



**Manager:** Christalyn Thomas & Amanda Hallmark

**Effective Date:** 06/01/2024 - 01/31/20278

**Number:** CNR01457

**Commodity:** Microscopy Technology

### **Contract Details:**

Auburn University is proud to announce a new partnership with Nikon, a world-renowned leader in precision optics and imaging. Nikon can assist in equipping our laboratories with the latest in microscopy technology, supporting our commitment to research excellence and academic distinction.

This collaboration marks a significant milestone for Auburn University, as we continue to invest in resources that foster innovation and discovery. Nikon's advanced microscopes will be integral to our science and engineering programs, providing unparalleled opportunities for our students and faculty to conduct groundbreaking research.

Microscopy products offered include, but are not limited to the following:

- Light Microscopes
- Digital Microscopes
- Stereo Microscopes
- Inverted Microscopes
- Educational Microscopes
- Clinical Microscopes
- Accessories

### **Frequently Asked Questions**

#### **How do I place my order?**

Orders must be placed through the TigerBuy punchout. All orders under or over \$5,000 will be placed on the requestor's PCard through TigerBuy. Please see below Request For Quote instructions for Nikon.

#### **INSERT REQUEST FOR QUOTE LINK**

#### **How do I pay for my supplies?**

All orders under or over \$5,000 will be placed on the requestor's PCard through TigerBuy.

#### **Are we required to purchase from the Preferred Vendor contract?**

Yes, you are required to purchase from the Preferred Vendor Contract. This vendor has been designated as the "Preferred Vendor" for AU for this particular commodity as the result of a competitive bid process. In general, making purchases outside the contract shouldn't be necessary. We understand from time to time there may be a justifiable reason to purchase off contract through a different vendor. If that need arises, since you are potentially violating the bid law, please attach a note of justification to the voucher/purchasing card recon. In some cases, PBS may follow up with you, in other cases, the Preferred Vendor may follow up with you.

#### **Who are my dedicated account team and how do I contact them?**

##### **Main Contact:**

Andrew Holdbrooks

Nikon Bioscience Sales Specialist

Andrew.holdbrooks@nikon.com

Mobile: 205-470-7269

**Additional Contact:**

Ric Villani  
Nikon Regional Area Manager  
Ric.villani@nikon.com

**What are the delivery terms?**

Nikon shall deliver the specified quantity of Products to the destination specified by Customer in accordance with the declared delivery date specified in the order acknowledgement. Nikon shall arrange all deliveries through a reputable commercial carrier to be determined by Nikon or through the Nikon Instruments, Inc. 01-2019 Page 2 Supplier's delivery personnel. Nikon shall be responsible for freight costs of shipments. Delivery shall be FOB Destination Freight Prepaid and Allow.

**What is Nikon's return policy?**

Product must be new, unmarked and in original packaging with all warranty information as originally supplied. All such Product returned as defective must also be accompanied by a letter that clearly states the problem and shall be subject to inspection and verification by Nikon. All Product determined by Nikon, at Nikon's sole discretion, to be defective will be exchanged on a unit-by-unit basis, subject to availability, and if not available, the Product will be repaired as expeditiously as is reasonably possible and in the event that any such repair cannot be completed within sixty (60) days after Nikon's receipt of the Product, a credit shall be issued to the Participating Member in the amount actually paid for such Product. All Product returned to Nikon with Nikon's prior authorization in its sole discretion for a reason other than as defective, or that is determined by Nikon not to be defective, is subject to a fifteen (15%) percent restocking charge. All authorized returns must be shipped prepaid with a statement of the original invoice number and date, and delivered to a certified carrier within fifteen (15) days of issuance of the RA. If at Nikon's sole discretion a product is determined to be defective, shipping costs will be reimbursed. Any Products returned without prior authorization from Nikon will be returned to the Participating Member at the Participating Member's expense. Return requests for special orders, custom orders, or specific equipment requiring special factory orders will not be accepted at any time.

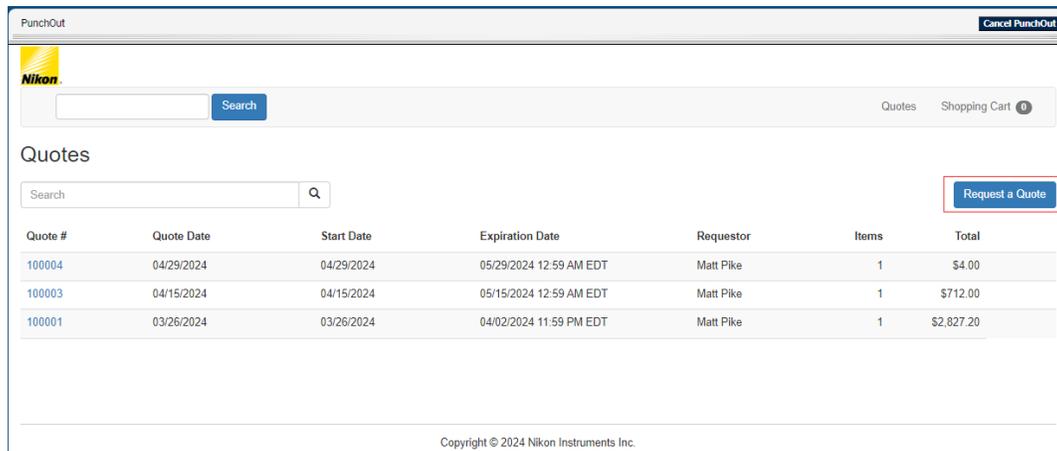
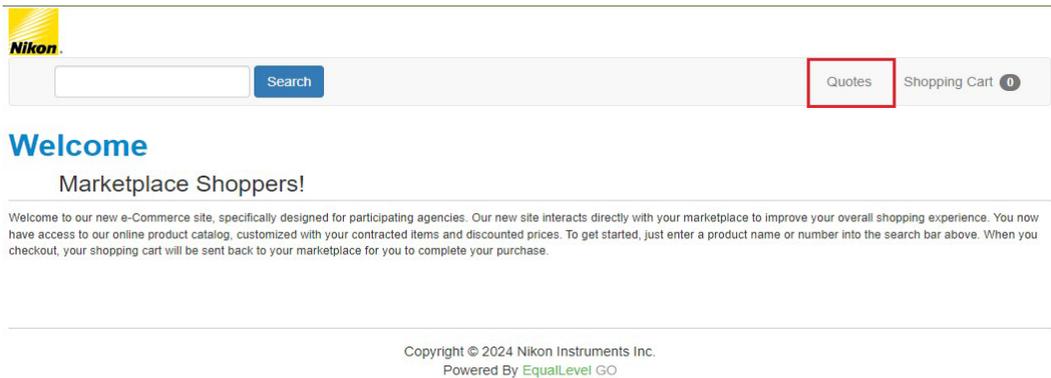
Please contact Christalyn Thomas at [cmc0122@auburn.edu](mailto:cmc0122@auburn.edu) or 844-3711 or Amanda Hallmark at [amh0271@auburn.edu](mailto:amh0271@auburn.edu) or 844-3559, if you have any additional questions.

## How to order from Nikon using the punchout:

1. Request a quote by navigating to the Nikon punchout.



2. Select the "Quotes" link in the top, right-hand corner, and then select "Request a Quote."



- Fill out the form with the desired product information, deadline, shipping information, and any comments related to the quote request. Submit the request to Nikon.

**New Quote Request**

**Info**

Name\*:

Email\*:

Phone:

Deadline\*:

**Shipping Address**

Street 1:

Street 2:

City:

State:  Postal Code:

**Comments**

Item Description*	Supplier Part #	Manufacturer	Manufacturer Part #	Quantity*	UOM	Delivery Date
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>					

**Attachments**

Drop files here to upload

**Submit Request**

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- Nikon will receive a notification and respond with a quote. The issuance of a quote will generate an email notification to the requestor to view the quote in the PunchOut store.
- Locate the quote in the table by selecting the "Quotes" link in the top, right-hand corner again.

**Quotes**

Quote #	Quote Date	Start Date	Expiration Date	Requestor	Items	Total
100004	04/29/2024	04/29/2024	05/29/2024 12:59 AM EDT	Matt Pike	1	\$4.00
100003	04/15/2024	04/15/2024	05/15/2024 12:59 AM EDT	Matt Pike	1	\$712.00
100001	03/26/2024	03/26/2024	04/02/2024 11:59 PM EDT	Matt Pike	1	\$2,827.20

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- Click the quote number to view the details. If the quote has not reached the expiration date specified by the supplier, use the "Add to Cart" button to add either an individual line item or all items from the quote to your cart.

### Quote #100143

Info								
Created: 06/07/2024 Start Date: 06/07/2024 End Date: 07/06/2024 11:59 PM EDT (29 days remaining) Requestor: None Requestor Email: Requestor Phone:								
Item	Part #	Manufacturer	Manufacturer Part #	Lead Time	Quantity	UOM	Price	
Test Item	12345				5	EA	\$20.99	<a href="#">Add To Cart</a>
Test Item 2	32146				2	EA	\$30.00	<a href="#">Add To Cart</a>
<b>Total</b>							<b>\$164.95</b>	<a href="#">Add To Cart</a>

- Navigate to the shopping cart to checkout back to your ERP.

\*\*\*NOTE: All requests will be sent to Andrew Holdbrooks with Nikon. Once he receives, reviews, and creates the quote, you will be notified via email that it is ready to be viewed. \*\*\*