Washington University in St. Louis

Oct 2019

PURCHASE CONNECTION

Your Resource Management News Source

SUPPLIER NEWS

Home Depot is added as a Preferred Supplier for Appliances

Washington University has added Home Depot's Hanley Road location as a preferred supplier for appliances, joining Best Buy and Sears/Kenmore. To obtain a quote for your appliance, contact Barbara Earts at the email address below. Indicate you are a Washington University employee to receive our negotiated discount. Home Depot will not charge a delivery fee for Washington University purchases.

Arch Express is added as a Preferred Supplier for Courier Services

Washington University has added Arch Express as a preferred supplier for courier services, joining Crossroads Courier. It is encouraged to seek competitive proposals from both Arch Express and Crossroads Courier for your scheduled courier requirements.

Anna Goessling is the representative from Arch Express, supporting Washington University, and can be reached at agoessling@archexpress.net or (314) 989-0100.

Home Depot will also apply our Washington University discount for your personal purchases. Submit an email to Barbara Earts to request a quote. Mention this is for a personal purchase and she will provide a quote that reflects our Washington University discount. You will then need to call Barbara to arrange payment on your personal credit card. A nominal delivery fee may apply for your personal purchases.

Barbara Earts, Home Depot's Representative that supports Washington University, can be reached at Prodesk_3002@homedepot.com or (314) 647-6050, Ext. 363.

For more information, contact Rob Downey, Purchasing Services at robdowney@wustl.edu or (935-4298).

New Contract - Southwest Airlines

We are pleased to announce we have a Corporate Agreement with Southwest Airlines for discounts on certain domestic airfares within the Southwest Airline travel market. The discounts began August 1, 2019 and will run through July 31, 2020. The discounts will range from 1% to 5% depending on fare class. WU policy still requires you to select the lowest available commercial coach/economy fare that fits the business purpose of the trip. These discounts are for **business and personal travel** and accessible through Acendas Travel (formerly Gwins Travel (314-822-9008)), TravelPlex (314-821-0156), Brentwood Travel (314-439-5700) or Altair International Travel (314-968-9600). Travelers who book via these

For more information, contact Rob Downey, Purchasing Services at robdowney@wustl.edu or (935-4298).

SUPPLIER NEWS

Existing Contract Discount Changes: The Parking Spot

We are now required to register with "The Parking Spot" to receive either a Spot Club Executive Card (present at entry/exit) or download "The Parking Spot App" to make reservations for parking. You can no longer show a WU ID or WU business card to access our discount.

Join the WU program today by following the instructions below:

1. Download "The Parking Spot" App on iOS or Android
2. Tap ***Create Your Account*** and during Step 3, enter code: **Wash0152**
3. Scan your Spot Club barcode (from mobile phone) upon entry and exit to receive your discount.

Already have a Spot Club account (not linked to the corporate program)?

1. Download the Parking Spot App (Apple App Store or Google Play)
2. Login to your account (same email and password from online account).
3. Tap the "My Account" icon on the top right of the screen.
4. Scroll to My Information and tap "My Discounts & Coupons".

agencies or SWABIZ earn 50% bonus Rapid Rewards points. Southwest Airlines allows for two free checked bags and no fees for changing or cancelling your ticket. For Travel Arrangers/Administrative Assistance who are interested in booking direct via SWABIZ please email Colin Roth (SW Account Manager) at Colin.Roth@wnco.com for a virtual SWABIZ demo.

For additional information, contact Chris Doyle, Purchasing Services at christopher_doyle@wustl.edu or (935-7689).

5. Tap "Add Corporate Account"
6. Enter and Verify the following corporate discount code: **Wash0152**

You can also join or make a reservation today through the corporate dashboard: https://theparkingspot.com//promotions/corporatehome.aspx?ccode=Wash0152

The Parking Spot Account Manager is **Jack Brate** (704-496-0268, jbrate@theparkingspot.com).

For additional information, contact Chris Doyle, Purchasing Services at christopher_doyle@wustl.edu or (935-7689).

DEPARTMENT NEWS

New Addition to Resource Management

Brian Manchisi joins Resource Management as a Senior Project Analyst for the Office of Operations and Technology Transfer. Brian has spent the past 5 years in consulting and financial analytics for large corporations, including Amdocs Corporation and Cerner Corporation. In addition, he received his bachelor's degree in Business Administration, emphasizing in Finance, from the University of Missouri-Columbia.

MAIL SERVICES

COMING SOON - Mail Stop Codes

Please visit this link to view a video from Mail Services that explains the transition to Mail Stop Codes instead of Campus Boxes - MaRs News Update MSC.

For information, please contact Peggy Smith (Peggy_Smith@wustl.edu) or Laurie Brady (lmbrady@wustl.edu).

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