



FACT SHEET

Supply Room Mandatory Office Supply Contract

JMU Specific Punch-Out Catalog

Strategic Sourcing is an approach that combines the purchasing of commonly-used supplies, equipment, and services in order to achieve more favorable pricing and more effective service.

Why?

JMU Administration has received requests from the BOV and the state government to implement cost savings due to state budget cuts. Office supplies are JMU's largest commodity. JMU is utilizing a cooperative UVA contract that offers deeper discounts for the university.

What?

The Supply Room Companies (TSRC) is now the university's office supply vendor for **ALL** common office supplies: binders, file folders, shipping materials – anything that falls under the account codes 131200 and 131300.

When?

February 1, 2015 is our targeted go live date for the new contract and new JMU exclusive punch-out catalog.

How?

- Purchasers will buy supplies as they do today – utilizing the JMU specific catalog. TSRC catalog will display the best value supplies that are under contract and provide the greatest cost savings.
- If a purchaser needs a specialty item not listed in the JMU Marketplace, the purchaser contacts TSRC to determine if a similar or alternate item can be accommodated and if not, then the purchaser will purchase from another vendor. Keep all documentation and be prepared to be questioned by Accounts Payable or Procurement.
- TSRC offers price matching as part of the contract. If you find an item from a competitive vendor with a lower price, contact Customer Service, Carolyn, Ron or Dutch by email, including the link where the better price is listed or a screen shot of the item with pricing, containing the company name. Official quotes would even be better. TSRC should respond within 24 hours after they complete the research and make sure everything is legitimate. Please keep in mind that TSRC agreed to price match like companies such as Staples and Office Depot, so Amazon is out and some of the other familiar companies are not consider "like" companies.
- Procurement Services and Accounts Payable will monitor institutional spend to ensure adherence and continuous improvement of the office supply purchasing process.

customerservice@thesupplyroom.com

TSRC Contacts: Customer Service

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