

INSIDE PROCUREMENT



As your Chief Procurement Officer, I strive to foster transparency, collaboration, and innovation. "Inside Procurement" is a monthly update and one step toward strengthening our communication and celebrating the incredible work you do.

– Ajay Patel

VendorInfo Portal Update

(Live) The campus requestor form now includes the question, "Is this a current Emory student".

(Live) The upgrades to vendor banking information is now complete and includes a 3 step verification.

(Soon) The supplier request form status report will be updated twice a week vs once a week.

Registration Delayed?

Some supplier registrations are delayed due to missing information in the portal. Please remind vendors to check their junk folders for the registration invite from emory@vendorinfo.com



Welcome to our new Procurement Team Members:

Joe Shriram- Director, IT Procurement

Madeline Higgins- Buyer

Coming Soon

P-Card and Corporate Card: Robust notification emails

Compass payment request form updates: Removing banking information

Updated Travel and Expense Policy 2.90

Updated Contract Approval and Signature Authority Policy 1.2

Procurement Update

Controlled Substances

Controlled Substances and Dangerous Drugs must be purchased through Emory Express per [Policy 7.25](#). Personal purchases are not eligible for reimbursement.

Year-End Deadlines for Procurement Contract Review, Requests, and Requisitions

In preparation for Emory's fiscal year-end on August 31, we ask for your support in ensuring a smooth and timely procurement process by meeting the following deadlines:

By July 17: Submit contract review requests for contracts involving goods, services, equipment, or independent contractors.

By August 14: Submit purchase requisitions

Please note: Only goods and equipment received, and services performed by August 31, may be charged to the FY26 budget.

-Goods and equipment must be received and/or services must be performed by August 31 to be eligible.

-Services that take place after August 31—regardless of when the contract is signed— will be charged to FY27.

Shipping Update

eShipGlobal Smarter Shipping - One Portal. Every Carrier.

Emory University will transition to **eShipGlobal**, a single, web-based shipping portal that replaces the FedEx, DHL, and USPS websites this fall.

Benefits include:

+Streamlined shipping and ordering

+Greater departmental flexibility

+Improved compliance

+Fewer unpaid bills through direct billing

+Live customer support via phone and email (Monday–Friday, 8 a.m.–5 p.m. CST)

eShipGlobal will help reduce Emory's shipping costs. Please note that shipping charges and processing fees will appear as separate line items on your bill.

Interested in testing our new shipping solution? Contact Lisa Butler to participate in the August-September pilot.

Your Go-To Procurement Contacts

Sourcing and Contracting, sourcingandprocurement@emory.edu

PO orders or requisitions, e-market@emory.edu

AP payments, Emory.FSC@emory.edu

FedEx, fedexrequest@emory.edu



EMORY

Visit the Procurement and Support Services Website