

TIP OF THE WEEK

CUNYFIRST CHANGES

To the College Community,

Have you been receiving unfamiliar emails from CUNYfirst about PO's dispatched to vendors?

As part of an initiative to streamline CUNY's purchase order process, the University has initiated a pilot program for a small number of high volume vendors that will eliminate the need for Purchasing to individually email purchase orders to those vendors. For the vendors listed below, CUNYfirst will automatically email purchase orders to the vendors and send a copy of the email to the buyer and the requestor. This email will have the purchase order attached as a PDF.

City Vendor ID	Name
1000006376	PROFTECH LLC
1000005220	DELL MARKETING LP
1000004269	CDW GOVERNMENT LLC
1000003590	FISHER SCIENTIFIC CO LLC
1000001843	B&H PHOTO & ELECTRONICS CORP
1000006396	EDGE ELECTRONICS INC
1000003161	PAPER MART INC
1000004130	WW GRAINGER
1000003349	SHI INTERNATIONAL CORP
1000000980	VIDEO HI-TECH CORP
1000001957	MBJ CAFETERIA CORP
1000002954	MBJ LIC CORP
1000004892	CAROLINA BIOLOGICAL SUPPLY CO
1000002816	FM OFFICE EXPRESS INC

In the future, more vendors will be added to this list. Purchasing will keep you informed.

It's not necessary for you to take any further action. Unless, you do not receive your order within a reasonable amount of time for the product/service that you requested.

Feel free to contact Purchasing at x5525 if you have any concerns.

Click the link to the Purchasing website for more tips, instructions, and procedural information.

<http://www.laguardia.edu/purchasing/>