



Purchasing News ~ December 2018



W.B. Mason ~ Delivery Issues and Filter Change

Recently, W.B. Mason faced some delivery challenges. W.B. Mason is aware that some users may have experienced difficulties as a result. W.B. Mason is working quickly to resolve these issues and appreciate Wesleyan's understanding and continued support. If you have any issues with your order, please contact Jerry Ranando at jerry.ranando@wbmason.com.

For assistance with any issues regarding water filtration or plumbed Keurig coffee units, please email Coffee Service at Coffee.Service@wbmason.com (copy our Sales Rep Julie Bunce at 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

W.B. Mason ~ K-Cup Recycling Program: Grounds to Grow On

Since last summer, Wesleyan University has been participating in a K-cup recycling program called **Grounds to Grow On**. Thanks to the collaborative effort of W.B. Mason, Purchasing Department and Sustainability Office, over 15 departments have placed a **FREE** K-cup collecting bin in their kitchens. If your department does not have a collecting bin yet, and would like to help our campus kitchen spaces be more sustainable, please see [attached document](#) for instruction on how to receive a **FREE** collecting bin.

Dupli Online Stationery Site ~ P-card Payment

Dupli Envelope and Graphics is our preferred supplier for business cards, letterhead, envelopes, and other stationary needs. They also supply promotional items such as sticky notes, calendar, and removable wall stickers. As Wesleyan University and Dupli continue to look for ways to build on our partnership, we are enhancing the [Wesleyan online stationery site](#) to allow users to pay for purchases via their Procurement Cards. Of course, for those without access to Procurement Cards, we will continue to accept orders and send invoices. If you have any questions or concerns, please contact our Account Manager Brent Dufour at 203-913-2276 or email at bdufour@duplionline.com. Thank you for your continued support.

****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 or via phone at (860) 685-2122.

Ricoh ~ Copier Inquiry Guidelines

For all inquiries regarding purchase, lease, downgrade/upgrade, or relocation of Ricoh copier/printer, the Purchasing Department must be involved. Please contact Max Maximino (alan.maximino@ricoh-usa.com) and copy Olga Bookas (obookas@wesleyan.edu) **at least 6 weeks in advance** in order to ensure timely delivery of machine and services. Please see [attachment](#) for information to include in your inquiry email.

E&I Cooperative Services

Wesleyan University is a member of E&I Cooperative Services. E&I is the only member-owned, nonprofit purchasing cooperative focused on the educational community. Backed by the purchasing power of over 4,000 institutions, E&I offers a number of important benefits, including considerable time and cost savings, as well as financial incentives and revenue generating programs. **Please see [attached](#) flyer for more information.**

U.S. Communities

Wesleyan University is a member of U.S. Communities government purchasing alliance, the leading national procurement cooperative. With over 90,000 members, U.S. Communities provides access to the best government pricing for thousands of vendors. Please see the [link](#) to all available USC Program Supplier Partners (RFP & Contract Award Documentation)

PLEASE NOTE Wesleyan University (U.S. Communities) Account Number = #060646959

Taxi Services ~ Executive 2000

Executive 2000 offers negotiated rates to Wesleyan University faculty and staff. They offer transportation services to New Haven train station, Bradley, Boston Logan, JFK, Newark, and more. If you are interested in obtaining a quote for your next trip, please fill out the [attached request form](#) and email it to exec2000@mail.com. The [payment agreement form](#) should be emailed to Joyful Selah at joyfulselah@gmail.com

Purchasing wishes everyone a Healthy, Happy and Prosperous 2019!

