
Purchasing and Payables Post



Volume 11 Issue 2

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WELCOME

Please join us in welcoming Nicholas Barrale, Buyer, and Marna Skinner, Assistant Buyer, to our Purchasing team. Nick and Marna will be working all business commodity and non-scientific orders. They will be able to assist with any questions or needed changes relative to these types of orders. Nick can be reached at 955-8784 and Marna can be reached at 955-4257.

Any issues or changes relative to scientific, medical, radioactive or animal orders can be directed either to Cheryl Murray, Buyer (955-8771) or Judy Walther, Assistant Buyer (955-4258).

NATURAL ACCOUNT REMINDER

Please remember when creating requisitions that the natural account selected should be indicative of the item or service being ordered. Over the past few months we have noticed that some of the more general (or miscellaneous) accounts are being used when a more accurate number should be referenced.

For example, there has been an increased use of natural account 601100, Supplies. This account is too general and does not provide the necessary information to properly classify the item or service being purchased. For this reason, we have been asked to discontinue the use of this account.

Over the past several months the Accounts Payable and Purchasing departments have been notifying departments of this change when the use of this account is encountered. As part of that communication we have been changing the account per the instruction of the department. The purpose of this manual intervention was to educate departments of this change in an effort to help bring clarity to the importance of properly classifying requisitions by virtue of the natural account.

Effective immediately any requisition in which the natural account 601100 is used will be returned to the preparer so that a more specific account can be selected. For assistance in determining the appropriate natural account for supply type expenditures and/or any other expenditures, please refer to the Natural Account Listing located on the Oracle/Pii website or contact Lisa Babalola in the Controller's Office at lbabalol@mcw.edu.

CONTACT INFORMATION:

Purchasing :

Scientific, medical: Cheryl Murray, Buyer 955-8771
Judy Walther, Asst Buyer 955-4258
Office commodities: Nick Barrale, Buyer 955-8784
Marna Skinner, Asst Buyer 955-4257
Fax: 456-6551

Accounts Payable:

Suppliers A – L: TBD 955-4246
Suppliers M – Z: Linda Chrisensen 955-4367
Utilities, FedEx: Vicki Nelson 955-8342
Check Requests: Jessica Obenauf 955-8392
Fax: 456-6504

Business Services:

Paulette Pecard, Director 955-8235
Stephanie Stibor, Manager 955-8227

CONTRACTS/AGREEMENTS

Requisitions relating to procurement of services generally are supported by a contract or agreement. This supporting documentation outlines the exact expectation of the services being performed as well as dates and other pertinent information. It is critical that these documents be forwarded to the purchasing department to support the requisition.

Once received by Purchasing, the documentation will be reviewed and modified as necessary to comply with our terms. A buyer within Purchasing will also sign the contract and submit it to the supplier along with the official purchase order.

Examples of situations in which a contract may be necessary include but are not limited to equipment leases, maintenance services, storage services, water delivery, events held at off-site locations, catering, etc.

Please be sure that all contracts and/agreements are submitted as applicable to support requisitions as Purchasing cannot process any orders until all appropriated documentation is received.

UNIT OF MEASURE (UOM) REMINDER

When creating requisitions, it is important that the correct unit of measure (UOM) is selected. For example do not select *each* if a case is needed instead select *case* as the UOM. This will ensure that items are received exactly as intended as the order will be placed with the supplier as it is shown on the requisition.

PIPETTE CALIBRATION AND REPAIR

Based on some recent inquiries, a list of suppliers who offer on-site calibration/repair is being provided for convenience:

- ◆ **Integrated Instrument Services (I2S)**
- ◆ **Calibrate**
- ◆ **VWR**
- ◆ **Rainin**

For additional information, please contact Cheryl Murray (cmurray@mcw.edu) in the purchasing office.

REFRIGERATOR REPAIRS

Due to some recent inquiries, we are providing a list of suppliers who offer repairs to -20 and below freezers:

- ◆ **Akrit Sales and Service**
 - ◆ **Febco**
 - ◆ **Real Refrigeration**
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ON-SITE SCIENTIFIC PRODUCT PROGRAMS

The following suppliers offer on-site programs within the Medical College in which some of their products can be maintained in-house. Utilizing these services provides the benefit of obtaining scientific products quickly without paying additional shipping costs:

- ◆ **Qiagen** and **Invitrogen** are located in the Cancer Core Facility MFRC Room 6015
- ◆ **GE Biosciences Healthcare, BioRad, Fisher** (including **Pierce, Promega** and **Millipore** products), **Sigma** and **Roche** are located on the fourth floor of the CVC.

For additional information, please feel free to contact Cheryl Murray (cmurray@mcw.edu) in Purchasing.

NEW CORPORATE EXPRESS WEBSITE

Corporate Express has created a new website which is now ready for use. It is a view only website however therefore order cannot be submitted from this location. To login visit www.Eway.com. The user ID is *MEDCOLL* and the password is *CORPEXP*.

All departments are welcome to use this site to perform inquiries such as:

- ◆ *Product searches*
- ◆ *Price comparisons*
- ◆ *Check on any special offers*
- ◆ *Create a printable order which can then be submitted to Purchasing*

For additional information or to learn more about the advantages of this website, please contact Nick Barrale (nbarrale@mcw.edu) in Purchasing.

IMPORTANT SUPPLIER INFORMATION

Supplier Name Changes

Please make note of the following supplier name changes so that future orders to affected suppliers can be expedited in an accurate and efficient manner.

- ◆ **Diversified Medical Corporation** has changed its name to **National Creative Enterprises**.
 - ◆ **MIDSCI** has changed its name to **Midwest Scientific** (site C).
 - ◆ **Harvard Apparatus** has changed its name to **Harvard Bioscience**.
 - ◆ **Takara** has changed its name to **Takara Bio USA**.
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Supplier Updates

Please make note of the following updates so that future orders to affected suppliers can be expedited in an accurate and efficient manner.

- ◆ When ordering *instruments or major accessories* through **Beckman Coulter**, please use site *A*. When ordering *supplies*, use site *K*.
- ◆ Orders previously placed through **Thermo Electron** should now be placed through **Thermo Fisher Scientific (Asheville)**. **Fisher Scientific** should still be used for all Fisher related items.
- ◆ **Fryer Co** no longer sells microscopes. Orders for microscopes previously placed through Fryer should be placed through **Nikon Instruments** (site C). Fryer will continue to handle repairs.
- ◆ As of November 28, 2007, **GE Healthcare Biosciences** will no longer carry short-lived radioactive isotopes, 32P, 33P, 35S and 125I. Two alternative suppliers for these products are **Perkin Elmer and MP Biomedical**.
- ◆ Effective December 1, 2007, **Ice Mountain** will be implementing a minimum purchase requirement of two items per delivery. To meet this new requirement for all future deliveries, combinations of any two of the following items can be ordered:
 - 3-gallon or 5-gallon bottles of Ice Mountain Natural Spring water
 - Cases of Ice Mountain, Nestle Pure Life Splash or Sparkling waters
 - 1-pound bags of Starbucks coffee or cases of coffee

Supplier Merges and Acquisitions

Please make note of the following mergers/acquisitions so that future orders to affected suppliers can be expedited in an accurate and efficient manner.

- ◆ **Ambion** has been acquired by **Applied Biosystems**. All orders for these suppliers should be placed through Applied Biosystems.
- ◆ **Arcturus Biosciences** has been acquired by **Molecular Devices**. All orders for these suppliers should be placed through Molecular Devices.
- ◆ **Bayer Corporation** has been acquired by **Siemens Medical Solution Diagnostics**. All orders for these suppliers should be placed through Siemens Medical Solution Diagnostics.
- ◆ **Biocore** has been acquired by **GE Healthcare Bioscience**. All orders for these suppliers should be placed through GE Healthcare Bioscience.
- ◆ **Cambrex Bioscience Walkersville** has been acquired by **Lonza Walkersville**. All order for these suppliers should be placed through Lonza Walkersville.
- ◆ **Chemicon, Upstate and Linco** have been acquired by **Millipore**. All orders for these suppliers should be placed through Millipore (site F).
- ◆ **Kennedy Hahn** has been acquired by **Am TV & Appliances**. All orders for these suppliers should be placed through Am TV & Appliances (Site F).
- ◆ **Lanier** has been acquired by **Ricoh**. All orders for these suppliers should be placed through Ricoh.
- ◆ **Molecular Probes** has been acquired by **Invitrogen**. All orders for these suppliers should be placed through Invitrogen.
- ◆ **Surgical Specialties** has been acquired by **Angiotech**. All orders for these suppliers should be placed through Angiotech.
- ◆ **LXU Medical** has been acquired by **Integra Lifesciences Corporation**. All orders for these suppliers should be placed through Integra.
- ◆ **EMD Biosciences** has merged with **EMD Chemicals**. All orders for these suppliers should be placed through EMD Chemicals.