

SCIENTIFIC BUYING: HOW TO PROCURE YOUR SCIENTIFIC NEEDS

UB Business Day
November 12, 2025



Agenda

- Who We Are
- Strategic Sourcing
 - Basic Equipment, Consumables and Services
 - Capital Equipment and Specialized Scientific Systems
 - Purchasing Options
 - Purchasing Dollar Thresholds
- International Orders and Tariffs
- What's New and What's Coming
- Contacts and Help
- Questions?



Mission

Purchasing and Contract Services is actively supporting the university's missions of research, education, and service by delivering efficient procurement solutions. We prioritize customer service by collaborating with stakeholders, streamlining processes, and utilizing technology to enhance innovation to support the university's strategic goals.

Purchasing and Contract Services Strategic Pillars



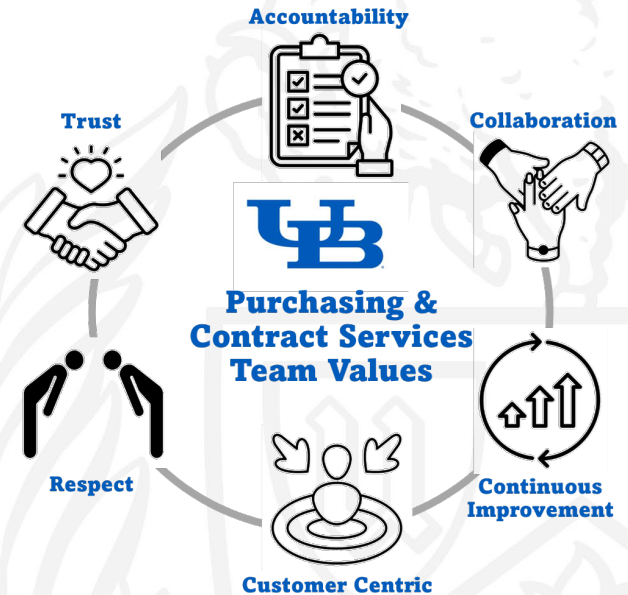
**Category
Subject Matter
Expertise**

+



**Strategic Analysis
& Process
Improvements**

+



**Team Values
for Service
Excellence**

Strategic Scientific Procurement





Scientific Purchasing Overview

Scientific Purchasing Categories

- Capital Equipment - Specialized Scientific Systems
- Basic Equipment, Consumables and Supplies
- Services - Analysis, Maintenance Agreements and Repairs (MRO)

Procurement Methodology


- Funding Source – State, RF, or UBF
- Contract vs. Non-Contract
- Bid or Multiple Quotes Required?
- Departmental Justification – Sole or Single Source





University at Buffalo

Division of Finance and Administration

A photograph of a female scientist with long dark hair, wearing a white lab coat, working in a biosafety cabinet. She is using a pipette to transfer liquid into a multi-well plate. The cabinet is filled with various laboratory equipment and supplies, including several pipettes in a rack, bottles of red and clear liquids, a rack of blue-capped test tubes, and yellow storage containers. The scene is brightly lit, and the background is a metallic surface.

Strategic Sourcing Basic Equipment, Consumables and Services



STRATEGIC SOURCING – BASIC EQUIPMENT, CONSUMABLES, MRO

Preferred Sources (i.e. NYS Industries for the Disabled, NYSPSP)

NYS OGS Centralized Contracts (i.e. Fisher Scientific, Krackeler Scientific, Laboratory Products Sales)

System-Wide SUNY Contracts (i.e. VWR)

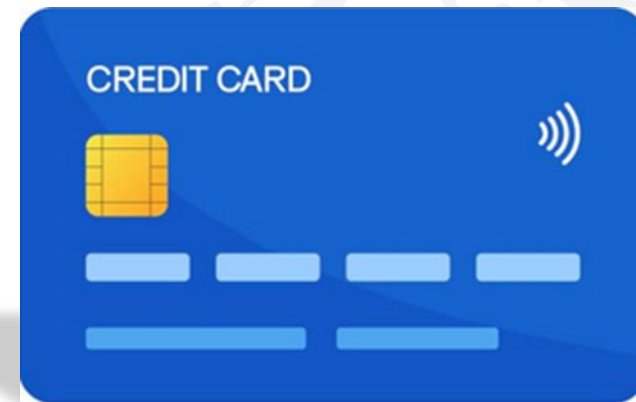
Minority/Women-Owned Businesses (MWBE) (i.e. Laboratory Products Sales),
Service-Disabled Veteran-Owned Business (SDVOB) (i.e. Fathom Testing)

Open Market (sole/single source, obtaining quotes)

Purchasing Options

SHOPBLUE

eProcurement



PCard

Purchasing Dollar Thresholds

For Procurement Cards (PCard)

State	RF	UBF
Per transaction limit is \$4,999. Orders over limit use requisition process	Per transaction limit is \$2,500. Orders over limit use requisition process	Per transaction limit is \$2,500. Orders over limit use requisition process
Price must be reasonable	Price must be reasonable	Price must be reasonable
Transaction must be appropriate to grant or account	Transaction must be appropriate to grant or account	Transaction must be appropriate to grant or account
Tax exempt	Tax exempt	Tax exempt

SHOPBLUE

UB's eProcurement system

- Centralizes strategic processes and streamlines your purchasing needs
- Improves visibility and maximizes efficiency
- Customizable user profiles
- Provides enhanced reporting and tracking capabilities
- Strengthens supplier partnerships reducing supplier risk
- Increases contract compliance

ShopBlue Homepage

University at Buffalo

SHOPBLUE

All

Search (Alt+Q)

0.00 USD

2

17

Shop • Welcome to ShopBlue!

Shop

Go to:
[Favorites](#)
[Forms](#)
[Non-Catalog Item](#)
[Quick Order](#)
Browse:
[Suppliers](#)
[Categories](#)
[Contracts](#)

Simple
Advanced

Search for products, suppliers, forms, part number, etc.

Organization Message

ANNOUNCEMENTS

System Updates: All systems are operating as expected at this time.

Supplier Updates:

- New! Agilent:** is now available through a catalog on the supplier showcase within ShopBlue.
- New! Amazon:** As of October 15, Amazon Business has transitioned to ShopBlue(P-card Use Only). Please see below link for further information.
 - [Amazon Business Website](#)
- New! Minoritech/Grainger:** The Minoritech punchout will now be accessible through the Grainger punchout due to a SUNY-wide effort. When accessing the punchout, you will see options on the landing page to select a supplier. Please select **Minoritech** to continue our strategic partnership and meet the goal of directing 30% of business to Minority and Women Owned Business Enterprises while supporting small businesses.

TRAINING AND SUPPORT

- Register for ShopBlue 101 training classes on [UB EDGE](#).
- ShopBlue Training Information and Resources: Please visit the ShopBlue website at [buffalo.edu/shopblue](#).
- Contact us!
 - ShopBlue Support Phone: 716-645-4500
 - Email: UBS-ShopBlue-Support@buffalo.edu

REMINDERS

Replacing PunchOut Orders:

- If you need to replace or reorder an existing PunchOut order, please create a new requisition through the PunchOut catalog and do not copy existing carts. Contracted prices change, and copying an old requisition may result in incorrect pricing on your new requisition, which can result in delays or cancellation of orders.

[Please follow the University's IT Policy "Handling Restricted Data" when placing orders and adding attachments in ShopBlue](#)

Popular Guidelines

- UB Trademarks & Licensing - design & ordering promotional items guidelines & instructions
- UB Food and Beverage Reimbursement Guidelines
- UB Guidelines & Policies website
- UB's Allowable use of Funds
- Purchasing Dollar Thresholds
- Confirming Received Guidelines
- Contract Compliance Guidelines for Departments
- Handling Restricted Data at UB
- Business Purpose Guidelines

Quick Links

How to add more system access to users by entity level

- [Receiver Q&A guide](#)
- [How to Create a Receiver](#)
- [View My Orders \(Last 90 Days\)](#)
- [View Carts](#)
- [Open My Active Shopping Cart](#)
- [Cost Approver Form](#)
- [UB Procurement FAQ](#)

Showcases

Preferred Source

Electronics

Laboratory Supplies

MRO Supplies

Office Supplies

Special Requests

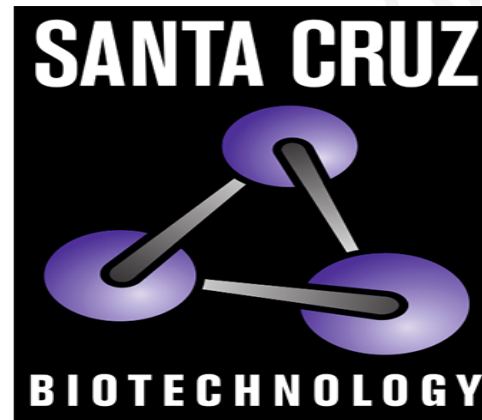
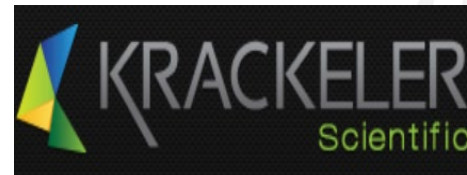
Pref-Cert MWBE Reseller Avail

Certified WBE

Life Technologies

12

SHOPBLUE Scientific Showcases



Purchasing Dollar Thresholds

For Requisitions \$0 - \$2,499

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
Include quote or product specification	Include quote or product specification	Include quote or product specification

Purchasing Dollar Thresholds

For Requisitions \$2,500 - \$9,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
Include total of 2 quotes or product specification	Include quote or product specification	Include quote or product specification

Purchasing Dollar Thresholds

For Requisitions \$10,000 - \$49,999

State	RF	UBF
Price must be reasonable	Price must be reasonable	Price must be reasonable
Obtain a total of 2 or 3 quotes	Include quote or product specification	Obtain a total of 2 or 3 quotes



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A photograph of a laboratory setting. In the foreground, there is a large piece of scientific equipment, possibly a mass spectrometer or a similar analytical instrument, with various tubes and a control panel. In the background, two scientists in white lab coats are working at a bench. One scientist is standing and looking at a piece of equipment, while the other is seated. The laboratory is well-lit and contains various other pieces of equipment, including gas cylinders and storage cabinets.

Strategic Sourcing Capital Equipment Specialized Scientific Systems

STRATEGIC SOURCING – CAPITAL EQUIPMENT

NYS OGS Centralized Contracts (i.e. Agilent, Evident Scientific (aka Olympus), Life Technologies, Philips Healthcare, Shimadzu, Siemens, Thermo Electron)

System-Wide SUNY Contracts (i.e. VWR, Medline)

MWBE (Laboratory Products Sales, Cara Medical) or SDVOB discretionary

Consortium Contracts (i.e. E&I Cooperative, Omnia)

Healthcare Contracts (i.e. Premier Healthcare, Vizient)

Open Market (discretionary, sole/single source, or competitive bid)

Purchasing Dollar Thresholds

For Requisitions \$50,000 - \$74,999

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
Obtain a total of 3 quotes	Obtain a total of 2 quotes	Obtain a total of 3 quotes
Purchasing may determine a sealed bid is required		

All sole/single source procurements require written justification. Pre-approval by Office of the State Comptroller is required for sole/single source state-funded purchases over \$50,000

Purchasing Dollar Thresholds

For Requisitions \$75,000 - \$124,999

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
Obtain a total of 3 quotes	Obtain a total of 2 quotes	Obtain a total of 3 quotes
Pre-Approval by Office of the State Comptroller is required. May require Attorney General approval.		
Purchasing may determine a sealed bid is required		

All sole/single source procurements require written justification. Pre-approval by Office of the State Comptroller is required for sole/single source state-funded purchases.

Purchasing Dollar Thresholds

For Requisitions \$125,000 - \$249,999

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
Minimum of 5 sealed bids solicited by Purchasing (only Purchasing can perform bidding)	Obtain a total of 2 quotes	Obtain a total of 3 quotes
Pre-Approval by Office of the State Comptroller is required. May require Attorney General approval.		
Purchasing may use discretion to award to a MWBE/SDVOB supplier		

All sole/single source procurements require written justification. Pre-approval by Office of the State Comptroller is required for sole/single source state-funded purchases.

OSC approval required for state-funded NYS OGS Contract purchases over \$200,000.

Purchasing Dollar Thresholds

For Requisitions \$250,000+

State	RF	UBF
Advertised in New York State Contract Reporter	Price must be reasonable	Price must be reasonable
Minimum of 5 sealed bids solicited by Purchasing (only Purchasing can perform bidding)	Solicitation of written bids or proposals required and procurement requires selection from a minimum of three written bids or proposals	Obtain a total of 3 written quotes
Pre-Approval by Office of the State Comptroller is required. May require Attorney General approval.		
Purchasing may use discretion to award to a MWBE/SDVOB supplier		

All sole/single source procurements require written justification. Pre-approval by Office of the State Comptroller is required for sole/single source state-funded purchases.

OSC approval required for state-funded NYS OGS Contract purchases over \$200,000.

International Orders and Tariffs



International Orders and Tariffs

- Is there a U.S. distributor or alternative product?
 - Consider all costs, including currency conversion, shipping, customs fees and duties/tariffs
- Formal quote required regardless of dollar amount
 - Quotes in foreign currency must be converted to US Dollars when entering requisition; final amount based on exchange rate at time of payment
 - New vendors must complete W-8 form
 - Subject to Visual Compliance check
- Payment terms must be reviewed
 - Foreign vendors often request 100% payment in advance, which is not allowable using any funding source
 - Payment terms to be negotiated
 - Many foreign vendors will not accept PCard

International Orders and Tariffs

- Necessary Steps to Import Compliance
 - Valuation of Goods – informal/formal entry
 - Informal entry: under \$2,500
 - Formal entry: over \$2,500 (requires customs broker)
 - Classification – vendor must provide an accurate description of goods for proper Harmonized Tariff Schedule (HTS) identification
 - Duties/Tariffs – tax imposed on imported goods which vary based on HTS code and country of origin
 - **35%** tariff on items imported from Canada (8/1/2025)
 - **25%** tariff on items imported from Mexico (8/1/2025) - 90-day pause
 - Some products are protected by the US-Mexico-Canada Trade Agreement and are exempt from tariffs (USMCA enacted 2020)
 - **20%** tariff on items imported from China (11/10/2025)
 - Additional reciprocal tariffs paused until 11/10/2026
 - **15%** tariff on items imported from the European Union (8/1/2025)
 - **15%** tariff on items imported from Japan
 - **20%** tariff on items imported from Taiwan

International Orders and Tariffs

- Proper documentation is required for filing with US Customs and Border Protection (CPB). Requires coordination between the university's customs broker, vendor/shipper and Importer of Record (UB)
 - Customs Broker: FedEx Logistics; JFK-Brokerage@fedex.com
 - UB cannot use a different customs broker when formal entry is required
 - UB will be billed by FedEx for customs fees and duties; department or PI that placed initial order is responsible for payment of this invoice
- Purchasing provides importer of record name, importer of record EIN, customs broker name, customs broker email and PWDBW # on purchase orders to foreign vendors to ensure proper customs clearance procedure
- Some low dollar orders (under \$2,500) are cleared through customs informally by the shipping company (DHL, UPS) and may result in an invoice for customs duties that is due immediately. PCard is the best option in this scenario.

International Orders and Tariffs

- Florence Agreement (US joined 1966)
 - International agreement that provides for duty-free entry of educational, scientific and cultural materials
 - Request for Duty-Free Entry of Scientific Instruments ([Form ITA-338P](#))
 - Completed and submitted by department end users
 - Work with the vendor to justify that **an equivalent instrument is not manufactured domestically**
 - Submit five copies to US Customs and Border Protection (one with original signature)
 - Purchasing will work closely with you and guide you through this process
- Impact on Scientific Equipment/Consumables from domestic suppliers
 - Cost increases of 10-20%
 - Tariff surcharges to invoices

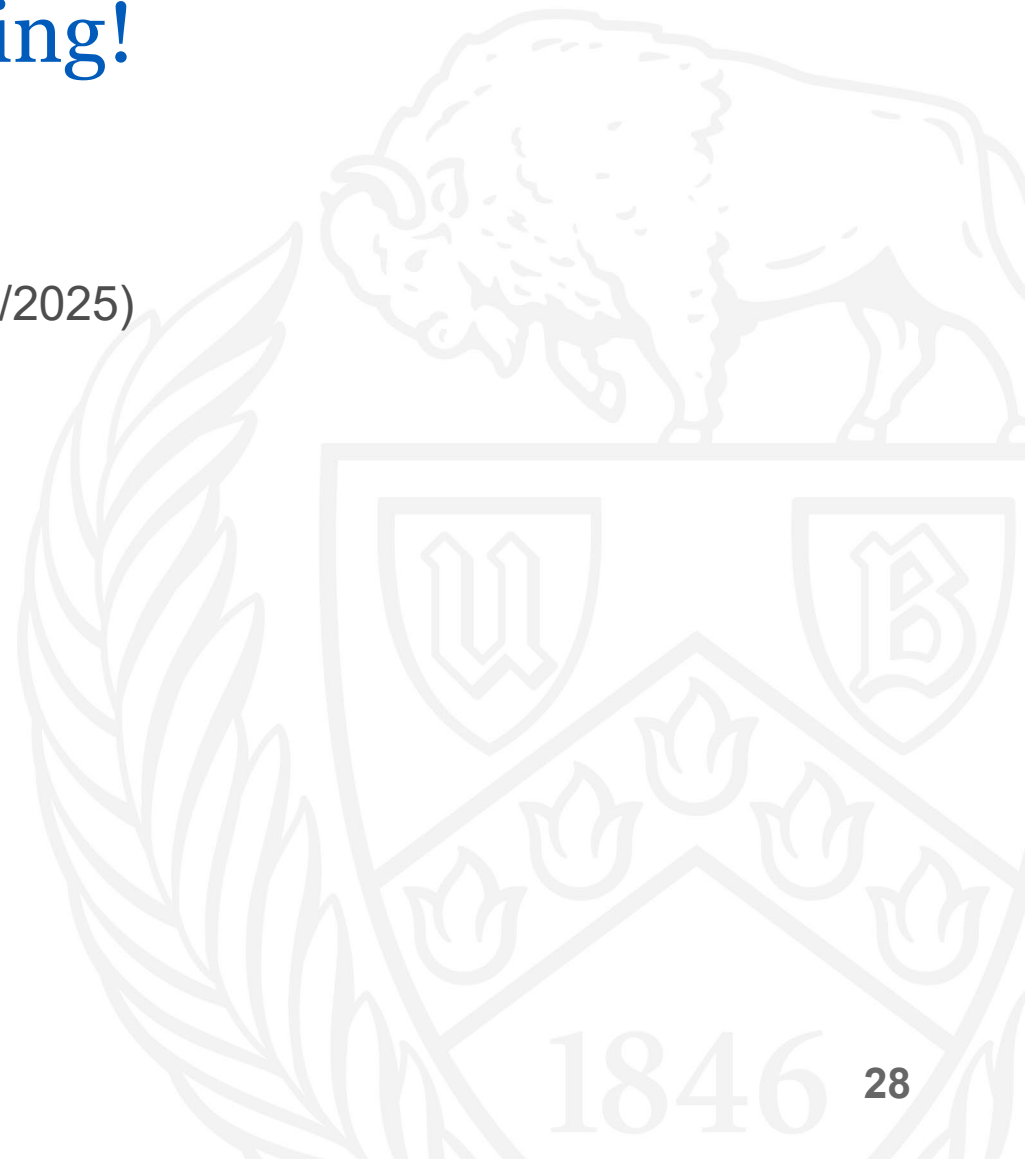
What's New and What's Coming!

- **New Contracts**

- Specialty Gases and Liquids and Dry Ice (9/2025)
 - Airgas USA, LLC
 - Haun Welding Supply, Inc.

- **New Punch-Out Catalogs**

- Agilent Technologies (10/2025)
- Coming in 2026:
 - Avanti Polar Lipids
 - BioLegend
 - ThorLabs
 - USA Scientific



Frequently Used Vendor Contacts

- Bio-Rad Laboratories: rep Catherine Valley; cathie_valley@bio-rad.com; 724-234-8519
- Fisher Scientific: rep Caitlyn Gilday; caitlyn.gilday@thermofisher.com; 716-327-4312
- Krackeler Scientific: rep Michele Alphonse; maa@krackeler.com; 800-334-7725
- Laboratory Products Sales: rep James Schanck; jschanck@LPSinc.com; 585-738-9839
- Life Technologies: rep James Chessum; Jamie.chessum@thermofisher.com; 716-481-5412
- VWR, aka Avantor Sciences: rep Kristen McGuire; kristen.mcguire@avantorsciences.com; 716-331-5025

Scientific Purchasing Contacts

Scientific Team

June Sokolowski, Director
uj5@buffalo.edu, 716-645-4548

Nina Johnson, Senior Buyer
ajd5@buffalo.edu, 716-645-4080

Kaylen Haimerl, Buyer
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Stefan Kothe, Buyer
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Walter Pryor, Buyer
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Shauna Sauberan, Buyer
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Strategic Sourcing

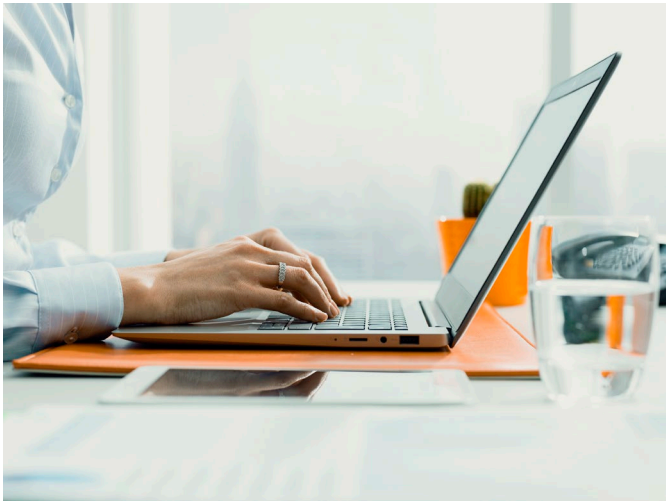
Ryan Lysarz, Senior Buyer
ralysarz@buffalo.edu, 716-645-4573

**Find a
Procurement
Expert**

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Here to Help



buffalo.edu/procurement



Contact a [Procurement Expert](#)



[ShopBlue 101 Training - UB EDGE](#)



Information on [commonly purchased goods and services](#).



[Guidelines, Policies](#) and [Forms](#)



Procurement Card ([PCard](#)) Program



[Receiving and paying](#) for goods/services.



Access business systems - [ShopBlue](#), [SIRI](#), [Concur](#), [eReq](#)



[Purchasing Thresholds](#) by fund type



Accounts Payable

Invoices: apinvoice@business.buffalo.edu

Inquiries: apinquiry@buffalo.edu

UBF Invoices/Inquiries: ubf-ap@buffalo.edu



Questions?

How did I do?

**Complete the session survey
using your smart device:**

Scan the QR code provided on
your schedule.

OR

Scan the QR code shown here.

