



Purchasing News ~ August 2016



Hotel Signature Update

As of August 1st, **Valerie Nye can sign the hotel agreements in addition to Nate Peters.** Please be sure to adjust all forms and information to reflect this change. The hotels have been notified.

WB Mason ~ New End Users & Smartkey changes

Please contact Jerry Ranando and copy Julie Bunce when you need to make changes to your WB Mason account. Changes can consist of an address change, smartkey code changes, new user adds and deleting of old users. **You do not need to involve Purchasing in any of these changes.** By reaching out to WB Mason directly your changes will be addressed immediately.

Jerry Ranando - jerry.ranando@wbmason.com

Julie Bunce - Julie.bunce@wbmason.com

Dupli ~ Stationery Vendor

Please contact Patrick Mitchell and copy Mike Fowler when you need to make changes to your Dupli account. Changes can consist of an address change, smartkey code changes, new user adds and deleting of old users. **You do not need to involve Purchasing in any of these changes.** By reaching out to Dupli directly your changes will be addressed immediately.

Patrick Mitchell – pmitchell@duplionline.com

Mike Fowler – mfowler@duplionline.com

Ricoh-USA

Ricoh has updated their website for placing service calls and ordering supplies. Attached is a handout explaining how the new page works, how to register devices and place orders.

If you need training, please contact Mark Almeida at 860-306-6549 or email: Mark.Almeida@ricoh-usa.com

Updated Sprint ~Employee Discounts & Special Event on 8/6/16

Sprint is offering promotional discounts for Wesleyan University employees. Please see flyer attached outlining the different promotional discounts offered. Reference Corp ID: **GVVRT_ZZZ** to receive your discount. The offer expiration date of the 50% and \$200 AMEX promotion has been extended to **9/1/16.**

