



December 11, 2014 (updated 5/27/20)

Bulletin # 14-62

Subject: New Office Supplies Prime Vendor – Office Depot/ Wats International

The Contracts & Procurement Department is pleased to announce the implementation of the new Office Depot/ Wats International office products prime vendor program replacing Staples. Office Depot/ Wats International is a global provider of office products, services, and solutions, fully committed to setting a new standard for serving the workplaces of today and tomorrow through innovation and exceptional customer experiences.

Beginning in late January 2015, Downstate Medical Center departments utilizing state funding will go live with Office Depot desktop ordering and delivery. This program will provide our departments with the same fast and easy ordering with desk top delivery that they have today. Most orders are typically delivered by the next day.

All departments are encouraged to utilize the online ordering capabilities.

All items on the core list will be available. If you are ordering items that are not on the core list you must get authorization from an AVP or higher as is current practice. Core list items were selected by both SUNY and Downstate to control our office supply spend.



University Hospital of Brooklyn
College of Medicine
School of Graduate Studies
College of Nursing
School of Health Professions
School of Public Health

Richard Miller
Vice President for Finance & Chief Financial Officer

MEMORANDUM

TO: Campus-wide
FROM: Richard Miller, VP and CFO of Finance
Cepeda Johnson, AVP-Contracts & Procurement
DATE: May 27, 2020
SUBJECT: Vendor Update - Ordering Office Supplies

Effective immediately, all office supplies should be ordered directly through Office Depot. To access The Office Depot website, please use <https://epsprocure.e-procurementservices.com/osp/oc>. Nothing has changed regarding the log-in process, the ordering process or the approval process. Use your current WATS username and password to access.

If you have, any questions please contact, Cepeda Johnson at ext. 5884.