

----- Original Message -----

Subject: Vendor Quotes...

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To: "Liviu Movileanu" <lmovilea@physics.syr.edu>, Khalil Howard
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Hi folks,

As a reminder, when getting quotes for larger order placements (over \$1,000.00); please be sure the quote is all inclusive for all items needed when submitting orders to me with same vendor (i.e. Bio Rad). It becomes very confusing to me as well as to Purchasing to have a quote then separate line items that are not included in the quote. Therefore, please be sure the vendor includes the entire items (discounted and standard items within the same quote). Otherwise, we should separate the items via Requisition/Pro Card. Pro Card would strictly be anything under \$1,000.00 that is non-chemical.

With the recent two Bio Quotes (original and revised) it was very confusing and I again learned that not everything was listed on the revised quote. When there are changes to original quotes given to me. It would be most helpful to email me on put in subject (HOLD BIO ORDER). I had already completed the requisition this afternoon when I received the revised quote which again was not complete. This wastes time for all of us. Unfortunately, due to my increased work load, I simply cannot remember on-the-fly verbal messages I have too much going on simultaneously. I need it in writing via email.(Thanks).

Also, keep in mind, when getting quotes from vendors, you do not have to again type everything up on the Excel ordering template as everything is usually listed concisely and clearly on the vendor quotes. Just attached the quotes to an email and tell me charge #'s etc. once approved. I then only need to reference the Quote # when typing up requisitions vs. having to type individual line items.

The above helps me in expediting your orders vs. being slowed down. Thank you for assisting me to assist you.

Cordially,
Cindy

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