Dear e-Procurement Users:

The Pace University Purchasing and Contracts Department remains committed to improving our e-Procurement Marketplace shopping experience for our end-users. On April 5th, we will be launching new features in e-procurement that we find very exciting!

We are introducing three new procurement forms and links to critical procurement functions to enhance your shopping experience. Below please find information on these new vendors and services.

**TMP Worldwide** - TMP Worldwide was awarded an agreement as Pace University’s primary provider for media buying services.

**Sole Source Form** - The Sole Source Form will be replacing the Sole Source Justification form previously used. This will eliminate the paper process for Sole Source purchases.

**RFX Request Form** - The RFX Request Form will be required for individuals who in accordance with the University Purchasing Quote and Proposal guidelines require drafting of a formal RFQ or RFP.

**Links:** The newly available links will take you to their respective landing pages.
- The Vendor Management System Link will take you to the VMS homepage which contains a link to the VMS system, where additional help is available via the help link.
- The US Bank link will take you to the US Bank landing page to manage Purchasing and Travel business card transactions.
- The Purchasing and Contracts Blog link will take you to the landing page for the Purchasing and Contracts Blog.

If you have any question on the new vendors or want to learn about using any of the new (or existing) features of the Pace University Purchasing and Contracts e-Procurement Marketplace, please contact the Purchasing Department at (914) 923-2642.

Thank you,
Purchasing and Contracts