We moved!

New Address:
Proctor’s Building
90 4th Street

- 3rd Floor – Financial Operations
- 4th Floor – Disbursement Operations
- 5th Floor – Procurement Services

For more information on the new location, please visit our website.
Invoice Payment information now in OSCAR

<table>
<thead>
<tr>
<th>General</th>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Owner: Victoria Rotondi</td>
<td>Accounting Date: 3/15/2016</td>
</tr>
<tr>
<td>PO Department: Advancement Strategy, Services and Infrastructure</td>
<td>Pay Status: Paid</td>
</tr>
<tr>
<td>Invoice Type: Invoice</td>
<td>Payment Method: ACH</td>
</tr>
<tr>
<td>Supplier Invoice No.: 10/7/16DEPOSIT</td>
<td>Payment Date: 3/16/2016</td>
</tr>
<tr>
<td>Supplier Name: Mazzone Management</td>
<td>Check/ACH Number: 10086890</td>
</tr>
<tr>
<td>Create Date: 3/15/2016</td>
<td></td>
</tr>
<tr>
<td>Invoice Date: 3/15/2016</td>
<td></td>
</tr>
<tr>
<td>Discount Date: no value</td>
<td></td>
</tr>
<tr>
<td>Invoice Name: 2016-03-15 meczyn 01</td>
<td></td>
</tr>
</tbody>
</table>
All in Quotes

• Required for all orders
• Will prevent vPay declines, and change orders
Crystal Rock Punch Out:

- Please refer to **Supplier Page**, and the email sent 3/11 for updates, and information on how to use the catalog
- There is a “**how-to order**” guide on the supplier page
- For additional assistance, please contact Procurement Support, and/or attend the next Office Hour to be held on Wednesday, April 13th
Business Cards

• Concerns are being addressed
• More details to follow after next week
• If you have an urgent need for business cards during this period, please contact Diane Piester at piestd@rpi.edu with a copy to Kristine Chapline at zarzyk@rpi.edu for further direction.
Medline contract
Medline Contract
Key Research and Academic Products from Medline

Disposable Apparel & PPE
- Gowns
- Coveralls
- Bouffant
- Shoe & Boot Covers
- Masks & Goggles
- EHS, R&D, Vivarium, Manufacturing

Examination & Surgical Gloves
- Aloe
- Nitrile
- Latex
- Vinyl
- R&D, Animal Science, Manufacturing, EHS

Autoclave Sterilization
- Sterilization Wrap
- Pouches
- Containers
- Disinfectants
- R&D

Operating Room supplies
- Instruments
- Surgical Supplies
- Fenestrated Drapes
- Anesthesia supplies
- SPT’s
- Animal Science

Laboratory Consumables
- Glassware
- Wipes, Pipettes
- Research, QA/QC
- Microbiology
- Histology
Typical Targets for Non-Contract Standardization
Primary Products Category Listing

**Personal Protection** - (Lab Animal, EH&S)
- Exam gloves
- Shoe covers
- Bouffant Caps
- Isolation Gowns
- Coveralls
- Boot Covers
- Face Shields and Face masks
- Protective Eye wear
- Ear Protection
- Disposable Lab Coats and Scrubs
- Sleeves
- Alcohol Prep Pads
- Rubbing Alcohol & Betadine
- Disposable Underpads
- Sutures
- Tongue Depressors
- Cotton Tip Applicators
- Diagnostics
- (Stethoscopes, Thermometers, Sphygmomanometers, Etc.)
- Scales
- Wheelchairs
- Walking Aids
- Hot/Cold Compresses
- Orthopedic Soft Goods (splints, slings, etc.)
- Surgeon’s Gowns & Drapes
- Surgeon’s Gloves
- Disposable Scalpels and Blades
- Specimen Collection (bags, containers, etc.)
- Over The Counter Medications

**Medical Surgical Supplies** - (Lab Animal, Schools of Medicine, Nursing, Infirmary)
- Exam Gloves
- Adhesive Bandages and Gauze
- Needles & Syringes
- Wound Care
- Lubricants & Ointments
RPI & American Heart Association

• **Kick off meeting:**
  - Friday, March 18th @ 9am in the Shelnutt Gallery – all are welcome

• **RPI Heart Night Out:**
  - Thursday, May 12th 5-9pm @ the Recovery Sports Grill

• **Capital Region Heart Walk:**
  - Saturday, June 11th