

Corporate Express/Staples Update

As Corporate Express continues to join forces with Staples, we write to inform you of the latest updates:

- **If you were a previous Staples customer, please transition your ordering process to SciQuest, Yale's electronic procurement solution.**
 - For information on getting started with SciQuest, please visit www.yale.edu/sciquest and consult with your business manager for access.
 - We strongly recommend attending a SciQuest class available through the Learning Center. To sign up, please go to:
<http://learn.caim.yale.edu/lcdb/courses/classinfo.asp?CourseID=1014>
For your convenience, online training is also available at:
<http://learn.med.yale.edu/procurement/sciquest/courses.asp>

- **Beginning November 2008, Corporate Express brand products will transition to Staples brand products.**
 - This transition will be gradual throughout 2009. Paper will be the first category to transition. Paper product numbers (SKU's) will remain unchanged but paper will begin to appear in red Staples wrappers and boxes.
 - The first product to be repackaged as a Staples brand will be non-recycled content Corporate Express brand copy paper (#CEB8511) (NOTE: This paper is made from virgin wood pulp and is NOT a recommended Yale standard for paper.)
 - In December 2008, Earthsaver Recycled Paper (# CEB8511RCY) will be repackaged as Staples 30% Recycled Copy Paper which is Yale's recommended minimum standard for multi-purpose paper.
 - Product information in the Corporate Express/Staples punchout catalog in SciQuest has been updated with the new look of the paper captured in a rotating image.

We will continue to keep you informed as we learn more. If you have questions, please contact Tim Tinari at timothy.tinari@yale.edu or (203) 432-6698.