

# 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

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## Procurement Update

### **NEW: Strategic Procurement Policy 2.121**

*Drum roll, please...* The Strategic Procurement Policy 2.121 has been approved and is published on the [Policy Website](#). Key changes include:

- New!** Increase of bid threshold to \$50k
- New!** No work or services may begin without proper authorization per policy
- New!** Easy to navigate "Procurement Process Guide."

The policy often references the "[Procurement Process Guide](#)." This document is available on the procurement website at any time for your convenience. Please read the full policy and contact your procurement team with any questions.

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### ***Coming Soon: Updates to the following policies:***

Travel and Expense: Policy 2.90

Contract Approval and Signature Authority: Policy 1.2

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## Shipping Update

### **Coming Soon! Smarter Shipping - One Portal. Every Carrier.**

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

The platform centralizes pricing, shipping, tracking, billing, and compliance for domestic and international shipments, while improving cost control, carrier selection, and oversight of hazardous materials.

Following a summer pilot, eShipGlobal will launch campus-wide this fall and become Emory's designated shipping partner for all University-responsible shipments unless otherwise specified.

### **Key Features of the New System:**

*Easy access through Single Sign-On (SSO).*

*Side-by-side comparison of carrier rates and service options to help shippers select the best method.*

*Negotiated contracted carrier pricing loaded in the platform across multiple carriers*

*Ability to print airbills, return labels, and track packages while in transit.*

*Enhanced hazardous materials compliance through approval notifications and workflows.*

*Automated invoice processing by Procurement and Support Services.*

*Required selection of a speed type to validate billing in real time for school and business units.*

*A dedicated customer service team that supports shippers with billing questions and disputes, and filing claims for lost and damaged packages.*

Stay tuned for more information and training.

## **VendorInfo Portal Update**

(Live) Improved status tracker to allow users to provide enhanced visibility on the status of their requests

(Live) Improved notifications - User now notified when supplier has submitted all required information

(Live) Added question to identify sub-award suppliers

(Live) Alternatives for vendor onboarding to enhance efficiency and security

(Soon) Upgrades to banking information validation

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### **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](mailto:emory@vendorinfo.com)

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### **P Card & Corporate Card Reminders**

All Transactions must be reconciled within 10 days.

Purchases for ten or more attendees must include a list of names.

All purchases must have a valid business purpose, and receipts must include the cardholder's first and last name, last four digits of the card, and an itemized list of purchases.

"Non-Reimbursable" expenses should be reviewed and remind cardholders that cards may not be used for personal expenses.

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## Your Go-To Procurement Contacts

Sourcing and Contracting, [sourcingandprocurement@emory.edu](mailto:sourcingandprocurement@emory.edu)

PO orders or requisitions, [e-market@emory.edu](mailto:e-market@emory.edu)

AP payments, [Emory.FSC@emory.edu](mailto:Emory.FSC@emory.edu)

FedEx, [fedexrequest@emory.edu](mailto:fedexrequest@emory.edu)

# EMORY

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