



UNIVERSITY OF MARYLAND

DEPARTMENT OF PROCUREMENT AND STRATEGIC SOURCING
OFFICE OF THE ASSISTANT VICE PRESIDENT

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ANNOUNCEMENT OF NEW GROUP EMAIL ADDRESSES FOR PROCUREMENT

In order to better serve the campus community, Procurement and Strategic Sourcing has created several new email addresses. These addresses are group emails and will allow us to triage, assign, and track activities.

Per the effective dates identified, the following email addresses will be in effect for the uses described below.

Email Address	Effective Date	Intended Use
delegatedprocurement@umd.edu	12-1-2020	For submittal of Delegated Procurement documentation for review, negotiation and signature
missingpackage@umd.edu	12-10-2020	To provide greater ability to identify and follow up on missing package issues. Submit details regarding missing shipments to this address for follow up. Include the tracking number and date of delivery in the subject line.
POAmendments@umd.edu	12-14-2020	Send all PO Amendment requests to this address using the PO Amendment Form Include the PO Number and Vendor Name in the email subject line. Amendments will be assigned to the appropriate buyer for completion.

With the launch of delegatedprocurement@umd.edu, the Pcard@umd.edu address is to be used solely for Pcard related matters.

In addition to the creation of the above email addresses, Procurement and Strategic Sourcing has created a listserv at procurement@umd.edu in order to enhance connection to the campus community and to share procurement information. Subscribe to the listserv at purchase.umd.edu.