



RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Online Shopping Portals

Are you an online shopaholic? Are you “In a Relationship” with your favorite shopping portal? Did you know that you can shop online for work? It’s true! With many of RIT’s vendors, you can shop online and still take advantage of our contracted discounts and tax-free status!

To check out which vendors are available, click on “[Vendor Portals](#)” from the [PSO Home Page](#) for a listing of companies and account contacts. You may need to request an account setup to be linked to the RIT account. Once complete, you should automatically receive tax-exempt status on all of you work-related shopping!

Please note that while some portals will provide you with contracted discount pricing (such as CDW or B&H Photo), other vendors only apply the tax-exempt status (such as NewEgg Business). As always, PSO recommends that you check pricing from multiple vendors before buying. Contract price is not always the lowest!

Some vendors also allow you to save a quote online to use later with a purchase req if it exceeds your P-Card limit.

Don’t see your favorite vendor or are you aware of another vendor portal that you use for work that’s not listed? Let us know! We would love to add them to the portal!

If you have any questions or concerns about the instructions, please contact Sherry Lupo, Sr. Procurement Specialist, at salpur@rit.edu or 475-2107.



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