

# How To Buy: Office Supplies

## COMMODITY DESCRIPTION

This commodity includes office supplies and office furniture.

**VENDOR:** [Corporate Express](#) **VENDOR CLASSIFICATION:** [Strategic Business Partner](#)

On May 17, 1999 the University began a partnership with Corporate Express to provide office supplies and furniture to departments. This partnership was renewed a year ago through a competitive bid process. Corporate Express offers CWRU a progressive solution for easy ordering of office supplies and other selected business consumables. A partnership such as this is designed to grow and change to insure you, as users, are having your needs met. Initially, items on contract pricing are based on past usage information. However, we have challenged Corporate Express to introduce quality brand products that will continue to provide the greatest savings opportunities for you over the life of the partnership. In return, we ask that you be receptive to trying new product lines to enable CWRU to maximize savings.

**Not registered?** Sign up at [Corporate Express On-Line Ordering Registration](#)

## PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
\$1,500 or less	<a href="#">Corporate Express E-Way</a>
Above \$1,500	<a href="#">Corporate Express E-Way</a>

## CONTACTS FOR THIS COMMODITY

### Corporate Express

800 Resource Drive  
Brooklyn Heights, Ohio 44131  
(216) 416-7710 phone  
(216) 416-7750 fax

### Sales Representative(s):

David Trunzo  
[david.trunzo@cexp.com](mailto:david.trunzo@cexp.com)  
(216) 299-2077 cell phone  
(216) 416-7732 phone  
(216) 416-7786 fax

### Customer Service Representative(s):

Kat Kolkoff / Office Supplies

(216) 416-7714 phone

### Don Reagan / Furniture

[don.reagan@cexp.com](mailto:don.reagan@cexp.com)  
(800) 837-8156 x144 phone  
(330) 376-0986 fax

**Case Purchasing Contact:**

Karen Stephens  
Phone: 216-368-4474  
[karen.stephens@case.edu](mailto:karen.stephens@case.edu)  
Fax: 216-368-6973

05/2004