The University awarded exclusive contracts to UPS for shipping, OfficeMax (and its MBE partner Guy Brown) for office supplies and UniPrint for printer management in an effort to leverage spending, improve product and service quality, streamline ordering and invoicing processes, and to improve spend management and reporting accuracy for these categories. Your continued cooperation with these programs has delivered significant savings to the University over these last two years.

In addition, utilization of eRequest and eStores (transitioning to a new search engine, Prodigo, in April) punch-out catalog has allowed OSU Purchasing to better analyze our spending aggregates and command spending to maximize the impact of our purchasing power, and position OSU as a favored customer with a select group of vendors. More information about the switch to Prodigo will be coming soon.

Based on the successful implementation and the savings received with outbound shipping and purchase of office supplies, OSU Purchasing implemented another procurement streamlining initiative including skilled trade categories such as plumbing, HVAC, electrical, etc. And, a more recent move in this direction has been made by awarding contracts for Maintenance, Hardware and Building Supplies (MRO) supplies to the following vendors:

1. Lubricant – NAPA Category Code: AUTOS
2. Plumbing – Worly Category Code: PLUMB
3. HVAC – Progress Supply Category Code: HVAC
4. Electrical – Graybar Category Code: ELECT
5. Lighting – Graybar Category Code: ELECT
7. Paint – Sherwin Williams Category Code: PAINT
8. Tools – Fastenal Category Code: HARDW
9. Safety – Fastenal Category Code: FIREP
10. Fasteners – Fastenal Category Code: FASTE
11. Mill & Shop Supplies – Fastenal Category Code: HARDW
13. Paint – PPG Category Code: PAINT
Notes:

1) Purchasing views all tools to fall under the tool category - Fastenal. Do not request electrical tools from the electrical supplier, plumbing tools from the plumbing supplier, etc.

2) Requests for batteries go through Stores.

Since this latest initiative is new and was not communicated widely, we have worked with Purchasing to provide a few tips to help you transition.

As a reminder to ensure compliance:

- All purchase requests for MRO products must be processed through eStores
- All After the Fact (ATF) purchases must be processed through eStores
- The correct eStores contract / supplier must be used for the MRO item(s) requested
- For items not found in catalogs, the following processes are to be used for emergency, non-emergency and pick up requests. First, contact the contracted supplier for the category in which item(s) would be included.
  - If the item is available through the contracted supplier, process an eRequest. Note in the Comments section on the eRequest why eStores was not used for the item requested and indicate the estimated quantity that is needed annually. When the BSC receives the eRequest, they will create a standard purchase order and send a copy of the order to Sherry Huegel, huegel.1@osu.edu so that she can contact the supplier to have the item added to the contract/eStores catalog, if the need warrants.
  - If the item cannot be found in the catalog and is not available through the contracted supplier for that category, please check with another MRO contracted supplier for the item(s). If the item is available, note in the business purpose section of the eRequest that the item was not available from the contracted supplier for that MRO category and indicate the estimated quantity that is needed annually. When the BSC receives the eRequest, they will send a copy of the purchase order to Sherry Huegel, huegel.1@osu.edu
  - If the item cannot be found in the catalog and is not available through another contracted supplier, note in the business purpose section of the eRequest that the item was not available from any of the MRO contracted suppliers. When the BSC receives the eRequest, they will send a copy of the purchase order to Sherry Huegel, huegel.1@osu.edu for exception pre-approval.
In addition, there have been questions about what to do when quoted a price higher than what has been paid in the past or identified at an alternate vendor. Purchasing does not want you to price shop. However, if you are aware of pricing that was traditionally, substantially lower, please send Sherry Huegel an email huegel.1@osu.edu. (FOD already has their own process in place to manage this situation). The information received will be communicated to the suppliers at Purchasing’s supplier management meetings.

Thanks to everyone for their patience and support as we transition through the MRO contract.