

Procurement News
Stony Brook University
Procurement Office

December 2008

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The Procurement Office has Moved

The Procurement Office has completed its move from its former location in the Melville Library to its new location in Building 17 of the University's Research and Development Park. The Research and Development Park is located on the former Gyrodyne grounds, just west of Stony Brook Road and the University Campus. The office telephone numbers, fax numbers and email addresses will all remain the same.

The new campus mailing address for the Procurement Office is:

Procurement Office
Stony Brook, NY 11794-6000

We are in current discussions with the US Postal Service, FedEx and UPS regarding our official mailing address, the Campus Community will be notified of any changes.

The Procurement Office move is precipitated by the need for additional classroom space on campus. An interim Procurement satellite office has been established in room N4071 of the Melville Library. The satellite office is in operation Monday through Friday from the hours of 10:00 AM to 2:00 PM. The satellite office will be available to accept procurement documents (i.e. requisitions, cash payment vouchers, etc.) and to answer general procurement (purchasing, accounts payable and travel) questions. The Procurement satellite office telephone number is 632-3365.

Staples Business Advantage

The latest state contract for miscellaneous office supplies has been issued to Staples Business Advantage. The contract is effective May 15, 2008 to May 14, 2013. This contract contains 7000 items. If you are using **State Funds** to purchase your office supplies be aware that **only selected items** are on the contract and are available to purchase on Staples Link. All non-contract orders must be submitted to the Procurement Office on an **electronic requisition**. If you are using **Research Foundation** and/or **Stony Brook Foundation Funds**, **all items** are available to purchase, using the new company ID# 1047843NYC. This new account number will offer two "bill to" names:

- 1.) RSRCH for the Research Foundation of SUNY
- 2.) FOUNDAT for the Stony Brook Foundation

Each user will be notified via email with the new Company ID. Their **user ID will remain the same** and everyone's password will be STAPLES until the first log-in when you will be asked to set your own new password.

DHL is Going Out of Business

As of November 10, 2008 DHL announced plans to discontinue U.S. domestic air and ground express shipping services by the end of January, reduce staff dramatically and close more than 320 stations and all of its ground hubs in the U.S. They cannot guarantee overnight delivery past December 15, 2008. If you would like to open an account with the other two carriers on state contract go to <http://www.switchnow.ups.com/> or call FEDEX Government Billing at 800-645-9424. Make sure you indicate to the freight carrier that you would like to set up a **NYS Government account**. You may also contact our sales reps directly. Contact information is as follows:

UPS PContract #PS57505

Wayne McCleary at 631-756-3402 Ext 2682 wmccleary@ups.com or
Ralph Reyes at 877-722-7105 Ext 2711 ralphreyes@ups.com

FEDEX PContract # PS57504

Joselyn Henderson at 816-554-6609 jchenderson1@fedex.com or **Raychell Favaloro** at 561-429-6131

Any updates to this contract, as well all rate, fuel surcharge and discount information can be found at:
<http://www.ogs.state.ny.us/purchase/snt/awardnotes/7901100179can.htm>. Should you have any questions please contact Mary LaCorte at 2-9849.