

## UP AND COMING EVENTS

### Travel Fair

WU Resource Management and Gwins Corporate Travel cordially invites you to attend the 'Fifth Annual Washington University Preferred Travel Supplier Fair and Expo'.

The Travel Fair will be held on Wednesday, **March 23, 2016**, at the Gargoyle Room in Mallinckrodt Center (lower level). The fair will be open between 9:00 am and 2:00 pm.

The purpose of this event is to introduce and create awareness of the University's preferred travel suppliers, including the services, benefits, counselors and online technology of **Gwins Corporate Travel**. Utilizing our preferred travel partners allows us to maintain and/or improve our discounts while quickly resolving any service issues that may arise.

You will have the opportunity to meet representatives from the preferred travel suppliers listed below.

Gwins will be demonstrating its on-line booking tool, **Concur Travel**, and will have staff on hand to answer your questions. Using the online booking tool (Concur), for uncomplicated travel, will save on transaction fees versus call-in travel arrangements.

Light snacks and refreshments will be served.

RSVP is not required but appreciated by Friday, March 18th. Send your RSVP to Chris Doyle at [christopher\\_doyle@wustl.edu](mailto:christopher_doyle@wustl.edu) or to [bbaker@gwins.com](mailto:bbaker@gwins.com).

#### Attendees include:

- 1) The Charles F. Knight Center
- 2) The Chase Park Plaza
- 3) The Ritz Carlton
- 4) Drury Inn-Hampton/Hwy 44
- 5) Drury Inn-Brentwood
- 6) Marriot St. Louis West
- 7) SpringHill Suites

## VENDOR NEWS

### New Vendor and Office Supply Agreement

Washington University has selected **Office Essentials** as our new contracted supplier for office supplies. A 'Request for Proposal' was recently completed and Office Essentials submitted the most competitive package to Washington University. Office Essentials began deliveries to the University in early February.

Every department at Washington University will realize substantial cost savings with Office Essentials. We estimate that overall savings to the University will be \$500,000 per year.

Office Essentials is a St. Louis based company that was founded in 2001. It is the largest independent office supply dealer in the region with 26 delivery trucks and more than 3,000 customers.

The Office Essentials ordering process, utilizing WUSTL Marketplace, is very similar to how departments have been ordering office supplies previously, which will make the transition seamless. Even the minimum order requirement of \$25 is the same. The Office Essentials product catalogue is also more robust and flexible than that of our recent supplier, OfficeMax.

Please contact Bob Weinstein at 314-935-4298 or at [Bob\\_weinstein@wustl.edu](mailto:Bob_weinstein@wustl.edu) with questions or comments.

Laura Sauer is Washington University's Account Manager for Office Essentials. Her contact information is 314-373-5528 or 314-432-4666, ext.205 and her e-mail address is [lsauer@offess.com](mailto:lsauer@offess.com).

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## SUPPLIER CHANGES

### Change In Fisher Scientific Medical Device Return Policy

- 8) The Parkway Hotel
- 9) Hampton Inn Forest Park
- 10) The Moonrise Hotel
- 11) Clayton Plaza Hotel (formerly Crowne)
- 12) LHM Properties (Seven Gables Inn, Cheshire Inn, and Holiday Inn-Hampton/Hwy 44)
- 13) Hilton Frontenac
- 14) The Four Seasons
- 15) Sheraton Clayton Plaza
- 16) Home 2 Suites by Hilton
- 17) Holiday Inn Express (CWE)
- 18) Enterprise/ National Rent a Car
- 19) AVIS/Budget Rent A Car
- 20) The Parking Spot
- 21) Delta Airlines

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## MARKETPLACE NEWS

### Three New Punchout Catalogs in Marketplace

Now ordering items from Midwest Scientific, Abcam and Roche is even easier through their respective Punchout catalogs in Marketplace. Click on the supplier's sticker on the Marketplace homepage to try out shopping in the new catalogs.

### Cylinder Gas Preferred Supplier Change

On April 1, 2016 Washington University will have two preferred suppliers for cylinder gas: Airgas and Praxair. In late 2015, a request for proposal was reviewed, evaluating bids from both Praxair and CeeKay. Recently, we have signed a contract with Praxair that will provide substantial savings to the university on cylinder gasses while eliminating rental/ demurrage fees along with all hazmat, fuel surcharge and delivery charges. Additionally, the new Praxair contract brings considerable savings to liquid helium users across the university. The current CeeKay cylinder gas contract expires on March 31, 2016 and will not be renewed. The CeeKay marketplace catalog will be removed at that time as well. We will have a Praxair market-place catalog in place by April 1, 2016. If you would like to place an order to Praxair before then, please feel free to do so in marketplace via a non-catalog order. For your cylinder gas needs going forward, we encourage you to look to one of our two preferred cylinder gas suppliers: Airgas or Praxair.

#### Airgas Contact:

Sarah Scott, 314-413-7815, [Sarah.Scott@airgas.com](mailto:Sarah.Scott@airgas.com)

#### Praxair Contact:

Kelly Sayles, 618-581-4798, [Kelly\\_Sayles@praxair.com](mailto:Kelly_Sayles@praxair.com)

#### Dedicated Customer Service Contact:

Collin Caywood, 314-664-7900, Ext. 26013,  
[Collin\\_Caywood@praxair.com](mailto:Collin_Caywood@praxair.com)

If you have questions about this, please contact Sarah Shafer at [sarah.shafer@wustl.edu](mailto:sarah.shafer@wustl.edu) or 935-7688. Thank you for your support as we make this transition.

Fisher Scientific recently changed its return policy with respect to their defined medical devices. Due to internal audits Fisher performed, they made the decision to identify the FDA registered medical devices as non-returnable to ensure a chain of custody. Please click the link below for answers to frequently asked questions:

[resourcemanagement.wustl.edu/purchasing-services/lab-links/fisher-medical-devices/](http://resourcemanagement.wustl.edu/purchasing-services/lab-links/fisher-medical-devices/).

If after reading this, you have further questions, please contact your Fisher Scientific sales representative (Deborah Stone, 314-221-4267 or [debbie.stone@thermofisher.com](mailto:debbie.stone@thermofisher.com)).

### Vendor Name Changes/Consolidations

Accelrys (969051) has a new brand name, which combines Dassault Systems, Biovia and Accelrys. Use vendor 969051 for the newly combined entity, now called Dassault Systems Biovia Corp.

Creative Dynamics Reagent Cell Molecular Biology (163580) is now the vendor for Creative Biogene products.

Creative Pegworks (034493) is now Creative Biotechnology.

Envigo (001018) is replacing Harlan Labs (710545). The remaining Harlan companies that are still active are:

- Envigo Teklad Division (067776) for Feed and Bedding orders.
- Harlan Technology Services (800009), a division of Scantron Corporation.
- Harlan Bioproducts for Science (950296), Custom Antibody Production.

Experian Health Inc. (370399) is now the new vendor file for all orders that previously were sent to Passport Health (370399) and Medical Present Value (176341).

Hamilton Laboratory Products (719709) is now called Hamilton Company.

Inmark (774081) has purchased Saf-T-Products. Use this vendor number for all future Inmark orders.

Leica Microsystems (002367) is now accepting all PO's for stain and histology consumables and also for instrumentation and contracts. They have purchased Leica Biosystems Imaging (158004), and the Vista, CA file has been disabled. Use vendor 002367 for all future purchases as the order and payment site for both locations.

Pacific Research Labs (271783) is now Sawbones Corporate.

Resolver, Inc., (388072) is now the new vendor for all orders that previously were sent to PPM2000 (293895).

Teledyne CETAC Technologies (383513) is now called CETAC.

### Vendor Product Specializations

Creative Biomart (384015) is for Protein & Enzymes only.

## Supplier Consolidation Through Fisher Scientific

In an effort to further consolidate purchases through Fisher Scientific while maintaining or improving pricing, the following suppliers now have a limited catalog in Marketplace, and purchases should be routed through the Fisher Scientific punchout catalog unless it must be purchased directly through the manufacturer.

**Eppendorf and EMD** – Items that Fisher Scientific distributes have been aligned in pricing with the manufacturer's direct pricing and removed from their respective Marketplace catalogs. Additionally, Fisher Scientific's parent company, ThermoFisher, has acquired Alfa Aesar and added the full product portfolio to the Fisher Scientific punchout catalog with pricing at or below that paid through VWR. Consequently, all Alfa Aesar products have been removed from the VWR hosted catalog in Marketplace. Please place all future orders for Alfa Aesar products through the Fisher Scientific punchout catalog.

## BD Pharmingen Preferred Pricing Through Fisher Scientific

Fisher Scientific has become our preferred channel for BD Pharmingen purchases as their pricing is equal to the direct BD Biosciences pricing. Additionally, when ordering BD Pharmingen items through Fisher Scientific, there is no shipping charge, saving you \$35 per order. When ordering through Fisher, you can combine your BD Pharmingen order with the other laboratory items you need to reduce the number of orders you need to create. Fisher also allows you to create favorites in its punchout catalog under the "My Lists" functionality to facilitate your order.

Ordering BD Pharmingen through the Fisher punchout catalog is made even easier, as you can type your BD Pharmingen part number into its search field to find the item you would like to purchase. Going forward, please place all your BD Pharmingen marketplace orders through Fisher Scientific; those items are no longer available in the BD Biosciences Marketplace catalog. Please contact Sarah Shafer at 314-935-7688 with any questions.

## Perkin Elmer

Due to recent contractual issues, the Perkin Elmer catalog has been removed from Marketplace. The Perkin Elmer vendor record will still remain intact so that you can place non-catalog orders to them in Marketplace. Additionally, you can make creating non-catalog Perkin Elmer orders easier by setting up 'favorites' for your frequently ordered Perkin Elmer items. It is important to remember that if you are placing an order for a radioactive material to ensure you use the RAM budget object code (3413) so that it appropriately routes through the RAM approver. Please contact Sarah Shafer at 935-7688 or [sarah.shafer@wustl.edu](mailto:sarah.shafer@wustl.edu) to get a copy of the 2016 Perkin Elmer pricing.

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## NEW MARKETPLACE FEATURES

### Marketplace Dashboards

Hewlett Packard Enterprise (384562), is now for Storage & Network Equipment only.

HP, Inc., (929258) is for Printers and Supplies only.

### Vendors Out of Business

St. Louis Metallizing Company (559279) is out of business.

### Vendors Now Accepting Purchase Orders

The Home Depot on South Hanley Rd. in St. Louis **(236046)** is now accepting purchase orders. There is no contract and no special pricing. In the past, they did not accept purchase orders. Now they do, but ONLY at this location.

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## STAFF UPDATES

### Retirees

We have had a few Resource Management personnel retire in the past month. We want to wish a fond farewell to Liz Merz, who retired from Furniture and Design Services, and Dan Hodges and Billy Bowden, who both retired from Mail Services. We will miss them, and wish each of them well in all their future endeavors.

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## RESOURCES

### Resource Management Website

Resource Management has adopted a brand new look!! Go to [resourcemanagement.wustl.edu](http://resourcemanagement.wustl.edu) and check out our new website, utilizing the WashU Web Theme! We really hope you will find it easier to locate helpful information and get answers to your frequently asked questions. Be sure to check back from time to time as we continue to update pages and add new information. We launched our new site the first week of February, 2016, and are still in the process of streamlining the content. If you have any questions about the website, or are interested in seeing information that is currently not available online please contact Linda Ketchens, our webmaster, at 935-5649, or [linda.ketchens@wustl.edu](mailto:linda.ketchens@wustl.edu).

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## SHIPPING ASSISTANCE

### UPS Intern

United Parcel Service (UPS) is seeking to strengthen its relationship with Washington University. Working through the Career Center on the Danforth Campus, UPS has hired an intern for the spring semester of 2016. Clara Auvray-Stiritz is a Washington University junior majoring in Supply Chain, and is supporting all inbound and outbound UPS small package shipments on campus. Having an onsite representative will greatly improve service levels.

Clara is also available to assist with setting up new accounts, as well as assist with training on the UPS Campus Ship and UPS Quantum View visibility tool. To set up a regular UPS pickup, or if you have any other transportation related questions, please contact Clara at [wustl@ups.com](mailto:wustl@ups.com) or Gary Maus in Resource Management at 935-7052 or

New to Marketplace is a feature called “Dashboards”. Depending on your role in Marketplace (Shopper or Approver), you may find one of the new Dashboards helpful to enhance your Marketplace experience. The Dashboard takes the common functions of each role and places them on one screen.

To check out these new Dashboards, click on your name, click on Dashboards, then select the one that best fits your role. If you find the Dashboards helpful, you have the option to make it your home page and land there each time you launch Marketplace.

[gary\\_maus@wustl.edu](mailto:gary_maus@wustl.edu).

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## FOOD FOR THOUGHT

The best way to predict the future is to create it.

*--Abraham Lincoln*

A mind is like a parachute; It doesn't work if it is not open.

*--Frank Zappa*

Hard work doesn't guarantee success, but it improves its chances.

*--B. J. Gupta*