

To all University personnel responsible for ordering office supplies,

Accompanying this email is an invitation to attend a session about ordering office supplies from OfficeMax, our contracted source. At this session you will meet our OfficeMax representative and learn about the discounts available.

Many of you are already using the contract, and for that, I thank you. Others of you may still be using Corporate Express, Bill Warren, or some other source. If so, I appeal to you to convert...for several good reasons:

1. The contract was competitively awarded by our group purchasing organization, E&I Cooperative (E&I). As such, it is supported by the combined buying power of many higher education institutions across the country...MIT, Harvard, The California System, Texas A&M, Baylor, Nebraska, Missouri...just to name a few.
2. It was competitively awarded. It satisfies our rules for competition.
3. Although the Corporate Express contract (which expired 09-30-07) was mandatory for the Norman campus, I prefer to make this OfficeMax contract voluntary for all campuses. Its value should stand on its own. If not, tell me.
4. Our objective is to provide you strategic sourcing solutions. "Strategic Sourcing" establishes a good, workable match between a supplier and a user. We want the OfficeMax contract to be your office supplies strategic source.
5. Administrative support is key in accreditation. Your participation in the OfficeMax contract will increase "spend under management," demonstrating a unified stewardship of the University's resources.
6. With the influence of so many major institutions, our leverage to address contract problems is greater.

I hope you will take the time to reflect on these reasons, not only to increase your participation in the OfficeMax contract, but in other E&I contracts as well. Feel free to browse the E&I website (www.eandi.org). Take the time to go through the few steps to get a Login ID. As of today, 94% of the E&I contracts have been awarded based on competition that satisfies our requirements. Ask me questions. Let me know what you think.

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TIME FOR AN OfficeMax REFRESHER?

- How do I use the OfficeMax website?
- Who is our OfficeMax representative?
- I've tried to order from them, but have had problems.

OfficeMax, OU's contract office supply provider, is offering training and refresher sessions for the Norman and Oklahoma City campuses!

OKLAHOMA CITY: Wednesday, March 5
David Boren Student Center, Room 172/174
8:30 AM – 2:30 PM*

Register at this Link:

http://webapps.ou.edu/Purchasing/office_max/training/forms/hsc/hsc_form.cfm

NORMAN: Thursday, March 6
Oklahoma Memorial Union Scholar's Room
8:30 AM – 2:30 PM*

Register at this Link:

http://webapps.ou.edu/Purchasing/office_max/training/forms/norman/norman_form.cfm

****Sessions begin at 8:30 AM, and last about 1 hour.***

SIGN UP TODAY!

Information:

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