

Purchasing & Procurement News

CTW OneSource: New eProcurement System

In collaboration with Connecticut College and Trinity College, Wesleyan University will be launching CTW OneSource, a centralized eProcurement system by Unimarket. This new system will allow for fast ordering from major vendors and efficient approvals of orders, all on a website with an intuitive design. Additionally, the new system will provide one workflow approval path that is all online. Departmental training sessions will happen in the late summer, and the full rollout of the system will take place prior to the start of the Fall 2019 semester. For more information, please contact Valerie Nye (vnve@wesleyan.edu) or Olga Bookas (obookas@wesleyan.edu).

Thermo Fisher Scientific: New Contact

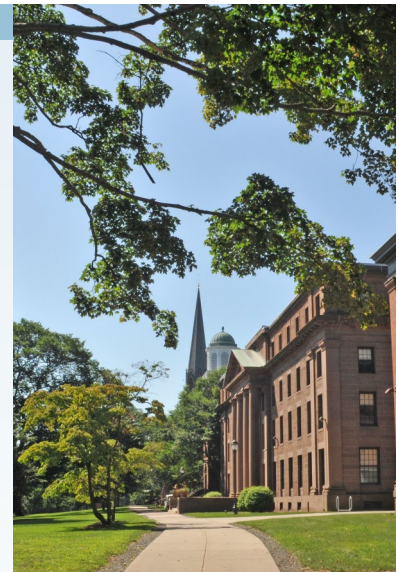
Maria Adinolfi will be our new Sales Rep for Thermo Fisher Scientific. We would like to thank Vanessa Van Schaik for her excellent services working with Wesleyan University. If you have any questions, comments, or concerns, Maria can be reached by phone at (203) 464-9703 or via email at maria.adinolfi@thermofisher.com

Medline: E&I Medical and Surgical Supplier

Medline is one of our preferred suppliers for medical and surgical supplies. Medline offers a wide product assortment, quick availability and significant cost savings. You will easily find the supplies needed for student health, environmental health services, research, biology, animal care, and more. Please see [attached flyer](#) for more information on Medline and its services. If you have any questions, please contact our dedicated account Manager, Anahis Mattson. Anahis can be reached via email at amattson@medline.com or via phone at (224) 931-1530 (Office), (847) 987-3361 (Mobile).

Ricoh: Copier Inquiry Guidelines

For all inquiries regarding purchase, lease, downgrade/upgrade, or relocation of Ricoh copiers/printers, 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 of your departmental need. Please see [attachment](#) for a list of information to include in your inquiry email.



Purchasing & Procurement

Wesleyan University

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.



Help our Environment,
Buy Green!

Olga Bookas

Director of Purchasing

237 High Street, North College
Lower Level, Room 023
Middletown, CT 06459

Phone: (860) 685-2122
Fax: (860) 685-2520
E-mail: obookas@wesleyan.edu

Ricoh Copier: Common Issues

As a reminder, our internal Copier Service Technician is Susan Wheeler. If you need any immediate assistance with your copier, please contact her via phone at (860) 234-0992 (Cell) or via email at Susan.Wheeler@ricoh-usa.com. **Please do not overnight toners as you will pay \$41 for shipping.** To order more toner, please check out this [link](#) for more instructions. The following recommendations can assist you address copier issues as soon as possible:

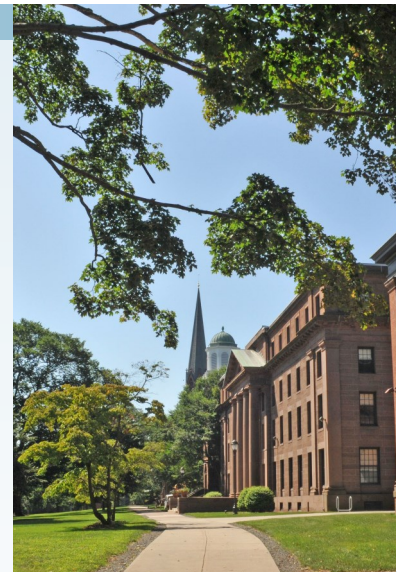
- **Black & white copiers:** when replacing the toner, make sure that the tip of the old bottle is not still inside the machine. This causes an "add toner" message even after replacing it.
- **Color copiers:** when replacing the toner, there is a microchip on each cartridge that the copier reads. This connects the cartridge to the machine and cannot be moved to another machine once it is installed.
- When filing the paper trays, corners of the stack may have folds, which causes jamming. Please also check behind the drawers as paper can be caught.
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Corporate Offers: New Discounts for June

With summer right around the corner, it is the perfect time to take a couple days off to relax or to have fun! All Wesleyan employees can access discounts for Broadway shows, Off-Broadway shows, dinner shows, sports events, and attractions. Please check out this [link](#) to find the latest offers and pricing.

Happy and safe summer!

From everyone in Purchasing & Procurement!



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