

April 7, 2014

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Charles D Leffler, Vice Chancellor for Finance and Business

SUBJECT: Use of the Marketplace

In a continuing effort to reduce costs, streamline administrative processes, and become more operationally efficient, we are moving to required use of NC State's electronic MarketPlace. If purchases are made from a supplier that is on the MarketPlace, the MarketPlace should be the method used to purchase from that supplier. MarketPlace vendors offer an additional 6% discount beyond our contract pricing for frequently ordered items. Furthermore, use of MarketPlace streamlines the procurement process and virtually eliminates paperwork on those purchases. MarketPlace also allows the University to electronically pay suppliers—another cost savings. Therefore, as a result of missed savings of over \$150,000 fiscal year to date and the processing required for voucher requests estimated at \$25 per voucher, we will be implementing a change that could affect your department between now and July 1, 2014.

Effective April 14, 2014 when a voucher request is entered for a Supplier, represented on the MarketPlace, the following message will be displayed:

Financial System Pop-Up Message:

"You are entering a voucher request for a supplier already in MarketPlace. To proceed, please enter a reason in the comment section of the voucher. NOTE: As of July 1, 2014, vouchers will no longer be processed for this supplier. Please inform all departmental purchasers to use the MarketPlace for future orders with this supplier."

The processor will be required to enter, in the comment section of the voucher, the reason MarketPlace was not used for the purchase. As of July 1, 2014, vouchers will no longer be processed for MarketPlace suppliers unless the voucher lists a Ledger 8 – Capital Improvement, funding source.

The recorded comments will be tracked and evaluated so that the University can continue to improve the process around MarketPlace procurement and to ensure that the pricing is the same or better than could be obtained without our negotiated prices. If you have any questions, please contact Sharon Loosman at 513-4206, sdloosma@ncsu.edu or Charles Cansler at 515-6897, clcansl2@ncsu.edu.

cc: Steve Keto, Associate Vice Chancellor for Finance and Resource Management
Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and Business
and University Treasurer