

Date: April 2, 2008  
To: Deans, Directors, Account and Project Managers  
From: Kenneth Jones, Assistant Director, Institutional Services  
Subject: On-line Scientific Supply Vendors

The Office of Purchasing and Contracts is pleased to announce the establishment of on-line ordering systems with several commonly used scientific supply item vendors. More specifically, Purchasing has entered into an on-line ordering arrangement with Fisher Scientific, Krackeler Scientific and VWR. These systems are similar to our very successful office supply and stationery/business card ordering sites.

Each of the sites allows for point of sale ordering with an acknowledgement of order fulfillment, complete with delivery information. The end-user controls the ordering process when need dictates. The vendors will invoice the University directly via a consolidated billing process. The systems also allow for control edits and review by the staff from the Offices of Purchasing and Contracts and Environmental Health and Safety when necessary. The sites are available for use with either State or Research Foundation funding.

Based on the successful testing of these systems by both the staff of the Office of Purchasing and Contracts and a campus test pilot group, we invite you to sign-up as a registered user of one or all of the systems. Please feel free to contact me at 437-4579 with any questions related to this new procurement enhancement or to start the registration process and schedule a short training session on the best practices of the site(s). Registration forms are available on our web site at [www.albany.edu/purchasing/state/forms/reg.doc](http://www.albany.edu/purchasing/state/forms/reg.doc).

The staff of the Office of Purchasing and Contracts looks forward to working with you in implementing this new and exciting opportunity.