

WPI Preferred Suppliers *For Quotes please contact procurement for advisement at eproc@wpi.edu.	Supplier Category	Additional Information
Workday Punch-Out Suppliers		
Amazon	E-commerce	Amazon prime shipping applies.
Apple	Computer/Technology	Consult IT via Email - its@wpi.edu
Connections	Computer/Technology	Rep Eric Norwalt - eric.norwalt@connection.com Shipping: If an order is ≤ \$50 there is a \$5 Handling Charge. Charges may vary based on items purchased. Inquire with Rep.
Dell	Computer/Technology	Consult IT via Email - its@wpi.edu
Fisher Scientific	Lab Equipment & Supplies	Contact Procurement for Sales Representative information Per the MHEC D25 Contract, catalog items have free freight. 3rd party shipments, ice, hazardous, overnight/rush, and special handling incur additional charges. At present these additional charges will show up in Workday as "Shipping Charges", as there is only one line allowed for shipping in Workday.
McMaster Carr	Hardware, tools, raw materials, maintenance equipment and industrial	Shipping charges apply.
Sigma-Aldrich	Lab Equipment & Supplies	Contact Procurement for Sales Representative information. Shipping charges apply.
Staples	Office Supplies	Rep. Jacob Christian- Jacob.Christian@staples.com Shipping: Free delivery for catalog orders; not including furniture.
Thermo Fisher	Lab Equipment & Supplies	Contact Procurement for Sales Representative information. Life Tech products that are available via the TF punch-out may be ordered accordingly; Quoted Life Tech product orders must be Non- Catalog orders processed using Life Tech "Manual" supplier. Shipping charges apply.
VWR	Lab Equipment & Supplies	Contact Procurement for Sales Representative information. Shipping: F.O.B. destination, pre-paid plus fuel surcharge. Some product-based shipping charges apply
WB Mason	Office Supplies	Rep. Steve Pereira - steve.pereira@wbmason.com Shipping: Free delivery for catalog orders.
WW Grainger	Hardware, tools, raw materials, maintenance equipment and industrial materials.	Contact Procurement for Sales Representative information. Shipping charges apply.
Preferred Suppliers without a Punch-Out Catalog in Workday		
Airgas	Specialty Lab & Industrial Gas and Related Equipment	Per E&I Contract CNR01362, and the Member-Specific Agmnt. (MSA), there is a Delivery Flat fee of \$18.80 per order; a Processing fee of \$15.02 per Cylinder; and a Processing fee of \$37.61 per Liquid Cylinder. There are NO Hazardous Fees. *THE DEPT. SHIP-TO ACCOUNT NUMBER IS REQUIRED FOR ALL ORDERS. PLEASE INCLUDE IN THE "MEMO TO SUPPLIER" FIELD ON THE REQUISITION IN WORKDAY.
Aramco (Formerly Casey EMI)	Janitorial Cleaning Products & Equipment	Rep. Kim Swart - kaswart89@gmail.com Shipping: Per MHEC Contracts G02, G17 and G19 Freight included in cost.
B & H Photo	Audio Visual Technology & Equipment	Contact procurement for advisement. Shipping: F.O.B. Destination – freight is free for orders that weigh less than 70 LBS. Orders weighing more than 70 LBS. or requiring truck delivery will be charged reasonable shipping.
Bio-Rad Laboratories	Lab Equipment & Supplies	Rep. Matthew Reuben - matt_reuben@bio-rad.com *Contact procurement for price list and ordering instructions. Bio-Rad provides a freight agreement as follows: WPI will receive free freight for orders between \$200-\$3000, and 50% freight for any orders over \$3000, full freight pricing will apply to orders under \$200.
Carolina Biological	Science Supplies & Materials for Science Education	Rep. Tim Cleaver - tim.cleaver@carolina.com *Please reference "P105672 &" on all orders. Shipping charges apply.
CDW	Computer/Technology	Consult IT via Email - its@wpi.edu Free shipping.
Demco Inc.	Library Supplies	Demco will pay regular FedEx Ground Service shipping costs on all stock orders over \$75.
Enterprise/National	Vehicle Rental	Contact Procurement for Sales Representative information. *Refer to Program A Price list for Domestic Rental pricing. The E&I Contract Number is CNR01494. Contact Procurement for the required WPI code.
Hewlett Packard	Computer/Technology	Consult IT via Email - its@wpi.edu
Home Depot	Hardware, tools, raw materials, maintenance equipment and industrial materials.	Purchase in-store using WPI PCard and note University Tax Exemption number.
Imperial Dade (Formerly Butler Dearden)	Cleaning chemicals, janitorial supplies, foodservice packaging, paper products, and cleaning equipment.	Rep. Kevin Crowley - kcrowley@imperialdade.com Shipping: 2022 \$400 minimum order. Free delivery on orders \$800 or more. Delivery Fee on orders under \$800: \$6.50 Deliveries to Worcester: Tuesday & Thursday
Medline	Medical Supplies & Equipment	Rep. Casey Morris - cjmorris@medline.com Shipping: There are Shipping Charges for orders <\$150.00, this applies to all product lines. This is per E&I contract CNR01387 Pharmaceuticals & OTC; and CNR01385 Medical Surgical Products & Equipment.
Moore Medical/McKesson	Medical Supplies & Equipment	Rep. Brian Fleming - brian.fleming@mcckesson.com Work 804-956-6131; Cell 804-334-9718 Shipping: No Shipping charges for orders over \$100; Charge of \$8 for ice and a Fuel Surcharge of \$3.03 per order.
MSC	Hardware, tools, raw materials, maintenance equipment and industrial materials.	Rep. Roland Parady - roland.parady@mscdirect.com *Prior to requisition creation contact Rep. if you do not have an existing account number associated to your dept. Ship-to. Shipping included, not additional per MHEC G19 Contract.

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Northern Safety (NSI)	Safety & Industrial Supplies	Rep. Daniel Dumoulin - ddumoulin@nothensafety.com *Contact Rep. to establish an account for order placement. Free Shipping.
PPG Architectural Finishes Inc. (PPG Paints)	Painting Supplies and Services	Rep - Jim Mountour/985-789-6003/jim.mountour@ppg.com / Customer Service Rep - ppqcorporateaccts@ppg.com
ProShred	Shredding	Sales inquiry's to sales@proscansolutions.com Phone: 413-279-1701 \$35 minimum for regular service shredding, \$150 minimum for purge shredding & scanning services.MHEC Contract F20
Qiagen	Sample and assay technologies for molecular diagnostics, applied testing, academic and pharmaceutical research.	Rep. Don Vendrone - don.vendrone@qiagen.com *For order placement reference Quote #211201US01429121JR Shipping: Flat \$35 S&H/Dry Ice/Hazmat charge on orders over \$500.
Steelcase, Inc.	Office Furniture	Place orders with Local Steelcase Authorized Dealer. When requesting a quote or placing an order, identify yourself as an E&I member and reference CDA#21200987.
Sunbelt Rentals	General construction equipment, tools, pumps, power generation, HVAC and industrial equipment rental and restoration.	Rep. Heli Howe - heli.howe@sunbeltrentals.com Shipping charges per MHEC B14 contract is based on travel distance.
		Shipping as per OMNIA Contract #R200601 is included in pricing unless otherwise stated. Per E&I contract CNR01437 there is an environmental fee on each piece of rental equipment identified as having a potential for environmental impact. Shipping charges apply on equipment purchases.
United Rentals	Equipment Rental	Place orders directly with the local branch.
Waters	Lab Equipment, Supplies and Software	Contact Procurement for Sales Representative information. Reference E&I contract #EI00054 when placing orders. Shipping charges apply.
Wilkem	Scientific equipment, supplies chemicals, and safety supplies.	Create a non-catalog order in Workday. Per MHEC D25 Contract there is a \$100 Minimum Order Requirement for free shipping. Hazmat charges will apply.