



Procurement Catalog Changes

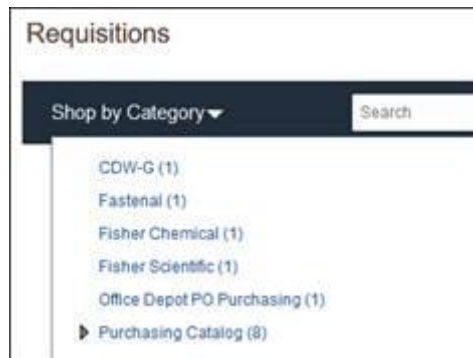
Procurement catalogs are the University's preferred method of ordering goods so employees can access negotiated pricing through specifically contracted suppliers. Goods such as computers, office supplies, and lab supplies are among the most commonly purchased items. We have strategic contracts with the following suppliers:

- CDW-G
- Office Depot (purchase order and p-card purchasing options)
- Fisher Scientific
- Fisher Chemical
- Fastenal

To make it easier to navigate to these suppliers, employees will now see these suppliers listed on the Requisitions screen at the bottom under "Top Categories."



Additionally, the previous way/link of accessing these suppliers from the "Shop by Category" has been replaced with the listing of each supplier.



All supplier links, except for Office Depot PO Purchasing, will take you directly to the supplier's website where employees can add items to a cart and the checkout process will route back to the Purchase Requisition screen. We are currently working with Office Depot to get their website aligned with this new process and hope to have this completed in the coming months. Until this is completed, the process will remain the same as it has been where the link will take employees to a platform where they can continue to select Office Depot from the right-side panel and shop.

The [Create Procurement Catalog Requisition](#) Quick Reference Guide has been updated to reflect these changes.

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