

Purchasing with OSU AutoPay Vendors

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1. Bi-Mart.

Corvallis locations only.

Stop at the front counter.

Ask to make a commercial charge to Oregon State University or the Agricultural Research Foundation.

Be sure they get the correct account.

Be prepared to show your OSU ID, provide your Unit name, Index and Activity Code (if needed).

You will be given a card to sign and take to the register with your purchase items.

You will receive a receipt at the conclusion of your transaction.

2. Napa, Densons, OSU Beaverstore, Robnett's, Smith Glass, Willamette Graystone.

Go to the checkout counter with your purchase items.

Inform the cashier that you are making a charge to Oregon State University.

Be prepared to show your OSU ID, provide your Unit name, Index and Activity Code (if needed).

You will receive a receipt at the conclusion of your transaction.

3. Fisher Scientific

With your Fisher Account number you may place an order by phone with Customer Service. (800) 766-7000

(If you don't know your number, they can look it up. If you don't have a number, the Fisher Sales Rep can have this set up for you.)

They will verify your shipping address and ask for your Index and email address.

A confirmation number for the order will be sent to the email address you provide.

The Fisher Sales Rep can have an online account set up.

The Fisher Sales Rep can also have a Master account created, so a central contact can add purchasers with the same shipping address.

To make an online purchase, log on to <https://www.fishersci.com>.

Search and add items to your cart.

At checkout, you will be prompted to provide your Index and Activity Code.

A confirmation will be sent to the email address attached to the account.

Fisher Scientific Account Representative:

Hilary Johnson

800-955-6666, ext. 199-3209

Cell: 503-449-3844

Hilary.Johnson@thermofisher.com

4. Grainger

Delivery is typically in one business day.

With your Grainger Account number you may place an order by phone, or set up your own online account. Phone: (541) 342-7606

(If you don't know your number, they can look it up. If you don't have a number, Customer Service can help set this up.)

They will verify your shipping address and ask for your Index and email address.

A confirmation number for the order will be sent to the email address you provide.

Customer Service can set up an online account.

You may also create Subordinate accounts, so a central contact can add purchasers with the same shipping address.

To make an online purchase, log on to www.grainger.com.

Search and add items to your cart.

At checkout, you will be prompted to provide your Index and Activity Code.

A confirmation will be sent to the email address attached to the account.

5. OfficeMax. Online or by phone orders only. Autopay purchases cannot be made at the store.

Orders under \$50 are charged a fee. Delivery is typically in one business day.

With your OfficeMax Account number you may place an order by phone with Customer Service. Phone: (877) 969-6629

(If you don't know your number, they can look it up. If you don't have a number, Customer Service can help set this up.)

They will verify your shipping address and ask for your Index and email address.

A confirmation number for the order will be sent to the email address you provide.

Register for online ordering at: <http://www.officemaxworkplace.com/>

To make an online purchase, Log on to <http://www.officemaxworkplace.com/>

Create a New Order

Fill in Index Number and Activity Code if needed.

Fill in Name

Search and add items to your cart. If you don't want to shop from a blank form, you can choose a catalog.

At Checkout, ignore the Credit Card section and click on 'Continue'.

A confirmation number for the order will be sent to the email address you provide.

6. Staples. Online only. Autopay purchases cannot be made at the Corvallis store. Delivery is typically in one business day.

Register for online ordering:

<https://register.staplesadvantage.com/webapp/wcs/stores/servlet/emlcustomerreg?RegFormId=442377&storeId=10101&langId=-1>

You will receive an email when your account has been created.

To make a purchase Log on to <https://order.staplesadvantage.com/>

Search and add items to your cart.

At checkout, you will be prompted to provide your Index and Activity Code.

A confirmation will be sent to the email address attached to the account.

7. VWR

With your VWR Account number you may place an order by phone with Customer Service. (800) 932-5000

(If you don't know your number, they can look it up. If you don't have a number, Customer Service can help this set up for you.)

They will verify your shipping address and ask for your Index and email address.

A confirmation number for the order will be sent to the email address you provide.

Customer Service can help with setting up an online account.

To make an online purchase, log on to <https://us.vwr.com>.

Search and add items to your cart.

At checkout, you will be prompted to provide your Index and Activity Code.

A confirmation will be sent to the email address attached to the account.

VWR Sales Representative:

Chelsea Fackrell

Cell: (503) 928-0604

Chelsea_fackrell@vwr.com