

To Better Serve You...

...We've updated and reorganized our website! Visit www.lehigh.edu/~inubs/purchasing to see:

- A special section dedicated only to Lehigh Employees
- A special section dedicated only to vendors/suppliers
- Simple "How To" Guides
- Updated FAQs

Feedback is welcome at www.lehigh.edu/~inubs/feedback.shtml



Planning a Personal or Business Trip?

Lehigh's preferred travel provider:

Travel Leaders
 Phone: 866-502-1924
 Address: 460 Waverly Road
 Holland, Michigan 49423
 Hours of Operation:
 8am - 8pm EST (Monday - Friday)
 10am - 6pm EST (Saturday)



Supplier Highlight: Grainger

Grainger is the leading supplier of facilities maintenance products serving businesses and institutions in the United States. Grainger has earned a solid reputation for integrity, quality service, innovation, long-lasting partnerships, and technology leadership. Lehigh purchases a wide selection of items from Grainger, notably in the following product areas: HVAC, materials handling, plumbing, electrical, power tools, lighting and parts.

Grainger's catalog features more than 183,000 facilities maintenance products, including a wide variety of products that are recognized as ENERGY STAR, Green Seal Certified, and containing Recycled Content. Grainger is a contracted supplier through an E&I cooperative agreement, with discounts available on all catalog items as well as additional deep discount programs for select groups of products such as hand and power tools, motor products and air filters. Additionally, Grainger offers a wide variety of health and safety training at no cost. Please contact Lehigh's EH&S Department (x84251) to find out if there may be an opportunity for training in your department through Grainger.

For more information on Grainger, visit www.grainger.com

LEHIGH[®]
Purchasing Services

Jane Altemose, Strategic Sourcing Manager
Ext. 84637, jca209

Mark Ironside, Exec. Director
Ext. 83843, mri205

Brenda Bachman, Coordinator
Ext. 83266, bkb204

Sharon Zurick, Lab Store Clerk
Ext. 83483, shz3

Linda Roberts, Accounting Coordinator
Ext. 83841, llr1

Sauder Manufacturing Company, 2009 Winner of LVAIC “Nancy Tregoe Vendor Award”

Congratulations to Joe Marano and Sauder Manufacturing Company for winning the Lehigh Valley Association of Independent Colleges (LVAIC) 2009 Nancy Tregoe Vendor Award. Sauder is a family owned furniture manufacturing company dedicated to creating furniture that meets—and exceeds—the high demands of colleges and universities in every aspect of campus and residence hall life.

This award recognizes a supplier that outperforms its competitors and excels in the educational environment. Sauder’s receipt of this award is based on a long standing history of meeting delivery schedules, producing desired quality, and providing outstanding service to the LVAIC institutions. Nomination for the award was received from Betty Lees, Director of Purchasing for Muhlenberg College and a Sauder customer, stating “Joe has proven to be reliable, conscientious, and when glitches occur he seeks to remedy them and provides direct feedback to Sauder so problems can be avoided in the future”. Joe has excellent relationships with the various LVAIC members and Sauder is ready and willing to accommodate whatever Lehigh needs.

Sauder continues to implement initiatives to help promote environmentally responsible practices throughout the company, including:

- utilizing raw material suppliers that operate in an environmentally responsible manner
- using wood species from suppliers practicing conservation and reforestation programs
- utilizing chemicals and adhesives in the manufacturing process that meet or exceed environmental standards

Lehigh’s Purchasing Office is pleased to recognize Sauder’s receipt of this award and looks forward to a long and rewarding partnership. For more information on Sauder, visit www.sauder.com



New News!

Jane Altemose joined the Purchasing staff this past June. Jane is Lehigh’s Strategic Sourcing Manager and will work primarily with Facilities Services and Planning on construction, renovation, design, and related services and products including carpeting and furniture. Her office is located at 516 Brodhead.

Brenda Bachman has been promoted to Purchasing Coordinator. Brenda’s responsibilities include procurement cards, travel, Federal Express, Crystal Springs water, Office Depot, and website management. Her office is located at 516 Brodhead.



Computer Purchases

Before placing an order for a laptop or computer, your LTS liaison must be consulted. All computer purchases must be ordered using a purchase requisition with the quote attached and sent to the Purchasing Department. Any computer purchases ordered via a LPO (Limited Purchase Order) will be cancelled and returned to the requisitioner.



JUNK = TREASURE???

How can your junk be anyone’s treasure? Through Asa’s Attic, it can!

Does your office have an abundance of surplus items such as printers, computers, shelving, binders, toner cartridges, lab equipment, etc.? Before taking steps to sell, donate, scrap, or dispose of usable items, visit Asa’s Attic on the Purchasing website (under Surplus and Warehousing). Your surplus might be just what another Lehigh department is looking for! University guidelines state that any surplus item must be advertised on Asa’s Attic before selling or disposing of it by other means. The surplus ad will be posted a minimum of five business days and a maximum of 30 calendar days. Utilizing Asa’s Attic is an excellent way to recycle and reuse materials and reduce the amount finding its way to landfills.

The Purchasing website also provides guidelines on determining that the property is your department’s to sell, what options are available to you, and how to post on Asa’s Attic. Check it out!

