

SANDIA OFFICE SUPPLY

APS Vendor # 18758

Ordering Process

Procurement Questions:

Debbie Tesso: (505) 878-6120 tesso@aps.edu

Use Buyer Code DLT for all Sandia Office Supply Requisitions

Sandia Office Supply and Website Questions:

Alise Neis: (505) 341-4900 alise@sosnm.com

- **No minimum order required**
- **Sandia Office Supply has no backorders. Items not available will be cancelled from the order.**

The APS Warehouse Catalog carries several items at a lesser price.

Click the link below:

<https://www.aps.edu/materials-management-surplus/warehouse-catalog>

APS Department / School

1	Obtain a login to www.sosnm.com Contact: Alise Neis, alise@sosnm.com
2	Create a Shopping Cart Use your website shopping cart to create the requisition in Lawson, matching line for line
3	Create a requisition in Lawson All requisitions MUST be itemized. Order office school supplies only. A PDF copy of your shopping cart must be attached in Lawson. See AttachIT Flyer for instructions on how to attach the PDF. Release the requisition
4	**Submit Order on SOS website APS Procurement will approve the order after it has been submitted.

***If you don't submit your order Procurement can't process*

APS Procurement

5	Procurement assigns approved PO Match approved PO with Sandia shopping cart
6	Approve Order through SOS website