

To: All SciQuest Users
From: Christopher Mihok, Yale University Procurement Director
Re: Reminder: OfficeMax goes live on August 10th

As previously announced, OfficeMax has been selected as Yale University's new preferred vendor for office supplies. **Starting on August 10, 2009, OfficeMax will be available in SciQuest as an external catalog (punchout). The Corporate Express/Staples punchout catalog will be disabled on August 7th.**

Do I have to buy from OfficeMax, or can I still use Corporate Express/Staples?
You must use OfficeMax since the Corporate Express/Staples punchout catalog in SciQuest will be disabled on August 7th. **If you wish to place any Corporate Express/Staples orders in SciQuest, they must be completed by noon on August 7th so that they can be approved before 5:00 p.m. when the catalog will be disabled for good.**

What do I need to do to get ready for this conversion?
If you have created shopping lists in your Corporate Express/Staples, we recommend that you print them out prior to August 7th and save them. If you'd like assistance in converting these products to their OfficeMax equivalents, you may call our OfficeMax representatives, Nicole Spadaro at 203-935-7023, or Pat Simmons 860-392-8116. Your shopping lists may contain Corporate Express/Staples pricing which is confidential. Please remove any pricing information before it is shared with OfficeMax.

I'm used to buying office supplies from Corporate Express/Staples. How will I know what the OfficeMax equivalent products are?
You will be able to enter the most popular Corporate Express product numbers in the OfficeMax product search, and find the OfficeMax equivalent. If you need assistance with locating products, please contact our OfficeMax representatives, Nicole Spadaro at 203-935-7023, or Pat Simmons 860-392-8116. Additionally, the SciQuest OfficeMax punchout catalog has a feature called "Live Online Assistance". When you click on this button, you can chat "live" with a customer service representative. The product conversion list will also be noted under the Yale Information page under "Support".

Who can I contact with questions about product ordering?
OfficeMax representatives will be on campus and available to meet with anyone needing assistance with this transition. To request a visit from an OfficeMax representative, please call Nicole Spadaro at 203-935-7023, or Pat Simmons 860-392-8116.

Will we still receive next day delivery on our orders?
Yes. Those service levels will remain the same.

Can we still return empty toner cartridges to OfficeMax?
Yes. Simply call customer service at 1- 877-969-6629 and let them know that you have empty toner cartridges to be picked up. It doesn't matter if the original cartridges were not purchased from OfficeMax, they will still pick them up.

What will the OfficeMax punchout catalog look like in SciQuest?
Click [here](#), or go to:
<http://www.yale.edu/procurement/news/bmmn/documents/OMTrainingDoc.pdf>