

Procurement Services Provides Guidance for Purchasing Copy Paper - 10/16/12

University Stores has negotiated outstanding terms for the purchase of copy paper. The new terms include significant price breaks, as well as free shipping to any satellite office in Indiana.

A price comparison between University Stores and other office supply vendors revealed savings of greater than 80 percent.

Thus, West Lafayette campus users should order copy paper from University Stores. The catalog numbers are listed on the [University Stores Supplier Showcase](#) Web page located on the [Procurement Services](#) website. There is a link on the home page for the [Supplier Showcase](#).

Satellite offices, regional campuses, county extension offices and the farms will receive additional information once the process has been finalized. Instructions will be communicated in a follow-up Business @ Purdue News article.

For additional assistance, please contact the Procure-to-Pay Helpdesk at 494-7279 or PSHelpdesk@purdue.edu.

Contact: [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 496-6444 [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 496-6444

News Categories

- ▶ Buying
- ▶ Facilities
- ▶ Finance
- ▶ People
- ▶ Reports
- ▶ Research
- ▶ Security
- ▶ Training
- ▶ Travel
- ▶ General Info

Archives

Search this site:

Go

 Printable view

Procurement Services Reminder: GovConnection a Preferred Supplier - 10/30/12

GovConnection is Purdue's preferred supplier for IT products such as thumb drives, cables, hard drives, memory, memory sticks, computer accessories, monitors, small cameras, Adobe Software, etc.

All order requests for these types of items should be placed using the GovConnection catalog in BoilerMart. Order requests should not be placed to other suppliers using the credit card. If unable to find what you need in the catalog, please contact [Julie Smith](#) of Procurement Services for assistance.

As a benefit to all Purdue employees and students who make personal purchases, GovConnection provides the same discount pricing that the University receives under its current agreement. To register for a personal account, please visit the [Purdue University page of the GovConnection website](#).

Contact: [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 496-6444 [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 496-6444

News Categories

- ▶ Buying
- ▶ Facilities
- ▶ Finance
- ▶ People
- ▶ Reports
- ▶ Research
- ▶ Security
- ▶ Training
- ▶ Travel
- ▶ General Info

Archives

Search this site:

Go

 Printable view

http://www.purdue.edu/business/bpnews/News_Releases/Buying/General_Info/procurementSvcRemindersGovConn.html
Print Date: 10/30/2012

http://www.purdue.edu/business/bpnews/News_Releases/Buying/General_Info/procurem... 10/30/2012

Account Assignment Reminders for University Stores Shopping Carts - 10/30/12

Because of the configuration in the inventory management module, University Stores reservations may accept only the default GL (general ledger) account. Therefore, Procurement Services asks staff not to change the GL on the line item of the shopping cart. The GL that is charged is the default.

Additionally, only one account assignment per shopping cart is allowed. That means there can be no split account assignments or different account assignments for different lines.

If more than one account assignment is used, the result is a mixture of the cost object (cost center or order) and fund, although the result may not be the fund and cost object that were used together in the shopping cart.

For assistance, please contact the Procure-to-Pay Helpdesk at 494-7979 or PSHelpdesk@purdue.edu.

Contact: [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 96-6444 [Cindi Stinebaugh, business analyst, Procurement Services](#), Phone: 96-6444

News Categories

- ▶ Buying
- ▶ Facilities
- ▶ Finance
- ▶ People
- ▶ Reports
- ▶ Research
- ▶ Security
- ▶ Training
- ▶ Travel
- ▶ General Info

Archives

Search this site:

Go

 Printable view