



## Purchasing News ~ August 2018 ~



### **\*\*Toner Scam\*\***

Please be advised of toner scam that is targeting various individuals and departments on campus. Such scam may involve a phone call asking to take your toner order or an invoice with a charge.

**Toner and staples are included in the maintenance contracts with Ricoh. Please do not pay for or order toner from an outside supplier.** Order toner by directly calling Ricoh or by visiting their website. [Please check out this link](#) for more instructions on placing an order. When you place an order through Ricoh, **please do not overnight toners, as you will pay \$41 for shipping.**

If you receive a suspicious phone call or invoice, you can tell them that our toner is included in the copier contract. If they persist, please direct them to Olga Bookas' attention at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) or via phone at (860) 685-2122.

### **W.B. Mason ~ Filter Change & Grounds to Grow On Reminder**

Through the month of July, Randy Miller from W.B. Mason visited each department to replace filters in plumbed Keurig coffee machines and water coolers. He marked the date of change on the label attached to each Keurig machine and water cooler so that everyone knows the due date.

On behalf of the University, we would like to thank Randy and W.B. Mason for their effort to keep our drinking water and coffee fresh and clean.

As a reminder, for assistance with any issues regarding water filtration or coffee units, please email Coffee Service at [Coffee.Service@wbmason.com](mailto:Coffee.Service@wbmason.com) (copy our Sales Rep Julie Bunce at [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com)) and provide the following information:

Smart key code:

Account name: Wesleyan University

Full street address and floor number:

City and state:

Contact name and number:

Hours of operation:

Type of machine:

Issue with machine:

**\*Please also include city and state in the subject line of your email\***

If your department's water cooler is out of order and would like to purchase a new unit, the Purchasing Department has established a negotiated pricing for the OASIS water cooler at \$243 per unit, including a 3-year warranty. Your department will be responsible for the cost of the unit, but the Finance Department will pay for the annual filter change cost of \$50. To make a purchase, please contact Julie Bunce at [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com) and **pay with your p-card**.

### **Dupli Envelope and Graphics**

Dupli Envelope and Graphics is our preferred supplier for business cards, letterheads, envelopes, and other stationary needs. They also supply promotional items such as sticky notes, calendars, and removable wall stickers. [Dupli's website](#) may be accessed via a link from Wesleyan's Purchasing website. For any inquiries regarding stationeries and promotional items not listed on the website, please contact Brent Dufour via email at [bdufour@duplionline.com](mailto:bdufour@duplionline.com) or via phone at (203) 913-2276.

If you need assistance with your Dupli online account or your order, please contact Shannon Adams, our Customer Service Representative via email at [sadams@duplionline.com](mailto:sadams@duplionline.com) or via phone at [315-234-7227](tel:315-234-7227).

### **W.B. Mason & Dupli ~ Managing your Online Account**

When you need to make changes to your W.B. Mason and/or Dupli account, please contact the following representatives and provide the following information: full name, department, phone number, ship to address, and smartkey. Changes can consist of new user additions or deletions, address changes, or smartkey code updates. **You do not need to involve Purchasing in any of these changes.** By reaching out directly to W.B. Mason and/or Dupli, your changes will be addressed immediately.

#### **W.B. Mason**

**\*Email Jerry Ranando and Copy Julie Bunce\***

Jerry Ranando - [jerry.ranando@wbmason.com](mailto:jerry.ranando@wbmason.com)

Julie Bunce - [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com)

#### **Dupli**

Shannon Adams – [sadams@duplionline.com](mailto:sadams@duplionline.com)

315-234-7227 Ext. 6761

