

*Your resource for information on vendor contracts, Marketplace changes, purchasing updates and news, and relevant topics regarding procurement activities in the university community.*

### MARKETPLACE NEWS

#### Catalog Update: VWR International

In an effort to effectively align laboratory supply spend, the VWR catalog has been shifted to a hosted catalog containing their exclusive and private label products. They still offer free shipping on the majority of items and University wide discounted pricing. If you have any questions about the VWR catalog, please contact **Sarah Shafer** at 314-935-7688.

#### Promega Preferred Pricing through Fisher Scientific

Fisher Scientific has become our preferred channel for Promega purchases as their pricing is either at or below all direct Promega pricing. When ordering through Fisher, you can combine your Promega order with the other laboratory items you need to reduce the number of orders you need to create.

Additionally, Fisher allows you to create favorites in their punchout under the "My Lists" functionality to facilitate your order. Ordering Promega through the Fisher punchout is made even easier as you can type your Promega part number into their search field to find the item you would like to purchase.

Going forward, please place all your

### STAFF UPDATES

We are pleased to welcome a new staff member to our Resource Management - Purchasing Services team:

**Sarah Shafer** is the new Senior Contract Manager overseeing the laboratory supply area. Sarah brings us her extensive experience in the laboratory arena, having served as a procurement and sourcing leader at Pfizer, a Life Science Specialist at VWR International, and a chemist at Sigma Aldrich. Sarah even spent some time in our own Genome Sequencing Center as a Production Technician. She has a B.S. in Biology with a Chemistry minor. Sarah can be reached at 935-7688 or at [sarah.shafer@wustl.edu](mailto:sarah.shafer@wustl.edu).

Please join us in welcoming Sarah.

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### VENDOR NEWS

#### Airport Parking - Park Express/ The Parking Spot

Park Express has been acquired by The Parking Spot. If you currently use Park Express, all operations should continue "business as usual" with The Parking Spot operating this location using the same Park Express shuttles. Upon your checkout just continue to identify yourself as a WU Faculty/ Staff/ Student and provide your proof of employment/enrollment, if asked.

If you currently use a Park Express frequent parker card you will be given a new spot Club loyalty card the next time you check out. After receiving the Spot Club loyalty card, you will need to register it at The Parking Spot website ([www.theparkingspot.com](http://www.theparkingspot.com)) and then you can transfer all of your Park Express points over to The Spot Club account.

Pricing information for all Parking Spot locations (including newly acquired Park Express) can be found on the Resource Management /Purchasing Services website ([purchasing.wustl.edu](http://purchasing.wustl.edu)) along with other pertinent information regarding this agreement.

Chris Galle is the Sales Manager at both The Parking Spot and the newly acquired Park Express. He can be reached at [cgalle@theparkingspot.com](mailto:cgalle@theparkingspot.com) or 314-428-4204 (office).

future Promega marketplace orders through Fisher Scientific as the Promega Marketplace catalog will be closing in the near term. Please contact **Sarah Shafer** at 314-935-7688 with any questions.

### [New MidSci Punch-out catalog is now live!](#)

If you have any item 'favorites' that were created from the previous hosted catalog, please create new favorites.

Conduct a product search using the "everything" search bar. From those search results click the "add to favorites" link.

Do not create a 'favorite' from your shopping cart.

### [Helpful Marketplace Tip:](#)

A common question received at the Help Desk is what to do when you end up with multiple suppliers in your shopping cart.

You can only "check out" with one supplier in your cart so you will have to either delete or move the items from one of the suppliers.

Simply select the items you want to remove by clicking the boxes on the far right of your cart and then select either "Remove Selected Items" or "Move To Another Cart" and hit "Go".

You can now proceed with your checkout.

## **DID YOU KNOW?**

You can digitally sign your **SSJ** (Supplier Selection Justification) forms and forward via email for further departmental signatures, making it a breeze to upload into your Marketplace document and complete your capital purchases in record time!

In fact, the use of electronic signatures is being encouraged by the Purchasing department on SSJ forms that are submitted for approval via Marketplace.

An electronic signature is encrypted, password protected, and therefore considered a legal document in most cases.

Establishing your electronic signature is relatively easy, and once

If you have any questions about the changes you can also contact Chris Doyle, Sr. Contract Management Liaison, at [Christopher\\_doyle@wustl.edu](mailto:Christopher_doyle@wustl.edu) or 314-935-7689.

### [New Computer Peripherals Contract](#)

Check out the newest contract for computer peripherals with Office Depot. Office Depot joins Gov Connection and CDW-G as preferred suppliers for this product commodity.

Office Depot has a punch-out catalog in the Technology/ Computers section of Marketplace.

If you have any questions please contact Greg Parrott at [greg\\_parrott@wustl.edu](mailto:greg_parrott@wustl.edu).

### [Toner Cartridge Program](#)

Almost two years ago a new toner cartridge program used in printers was introduced as a part of the Expense Reduction Initiative.

The University's contracted source for these cartridges is Copying Concepts, which won a competitive bid process that included a number of other familiar cartridge suppliers. The resulting contract has saved the University \$900,000 in the past two years.

With this contract the majority of toner cartridges that we purchase are remanufactured cartridges. In addition to being cost effective, remanufactured cartridges also represent a significant environmental sustainability benefit. In the vast majority of cases, there is no difference in print quality between new and remanufactured cartridges. While there are some exceptions that require the purchase of new or virgin cartridges (in some cases remanufactured cartridges are not yet available for specific printers), the contract source for both remanufactured and new cartridges will be **Copying Concepts**.

Departments that are utilizing a print management program through which printers are maintained by a vendor/service provider on a cost per print basis (and the department provides paper only) will not be expected to utilize this new contract as the service provider already supplies the cartridges.

All toner cartridges will have a label in the box that can be used to send back used cartridges for recycling. In supporting the University's Sustainability Initiative and environmental awareness, returned cartridges will not end up in a landfill.

Customer service will be available by calling the Copying Concepts Supply Department at 314-633-2034. Questions about the program can also be addressed to **Amy Halbrook** (Copying Concepts) at 314-633-2000 ext. 2055 or [ahalbrook@copycon.com](mailto:ahalbrook@copycon.com), or to **Bob Weinstein** (Purchasing Services) at 314-935-4298 or [bob\\_weinstein@wustl.edu](mailto:bob_weinstein@wustl.edu).

### [Supplier Changes](#)

- 1) 164571 Philips Electronics North is now doing business as Philips Healthcare
- 2) 332197 Fortitech is now doing business as DSM Nutritional Products LLC
- 3) Amighetti's has two independently owned locations. Choose correct vendor file for your needs:
  - a) 373390 Amighetti's on the Hill, Wilson location
  - b) 692468 Amighetti's Bakery, Rock Hill

created, can make it convenient to digitally sign other documents as well.

Please review the attached PDF documents for help in setting up your electronic signature, and also for forwarding to other collaborators for their signature(s).

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## WHAT DO YOU THINK?

We would love to get your feedback on our Resource Management newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and suggestions to Linda Ketchens at [linda.ketchens@wustl.edu](mailto:linda.ketchens@wustl.edu). Thanks for reading!