

**DATE:** May 25, 2010  
**TO:** Executive Committee Members, Assistant Vice Presidents,  
Chairs, Directors, Department Heads, and Assistants to the  
Deans, Vice Presidents, and Departmental Administrators  
**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs/CFO

## **Business Affairs Bulletin No. 05 - FY 2010**

### **SUBJECT: Office Supplies – New Preferred Supplier Contract with *Today's Business Solutions***

---

Effective June 1, 2010, the Health Science Center has executed a preferred supplier contract with *Today's Business Solutions* under the UT System Supply Chain Alliance. *Today's Business Solutions* is a Houston based company and a Texas HUB Certified Partner with *OfficeMax* providing office supplies to several UT health institutions under a UT System-wide contract. *Today's Business Solutions* will provide *OfficeMax* products at our current contracted price and delivery schedule. All products will continue to be supplied by *OfficeMax* and there will be no change in price or quality. Next-day delivery will continue to be available.

The ordering processes for office supplies will remain the same with minimal changes as follows:

#### **Purchase Order**

- For requisitions sent to the Purchasing Office for processing, use *Today's Business Solutions* and vendor ID 0000264177 as the vendor name and number. Catalog and product numbers will remain the same as previously used to purchase *OfficeMax* products.

#### **General Stores**

- Orders will continue to be processed through General Stores requisitions and you will select *Today's Business Solutions* (vendor ID 0000264177) as the vendor. Continue to enter the catalog product number in the requisition Item ID field.

#### **ProCard**

- User profiles for all current ProCard users should be redirected to *Today's Business Solutions* automatically.
- Orders can be placed online using your procard and username at *Today's Business Solutions'* website located at [www.tbstx.com](http://www.tbstx.com).
- Please note that procard users cannot place online orders during the transition on May 27 and May 28, 2010. Availability of online ordering will resume on June 1, 2010.

If you have any questions regarding this change, please contact the Purchasing Department at [PurchAdmin@uthscsa.edu](mailto:PurchAdmin@uthscsa.edu) or 2-6200.