TO: Deans
Vice Presidents
Directors
Business Managers

FROM: Michael J. Mandl

RE: Tech Depot Preferred Supplier Agreement

DATE: October 20, 2005

As with a number of other commodity purchasing areas, I write to inform you of a new preferred supplier agreement between Emory University and Tech Depot for computer peripherals and HP printers. This agreement is designed to lower costs and improve service levels for University employees.

To streamline the ordering process, Tech Depot has developed a new web-based tool to simplify product selection and ordering for University employees. That online ordering tool can be found at: [http://emory.techdepot.com](http://emory.techdepot.com). Emory Healthcare will also support the Tech Depot preferred supplier agreement, but will continue to operate under its current purchasing policies for this vendor.

The University’s Procurement Services Department will offer instructional sessions designed to introduce campus users to the features and benefits of the new online tool as well as the details of the new vendor agreement. As with some of our other recently executed vendor agreements, the new Tech Depot contract contains price-match provisions, which will help to ensure that University employees receive the lowest prices possible from valid competitors.

For questions related to the use of this agreement for Emory University, please call Alison Haas at (404) 727-4312. For questions within Emory Healthcare, please contact Judith Crutchfield at (404) 727-7247.

Thank you in advance for your cooperation in purchases through our preferred supplier agreements.

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