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## CAMPUS CORRESPONDENCE

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From: Rose Mary Wilhelm, CPPB  
Executive Director of Procurement Services

Date: March 2, 2007

To: Deans, Directors, and Department Heads

Re: **Office Supply Contract Renewal** – New 2007 Catalog Effective 01/01/2007  
**Memorandum No. PUR 07-02**

The Office Supply Catalog Contract No. 405577 held by Corporate Express has been renewed for calendar year 2007. The new "State of Louisiana 2007 Office Supply Sourcebook/Corporate Express" catalog is effective January 1<sup>st</sup>.

*Please be advised that individual items with a net discounted price over \$1,000 are excluded from this contract.*

**Online Catalog & Pricing** The 2007 catalog and the University's net discounted item prices are accessible online via our dedicated LSU/Corporate Express "E-way" website. Go to our "Office Supplies" webpage <http://www.fas.lsu.edu/purchasing/officesupply.htm> and click on [www.eway.com](http://www.eway.com) [User ID is la and Password is louisiana – both in lower case].

The LSU/E-way catalog has a comprehensive search capability located at the top of the E-way website entitled "Product Search", which is keyword driven and will display related items for your price comparison purposes.

Please discontinue use of the 2006 printed catalog. Hardcopies of the new 2007 edition may be obtained from University Stores, or by contacting the Corporate Express customer service team (telephone 225-274-3140 or 1-888-511-3142). Discounted contract prices are also available from Corporate Express electronically by email.

**Core Items - Best Buys!** This contract includes 297 core items with discounts up to 90% off list prices. Departments are urged to shop the Core Items List to achieve best values on these most frequently requested, nationally recognized branded items. Departments may access the 2007 Core Items List on Purchasing's "Office Supplies" or "Corporate Express" web pages.

**Deeper Discounts!** All Corporate Express brand products in the 2007 Catalog are discounted at 58% off catalog list prices. Corporate Express brands are designated with CEB, EXP, CEG, and DPS in the item number.

**HON Furniture Excluded** Departments are advised that HON or equivalent office furniture should not be purchased under the office supply contract. Though included in the catalog at a 30% discount, you must use the new Mid-range Office Furniture Contract No. 405971, which offers HON furniture at discounts ranging from 59.5% to 64.3% from list prices.

Any questions regarding the procurement of office supplies should be directed to Michele Morris ([mmorr12@lsu.edu](mailto:mmorr12@lsu.edu) / 578-2739).

RMW/VP