quickly approaching! Please be sure to read the Fiscal Year Closing [Memo](#), as it contains vital information regarding deadlines.

REMINDER:

- All Purchase Requisitions need to be received by 9/11/09 to be encumbered in FY09.
- All Purchase Orders need to be entered into the system by 9/11/09 to be encumbered in FY09.

Feel free to contact your appropriate Buyer if you have questions regarding the Fiscal Year Closing Memo. Also, please communicate with your Buyer orders that you need to have completed for the 2009 Fiscal Year, so they make those orders a priority.

Training – Hop on board with PCARD and TechMart!

Are you interested in making your procurements easier? Then sign up now for a PCARD!

- **PCARD** – Staff and faculty, take advantage of simplifying your small dollar purchases by signing up for a PCARD. It is quick, easy, and efficient.

For PCARD training, please contact Muriel Sandoval at x6273.

Want to process your purchases faster and more efficiently? Then sign up for TechMart!

- **TECHMART** – We offer training for those who wish to use our E-Procurement Purchasing Program. Simply fill out the [TechMart Security Access](#) Form to gain a TechMart login and password. Then request TechMart training so you can become fully equipped with using the application.

For TECHMART training, please call Genelle Meyer at x6276 or email techmarthelp@caltech.edu.

TechMart 9.2 New Features



Most of you have now been able to view the new release of TechMart, which went live on Monday, July 27, 2009. You have seen the new cosmetic changes, which give TechMart a more user friendly feel. Along with these enhanced improvements, we also had three new features added to TechMart. The first new feature is the Custom Field Filter. This new field is accessed through the "History" tab. This new field allows you to search by Department Code, Project, Award, Expenditure Type, and

Task. You can also search by Requestor and Work Order Number. The second new feature is the Comments Tab which can be viewed once you have generated a Requisition. This comments tab is a way to communicate back and forth with your Buyer, End Users, or others within your department. Within the Comments Tab, you can also include attachments, and a message to the recipient(s) of your comments. The final feature added was the "Return to Requisitioner" action. This feature

allows your Buyer to return the Requisition to your Draft Cart instead of rejecting it. When a Buyer returns a requisition to you, you will be able to view it in your Draft Cart, and make the appropriate changes from there. Also, the Requisition Number originally assigned to it, will remain the same. In the past, when a Buyer rejected a Requisition, you would have to recreate the Requisition, and would be assigned a new Requisition number. Now, you will be able to maintain that original Requisition Number.

Employee Savings Program

As a Caltech Employee, you are entitled to receive the benefits that Provista provides Caltech! We can enjoy savings on cell phone service, tax preparation services, household paint, car rentals, moving expenses, and more! For more detailed information, please email: ProvistaCustService@provistaco.com

Here are some special savings we are entitled to receive:

- \$23.00 off Sprint Monthly Service Charges (www.sprint.com/provista Corp ID: HHPPI_ZZZ)
- Up to 40% off Tax Preparation Services (www.hrblock.com/Partner/provista)
- 15% off Sherwin Williams household paint (www.sherwin.com Cash Account Number: 9400-2751-9)
- Up to 60% on a variety of entertainment and shopping opportunities

(www.workingadvantage.com/provista Member ID: 234614997)

- 20% off on PC Hardware from PC Connection
 - Discounted Rates from ALLIED (www.bergerallied.com/dallas)
 - Discounted Rated from Atlas (www.atlasworldgroup.com)

For more specific information, please contact our Representative, Chris Chitwood at cchitwoo@provistaco.com



VWR Recycling Program



VWR and Caltech are coming together to help recycle PIPETTE TIP BOXES. The second Wednesday of each month, bring your empty, clean, autoclaved boxes bagged in a clear bag to the:

VWR Stockroom – Beckman Institute.

Place all items to be recycled in the **BLUE** Recycling Container

All Brands are acceptable to be recycled!

Please abide by the following guidelines:

- NO Tips – Clean, Autoclaved Boxes ONLY
 - NO Red Autoclave Bags – Clear ONLY
- Bags must be labeled with supplied labels

