

Purchasing and Procurement News

Purchasing Office Notice

We would like to inform everyone that purchasing director Olga Bookas will be out of office from July 18th until September 9th. Please note that Olga will monitor her emails and will respond when she can. You can contact Olga at obookas@wesleyan.edu.

McMaster-Carr Now in OneSource

McMaster-Carr is now in OneSource! Next time you place an order with McMaster-Carr, please contact Olga Bookas at obookas@wesleyan.edu as we are going to monitor the first couple of orders. McMaster-Carr is a distributor of off-the-shelf industrial products designed and manufactured by their suppliers for general maintenance, repair and operations. You can contact them at sales@mcmaster.com or (609) 689-3000.

Closing Orders in CTW OneSource Guide

Please refer to the following instructions in case of uncertainties regarding closing orders in OneSource:

Once the products have been delivered, you as the buyer or the initiator of the order will be tasked to mark the order as received in OneSource. Click the *Receive All* button to receive all of the line items or the *Receive* button next to each line to mark the individual items as received. You can also choose to *Manually Close* items which will hold the invoice from being paid. Choose to manually close the order when:

- 1) The order includes damaged items, returned items, or items that were canceled and are not expected to be received.
- 2) If the item is on backorder and is being shipped in a later delivery, you can choose not to receive the item by entering a 0 quantity in the line item field or mark it as Closed and then Reopen the item when it is physically received.

Delivery Instructions in OneSource

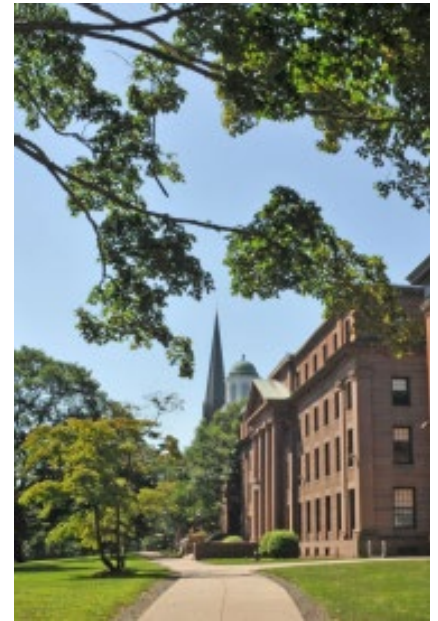
Please note that some suppliers, specifically VWR International & Fisher Scientific, do not see additional delivery notes/instructions after you place an order in OneSource. If you need to add special instructions to the order, please make sure to contact these suppliers directly through email or a phone call.

Campus Travel Management

We are pleased to announce future partnership with Campus Travel Management (CTM). CTM will assist Wesleyan by providing a professional travel agency reservation technology that will help our visitors (friends and family) with making hotel reservations for different campus events such as orientation, athletic events, commencement ceremony, prospective students' campus tours, and other events.

CTW OneSource Virtual Trainings Available

The Finance Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. You can check out the available training date and times and register for a session under [Success at Wes](#) available through your WesPortal. The next session is scheduled on Sep 21st.



The Finance Office has authority for the Purchasing & Procurement functions for Wesleyan University. We are responsible for managing the procurement tools and processes on a University-wide basis, including negotiations, contracts and legal agreements associated with the acquisition of goods and services that support Wesleyan's educational, research and community support initiatives.

We encourage you to use the services provided to ensure that you are receiving the best products, services and prices.

Olga Bookas
Director of Purchasing

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