

To: All SciQuest Users
Cc: All Business Managers
From: Christopher Mihok, Yale University Procurement Director
Re: New Vendor for Office Supplies: Office Max

Yale University Procurement is pleased to announce that OfficeMax has been selected as Yale University's preferred vendor for office supplies. Starting on August 10, 2009, Office Max will be available in SciQuest as an external catalog (punchout).

What was the reason for the change from Corporate Express/Staples to Office Max?

Our existing contract with Corporate Express/Staples was expiring, and the new pricing they proposed was higher. OfficeMax offered lower costs and could meet our service requirements. Departments will have lower prices on those items representing 80% of the University spend. We expect to achieve overall savings with this new contract.

When will this change go into effect?

The projected start date is August 10, 2009.

Will Office Max be available through SciQuest?

Yes. Office Max will be an external (punchout) catalog, just as Corporate Express/Staples is today.

Will we still receive next day delivery on our orders?

Yes. Those service levels will remain the same.

Do I have to buy from Office Max, or can I still use Corporate Express/Staples?

You must use OfficeMax since the Corporate Express/Staples punchout catalog in SciQuest will be disabled.

I'm used to buying office supplies from Corporate Express/Staples. How will I know what the Office Max equivalent products are?

Users will be able to enter the most popular Corporate Express product numbers in the OfficeMax/SciQuest catalog, and find the Office Max equivalent.

Can we get a Yale discount for our personal purchases from Office Max?

A personal purchase program for employees is under evaluation. We will inform you when we have more information available.

Who can I contact with questions about product ordering?

Office Max representatives will be on campus and available to meet with anyone needing assistance with this transition. To request a visit from an Office Max representative, please call Nicole Spadaro at 203-935-7023, or Pat Simmons 860-392-8116

Who can I contact with questions about Yale pricing?

Tim Tinari is our Office Supplies Buyer, 432-6698 or timothy.tinari@yale.edu