

## Purchasing and Procurement News

### Happy New Year 2022!

We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts as always. If anyone needs support in negotiating new contracts or renewals, please reach out to Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### OneSource Closing Orders

We have identified several OneSource orders which have not been closed, and whose status remain open or partial. If these orders have been received, please be reminded to close them in OneSource to complete the order. An email containing detailed instructions has been sent out to those who still have open/partial orders from December 1, 2019 – October 31, 2021.

### New CTW OneSource Training Sessions

Here are the dates for the upcoming OneSource training sessions:

- January 18, 2022
- February 16, 2022

Please register here:

[https://webapps.wesleyan.edu/employee/378849/success\\_wes/detail/PURCHASING](https://webapps.wesleyan.edu/employee/378849/success_wes/detail/PURCHASING)

If you have any questions, please contact Olga Bookas ([obookas@wesleyan.edu](mailto:obookas@wesleyan.edu)).

### New Supplier: B&H Photo in OneSource

Great news! We have added B&H Photo to OneSource, where you can purchase photographic and other electronic equipment for your needs. When making your first purchase from B&H, please come through the Purchasing office and contact Olga to let her know.

### Dupli

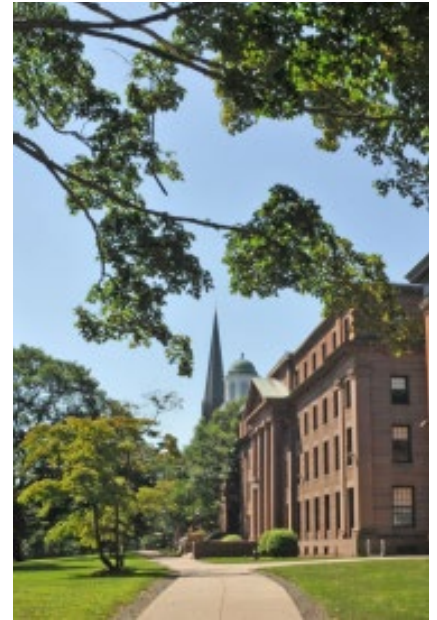
We would like to continue and utilize Dupli, via the CTW OneSource portal, for being our preferred supplier for office and printing services. For questions or further information, please contact Brent Dufour at [bdufour@duplionline.com](mailto:bdufour@duplionline.com) or 203-913-2276. We should only receive electronic invoices (cXML) thru OneSource.

### Ricoh

We would like to welcome Dave Weiskopp as our Ricoh Field Service Support 860-234-0810. His email: [david.weiskopp@ricoh-usa.com](mailto:david.weiskopp@ricoh-usa.com). Please do not overnight toners.

### Enterprise

Wesleyan has collaborated with E&I consortium and Enterprise car rentals with lower pricing including insurance. Please see [attached](#) document for more information.



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.

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**Olga Bookas**  
Director of Purchasing

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