

**Office Supply Contract
RFP86853VP**

Instructions to set up an account / pricing / ordering.

The University of Maryland, Baltimore currently has AJ Stationers, Inc. and Rudolph's Office & Computer Company on contract. A department may set up accounts for both vendors so products and pricing may be compared for purchase.

Within this contract, there is also Hi Volume items that the University purchases on a regular basis, attached is a list of products that fall under this category. These items deeper discounts pricing applies. These items prices may be provided using the search window on both web sites once an account has been established. When purchasing these types of items, please consider this list.

Attached is the Hi volume Office Supplies list and how to set up online accounts for AJ Stationers, Inc. and Rudolph's Office & Computer Company.

If you have any questions, please contact Hanta Ralay at 410-706-2094 or email at hralay@umaryland.edu.