Various Contract Updates

OFFICE SUPPLIES – On October 7, 2013, Staples Advantage (SOK # 37762) will change its ordering website from EWay.com to Order.StaplesAdvantage.com. What you need to know to get ready:

- In most cases, your recently ordered items on EWay will be saved as a personal shopping list and transfer with your other shopping lists to your new ordering site. Print your lists today just in case some items don’t transfer.
- You will continue to have access to your EWay.com account for 60 days after the transition so you can reference your EWay order history.
- Look for an email from Staples Advantage in the coming weeks with your new login information and new contact information for Staples Customer Service.

To ensure you can receive further updates and communications from Staples Advantage, please take the following steps today:

- Make sure you have a valid and updated email address saved in your EWay account profile
- Add Staples@e.staplesadvantage.com to your address book or contact list so emails will not get blocked as spam

For more information, log into EWay.com and check out the training and informational materials offered there. Click here to read some transition tips.

OFFICE FURNITURE – Scott Rice Office Works (SOK #36566, etc) is taking their customer service to the next level by providing a new service – online buying. This new experience was developed by Scott Rice Office Works with the help of the K-State Purchasing Department as a way to quicken the buying process on smaller campus projects. It allows Scott Rice clients convenience and efficiency while still being one call away during the purchasing process.

To begin, users will need to register at https://scottrice.yourensync.com/ksu/. Once signed in, you will be brought to a welcome page that includes information on how to contact the Scott Rice office with questions, requests for finish samples or for test-drives of products. To see the product catalog with the most popular items for K-State and begin shopping, click “Shop.”

For any questions, concerns or to find additional items not in the on-line catalog, please contact Scott Rice Office Works at 785-537-0299.

OFFICE CHAIR – A new K-State chair is available for purchase through Kansas Correctional Industries. Attached are photos of the product or stop by the Purchasing office (21 Anderson Hall) for a test drive. Interested? Need more details? Contact Steve Burnett with KCI at 785-559-5150 or steveb@doc.ks.gov.