



Date: March 21, 2011

To: Deans, Directors and Department Chairs

From: Edward R. Kane, Director, Institutional Services 

Subject: Online Vendor

The Office of Purchasing and Contracts is pleased to announce the addition of Laboratory Products Sales, Inc. to their portfolio of online vendors.

Laboratory Product Sales is a distributor of laboratory supplies, reagents and equipment. You may search the Laboratory Product Sales web site at www.lpsinc.com for a complete line of products.

The inclusion of Laboratory Product Sales to the campus online procurement systems continues our practice of providing a diverse choice in products and price while providing expanded alternatives in support of New York State and University initiatives pertaining to the utilization of New York State Centralized Contracts. As with several of our other online systems, there is no minimum dollar amount required to place an order.

You are invited and encouraged to register for access to this online system. As with utilization of other online vendor systems you receive some benefits not realized in the traditional purchase process: desk top ordering, order history and reorder capabilities, creating favorites lists, immediate product pricing and availability and the elimination of Form AP-102 for all orders placed through this system. We are accepting registrations for both State and Research Foundation funds.

Registration can be http://www.albany.edu/purchasing/online_ordering_registration.html.

Once the Office of Purchasing and Contracts receives your registration you will be invited to attend a training session with Laboratory Product Sales to demonstrate the particulars of the system including order placement.

Please contact Ken Jones at 437-4570 with any question related to this system, registration or additional information about the vendor and their products.