

Identifying Commodity Buyer

To request information on the type of product you need to include on your purchase requisition, you will first need to identify the type of product/service (or commodity) you need and contact the buyer assigned to that commodity. Visit our homepage at www.smc.edu, click on the **Faculty Resources** tab on the top right; you will find the **Purchasing** link under the center column, under Services. You can see this in the video below.



Or watch on youtube: [“Identify Buyer Commodity”](#)

Click on the **Buyer Assignments** link at the top navigation bar. You can use the alphabetical shortcuts at the top of the list or scroll to browse through to find your commodity and buyer.

You can find the Buyer's e-mail information in the **Contact Us** page to send an email with your request (see sample e-mails on next page). Please make sure to add as many details as possible.

Faculty inquiry:

From: ORDAZ_CINDY
Sent: Wednesday, July 17, 2013 2:25 PM
To: Purchasing
Subject: Question: toner

Good Afternoon,

I was not able to find the toner I need on the office supply portal and the customer service representative confirmed that they do not carry it. Can you help me get pricing on a toner for my printer?

Printer: HP LaserJet Pro 400 Color Printer M451nw
Qty Needed: 2 Black High Yield
Need By: July 29th if possible

Thanks!

Cindy Ordaz
Administrative Assistant
Purchasing Department
Santa Monica College
(310) 434-8170 direct
(310) 434- 3654 fax
ordaz_cindy@smc.edu
www.smc.edu/purchasing

Buyer response:

Hi Cindy,

We were able to get a quote for your toner directly from the manufacturer, please forward your approved purchase requisition to Fiscal Services with the following pricing:

Qty	Model	Description	Price	Delivery
2	MFG # CF2X0XD	HP 80X 2-pack High Yield Black Original LaserJet Toner Cartridges CF280X0	\$321.00	7-10 Business days from receipt of purchase

Let me know if you have any other questions.

Buyer
Purchasing Department
Santa Monica College
(310) 434-8170 direct
(310) 434-3654 fax
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