



SUNY  
**DOWNSTATE**   
Medical Center

# MATERIALS MANAGEMENT BULLETIN

## Materials Management Bulletin

May 19, 2009

Bulletin # 09-31

Re: Office Supplies Prime Vendor - Staples

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The Contracts & Procurement Department is pleased to announce the implementation of the Staples Office Products Prime Vendor Program.

On June 1, 2009 Downstate Medical Center departments utilizing state funding, will go live with Staples Office Products desktop ordering and delivery. This program will provide our departments with faster and easier ordering with desk top delivery usually by the next day.

All departments are encouraged to utilize the online ordering capabilities. To do so, all users must attend a mandatory training session. Training sessions will be held in Lecture Hall 6 on the 6<sup>th</sup> floor of the BSB just off the main elevators. The training schedule is as follows:

May 29, 2009 at 11:00 AM and 2:00 PM

June 1, 2009 at 11:30 AM and 2:00 PM.

To register please call one of the following numbers by Friday, May 22<sup>nd</sup>:

Catina Smith [catina.smith@downstate.edu](mailto:catina.smith@downstate.edu) x3899; or

Joanne Fraser [joanne.fraser@downstate.edu](mailto:joanne.fraser@downstate.edu) x1132.

You will not receive a login or password without attending training.

Please RSVP early to reserve your seat.