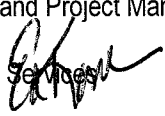


Date: October 12, 2010
 To: Deans, Directors, Department Chairs, and Project Managers
 From: Edward R. Kane, Director, Institutional Services 
 Subject: Online Vendor

The Office of Purchasing and Contracts is pleased to announce the addition of S&B Computer & Office Products, Inc. (S&B) to their portfolio of online vendors.

S&B is a provider of over 25,000 office and computer products from a number of the leading national manufacturers at New York State contract pricing. S&B is also a New York State Certified Minority and Women-Owned Business Enterprise (MWBE).

The inclusion of S&B 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 MWBE utilization.

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: desktop 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.

The Office of Purchasing and Contracts will be hosting specialists from S&B the week of October 25th. To accommodate varying schedules, training sessions have been planned for various dates, times and campus locations as listed below. Staff from the Office of Purchasing and Contracts will also be on hand at each training session to facilitate account registration and to answer questions regarding S&B and/or the University online procurement program in general. Registrations are being accepted for both State and Research Foundation funds. Seating is limited and registration is required, so please sign-up early.

The registration form can be found at <http://www.albany.edu/purchasing/index.html>. Select the link at the bottom of the page.

Should attendance at a session be unfeasible please refer to the State Funded Purchasing site (http://www.albany.edu/purchasing/state_funded/online_ordering_registration_sf.html) or Research Funded Purchasing site (http://www.albany.edu/purchasing/research_funded/online_ordering_registration_rf.html) or contact the Office of Purchasing and Contracts at 437-4579 after October 29th to register for S&B access.

<u>Campus</u>	<u>Room</u>	<u>Date</u>	<u>Time</u>
Uptown	Campus Center 375	October 25	1:00pm, 2:15pm, 3:15pm
Uptown	Campus Center 375	October 28	9:15am, 10:15am, 11:15am
East	GEC Room 110A	October 28	1:15pm, 2:30pm
Downtown	Draper 015	October 29	9:15am, 10:30am