

July 25, 2007

MEMORANDUM

To: Deans, Directors, and Department Heads

From: Robert D. Wood
Director of Materials Management

Subject: The MarketPlace – Cost Savings for Departments – PACE Initiative

In 2006-2007, the University implemented the “MarketPlace,” a web based procurement system which allows campus units to purchase from more than a dozen major vendors online using the same method that has been used for purchasing from Staples for the last five years. Using the MarketPlace in lieu of other purchasing methods **saves money in both lower pricing and lower departmental processing costs.**

- The lowest negotiated pricing with our vendors is ONLY available on the MarketPlace. Prices will usually be higher at the vendor's generic web site or at the vendor's retail store, regardless of which purchasing process you use. Additionally, using the Marketplace avoids any issues regarding the payment of sales tax.
- The MarketPlace uses a payment process that is more streamlined than any other purchasing method. There is no future paperwork to complete, nor is there any type of pcard reconciliation. The MarketPlace may be used for all fund sources, including grants and federal money.
- Discounts will improve as use of the MarketPlace increases. Using the MarketPlace reduces the vendor’s processing costs, which makes it possible for them to provide even lower pricing.

To take advantage of the savings to the University, we request that all transactions with the attached vendors be initiated through the MarketPlace.

If you have not used the MarketPlace, you may register at:
https://www.acs.ncsu.edu/scripts/eProcurement/eProcure_main.pl. For assistance or to learn more about the program, please contact Sharon Loosman, Assistant Director of Materials Management, at 513-4206. Thanks for your support of the program.

Attachment

cc: Ernie Murphrey, Associate Vice Chancellor for Financial Services
University Business Officers