

Purchasing & Procurement News

New CTW OneSource Training Sessions

CTW OneSource is a centralized eProcurement system by Unimarket that allows for fast ordering from preferred vendors with efficient approvals. If you still have not been to a training session, the Finance Office will be offering a couple more trainings in November and December. Please see the list of the training sessions below, and use this [link](#) to sign-up for one. If you have any questions, please contact Valerie Nye (vnye@wesleyan.edu) or Olga Bookas (obookas@wesleyan.edu).

- Monday, November 11th from 10:00 AM to 11:00 AM in USDAN 136
- Monday, November 25th from 1:30 PM to 2:30 PM in USDAN 136
- Monday, December 2nd from 2:00 PM to 3:00 PM in USDAN 136
- Monday, December 16th from 10:30 AM to 11:30 AM in USDAN 114

W.B. Mason Updates on OneSource

When accessing W.B. Mason on the OneSource website, you will now be able to use a dashboard on the W.B. Mason website, which will have all the same functionality as it did before. If you are still using W.B. Mason without going through OneSource, the favorites currently on your dashboard will be lost in the coming month. We suggest that you export your W.B. Mason favorites to a Word document, and then create a W.B. Mason shopping list on the OneSource. If you have any questions, comments, or concerns, please reach out to Valerie Nye (vnye@wesleyan.edu) or Olga Bookas (obookas@wesleyan.edu).

Massachusetts Higher Education Consortium

Wesleyan University is a member of the Massachusetts Higher Education Consortium (MHEC), which is a nonprofit purchasing consortium established in 1977. This membership provides multi-vendor contracts that are the best in the industry in terms of cost avoidance, product and service depth, vendor quality, choice and terms to all Wesleyan employees. Their business partnerships support local and regional small businesses, including women and minority-owned companies. Please feel free to contact Olga Bookas with any questions about MHEC.



Purchasing & Procurement Department

Wesleyan University

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Help our Environment,
Buy Green!

Olga Bookas

Director of Purchasing

291 Main Street
3rd Level, Room 309
Middletown, CT 06457

Phone: (860) 685-2122
Fax: (860) 685-2458
E-mail: obookas@wesleyan.edu

Promotional & Printing Products Vendor Show: Thank you for attending!

On behalf of everyone in the Purchasing & Procurement Department, we would like to thank all the vendors and Wesleyan community members who attended the Vendor Show for Promotional and Printing Products on Thursday, October 24th. We especially want to thank Dupli and Barker Specialty for coming to Wesleyan and helping make this show a success! If you have any questions on purchasing promotional and printing products from any of our preferred and local vendors, please feel free to contact Olga Bookas.

Purchasing Department Sustainable Practices

The Wesleyan Purchasing Department takes pride in our past and current initiatives to promote sustainability and to seek supplier diversity when making deals with new vendors. Supplier diversity is an important part of sustainable purchasing. Our preferred vendor list, available on the University website, makes note of any businesses owned by minorities, women, or veterans, as well as small and local businesses. We encourage all departments to take this into consideration when selecting vendors. Our supplier diversity policy is as follows:

“Wesleyan University is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, veteran-owned, and local businesses. Through quality referrals and equal procurement opportunities, the Purchasing Department serve as a resource to ensure an inclusive business environment to all suppliers.”

Currently, we do not have a published sustainable purchasing policy, but we are open to creating one in the future. Some initiatives our department has implemented recently are as follows:

- Began to switch from 30% post-consumer waste recycled paper to 50%, after negotiating a price decrease.
- Introduced **Grounds to Grow On** Keurig coffee cup recycling program has been implemented in 15 departments, with plans to expand in the future.
- Promote the use of **WB Mason's Totes Program** to save cardboard boxes.
- The new **Unimarket Purchasing Portal** that centralizes large purchases was launched in Fall 2019. It highlights vendors from minority suppliers through Greater New England Minority Supplier Development Council.
- Many of our vendors, such as **WB Mason**, allow users to shop for products using a sustainability filter. This allows all departments to make environmentally-conscious choices for their office supplies and furniture.



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