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How to Buy Furniture: New Furniture Catalog

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How to Buy Furniture: New Furniture Catalog

The University now has six approved furniture suppliers under contract. Departments can purchase furniture from approved suppliers – in any dollar amount – without a bid or separate contract.

To purchase from the following new suppliers – Interior Environments, OfficeScapes, or Workplace Resource – please continue to use the non-catalog form in CU Marketplace (for the time being, until their catalogs are available).

Canter now has its punch-out catalog available in the Marketplace. Please use their catalog to purchase from them: we've developed a <u>user guide</u> [3] for your reference. Departments are able to buy individual furniture items, or request a quote for a large project, through the Canter catalog.

For purchases from CCi and BC Interiors, please continue to use their catalogs in <u>Marketplace</u> [4].

For more information on the new furniture suppliers and their offerings, please visit the How to Buy Furniture [5] website.

Questions? Contact Katie Wilson at Katie.Wilson@cu.edu [6]

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