

May 28, 2013

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Charles D. Leffler, Vice Chancellor for Finance and Business
Warwick Arden, Provost and Executive Vice Chancellor

SUBJECT: Use of the University's MarketPlace

In a 3D memo issued February 10, 2009, colleges, departments and divisions were directed to use the MarketPlace in lieu of all other purchasing and payment methods for those suppliers represented on the MarketPlace. A recent study of the program has shown that use of the MarketPlace online purchasing system has saved departments, colleges and the university an estimated \$15 million in direct dollar and process cost savings since the launch in 2008. These savings are obtained simply by using the MarketPlace for purchases rather than purchasing from the same suppliers outside of MarketPlace.

In addition, continued use of the MarketPlace provides the information necessary for the Purchasing Office to negotiate even larger discounts from these suppliers. Twelve new suppliers were added to the MarketPlace during FY 2013. More suppliers will continue to be added as the Purchasing Office receives requests from campus and is able to negotiate new pricing agreements.

Exceptions:

1. Emergency purchases – these should be severely limited and paid by PCard.
2. Lower prices - In the event a department can find a lower price from a MarketPlace supplier outside the online system, Eric Shifflet (eshifle@ncsu.edu) in the Purchasing Office should be notified so the lower price can be matched in MarketPlace for the order to be completed online.

Reports of non-MarketPlace purchases from MarketPlace suppliers are published on the Finance & Business [dashboard](#) monthly.

For training, questions, or problems, please contact The Purchasing Office at 515-2171.