

The Procurement Post

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Procurement Services Newsletter

January/February 2018



Procurement Services is excited to introduce an initiative to enhance TechMart to become Caltech's integrated Procure-To-Pay (P2P) platform.

This initiative will bridge Purchasing and Accounts Payable, making purchasing and related accounting transactions available in TechMart, as a single platform. We are embarking on this P2P initiative to eliminate paper forms, align purchasing and payable practices with Caltech goals, and most importantly, to save Campus divisions/departments time and effort. As part of this initiative, Procurement Services has engaged Campus stakeholders from all academic divisions and various administrative departments to assist in the implementation process. P2P is anticipated to go live April 2018. Please check back for more information.

Travel Services

REAL ID



In 2005, Congress passed **The REAL ID Act**, which established minimum security standards for state-issued driver's licenses and identification. If states do not meet these standards, federal agencies, like TSA, are prohibited from accepting licenses and identification cards for official purposes.

Beginning October 1, 2020, every traveler will need a REAL ID-compliant license, state ID, or another acceptable form of identification (i.e. passport) to fly within the U.S (domestic air travel).

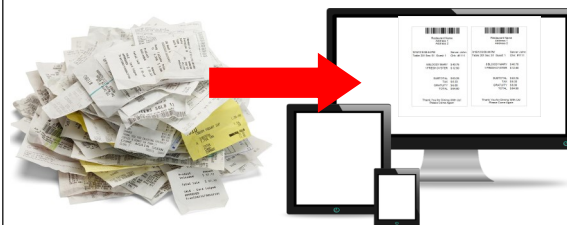
California is a compliant state, due to an extension. You may continue to use your state-issued driver's license or ID to fly in the U.S. until **October 10, 2018**.

For more information and to see if your state is compliant, please visit the Department of Homeland Security at <https://www.dhs.gov/real-id> or visit Caltech's [travel](#) site.



You can add your frequent flyer numbers, hotel and auto rental memberships in to your [CardQuest](#) profile? By doing this you can still use the P-Card when booking your travel and you retain your personal points.

Please update your profile TODAY and while you are there, be sure to enable the **"E-Receipts"** feature. This allows participating vendors to automatically send a receipt to your profile.



Southwest Airlines is a Preferred Carrier for California Institute of Technology

In addition to Southwest Airlines inherent brand value, book your trip in CardQuest via access.caltech.edu to receive:

Competitive Discounts:

Receive 15% off Business Select 13% off Anytime Fares, and 5% off Wanna Get Away fares when traveling to/from the LA basin airports, LAX, BUR,LGB,ONT, SNA

Receive 50% bonus Rapid Rewards points by entering your Rapid Rewards number on all Southwest flights when you book

This offer is only available through CardQuest and bonus points will deposit 48 hours after travel is complete.

Southwest doesn't charge fees for things that should be free.

No fees for your first two checked bags (size and weight restrictions apply)
No change fees (fare difference applies)
No cancellation fees
No fees to apply unused funds to a new reservation
No phone reservation fee
No aisle, window, or exit row fee
Snacks, beverages, and smiles onboard are free!

Southwest® Rapid Rewards

No blackout dates
Every seat is an Award Seat
Points don't expire (Points don't expire as long as you have flight or Partner earning activity every 24 months)
To learn more go to www.swabiz.com/corporaterapidrewards

Fly just 25 one-way flights in 12 months and we'll add you to our A-List.

Enjoy priority boarding
Access to Fly By Priority Security and Check-in lanes
Earn 25% more Rapid Rewards points on each flight
Enjoy priority status when flying standby and a special A-List phone line to help you connect with a friendly Customer Service Representative.

Travel Services



We are happy to inform you that Tom Kubo, formerly of the Hilton, is back in Pasadena at the Sheraton Hotel. The Sheraton is currently being renovated with expectation of completion in early 2018.

Please join us in welcoming Tom and his staff back as a trusted Caltech contact. For a list of all of our contracted hotels please go to: <http://caltech-ctp.com/agreements/hotel-motel/>



A message from our Business Rental Program



Enterprise and National are offering a special status match promotion. For a limited time, if an employee has elevated status with a major hotel or airline loyalty program, Enterprise and National will match that with the equivalent tier in National's award-winning Emerald Club. The member will enjoy their elevated status for the remainder of 2018 calendar year.

1. Enroll in Emerald Club using our unique link <http://www.nationalcar.com/offer/XZ32S52> (if already an Emerald Club member, skip to Step 2)
2. Visit http://www.nationalcar.com/en_US/car-rental/business-enrollment/ec-status-match.html to fill in your other loyalty program information
3. Upload a photo/file that shows proof of your elevated status



Hertz

Join Gold Plus Rewards today! Click [here](#) for a free membership! Use your membership for Caltech business and personal rentals.

NOW AVAILABLE AT SELECT AIRPORTS NATIONWIDE.



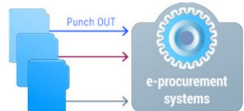
Current locations			
Albany	Cleveland	Kansas City	New York JFK
Albuquerque	Dallas-Fort Worth Dallas	Las Vegas	New York LaGuardia
Atlanta	Love	Los Angeles	Oakland
Austin	Denver	Memphis	Oakland
Baltimore	Detroit	Minneapolis	Orlando
Boston	Fort Lauderdale	Minneapolis - St. Paul	Philadelphia
Charlotte	Fort Myers	Minneapolis - St. Paul	Phoenix
Chicago O'Hare	Hartford	Minneapolis - St. Paul	Pittsburgh
Chicago Midway	Houston Hobby	New Orleans	Portland
Cincinnati	Houston Intercontinental	Newark	Raleigh-Durham

Purchasing Services



Lowes is now part of the California Institute of Technology punch-out process within the Campus Purchasing platform, TechMart.

We have a dedicated Account Executive and store staff available to answer any questions or to address any issues that may arise.

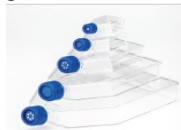


- * Higher tiered discounts available for online purchases
- * Automated contract compliant
- * Over 400,000 items available on the [website](#)

If you have any questions, please contact Tony Washington at 213-435-7388 and Antonio.c.washington@lowes.com.



The new line of Fisherbrand Tissue-Culture-Treated Plasticware includes a full selection of flasks, dishes, and multi-well plates. They're made from 100% virgin polystyrene, manufactured in a class 100,000 cleanroom, treated to enhance attachment of adherent cell lines, and gamma sterilized to an SAL of 10⁻⁶.



Features

- Conform with USP Class VI and ISO 10993-5 standards
- Non-pyrogenic and non-cytotoxic
- DNase and RNase free
- BSE and TSE free
- Lot numbers appear on case labels, inner packaging, and individual pieces

For additional information on this product line and other Fisher branded products, please contact your local sales representative, Kristen Aznavour at (626) 788-7483 or kristen.aznavour@thermofisher.com for assistance.

February 2018 Procurement Services



All Classes held in Room 118. Keith Spalding. Enroll in OLM or contact [Lupe Gudino](#) ext.: 6235

TechMart Training

Tuesday, February 13, 2018 From 1:30pm—3:00pm

P-Card Goods & Services Training

Wednesday, February 14, 2018 From 9:00am—10:30am

Travel Training

Thursday, February 15, 2018 From 8:30am—10:00am

Procurement Services New & Improved Website Launching Soon!



Please Check back, Mid-February 2018

Procurement Services - Consider it Done!

Contact Us

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



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Please email lupe.gudino@caltech.edu with any questions or comments.