



## Current news

### PURCHASING & PROCUREMENT

#### **New agreement regarding drug deliveries:**

KI has signed a new framework agreement with Apoteket AB for deliveries of over-the-counter and prescription drugs, licensed drugs and products close to drugs. The agreement takes effect from 1 February 2022 and is valid until the end of January 2024 with an option to extend for another 1 + 1 years.

The compensation model is based on a price surcharge per order line (SEK 220), why it's wise to try to avoid small orders if possible. Orders are placed electronically via Apoteket's customer portal.

In the spring of 2022, Apoteket AB will gradually migrate customer numbers from the existing ordering system (WebbAbest) to a new platform - "Vårdshopen".

#### **Contract information (Flower arrangements)**

Flowers and Plants

Some changes in framework agreement 2-3467/2021 regarding ordering flower bouquets through KI's e-commerce.

Instead of free shipping that we have previously agreed on, we now get a percentage discount on each bouquet. The reason for this is that we now get a wider range of different flowers with more varied prices.

Below information can also be found in the KI's contract catalogue:

[KI's contract catalogue](#)

The framework agreement concerns the purchase of flower bouquets, as well as funeral wreaths.

The range is primarily based on KI's amount limits (in Swedish SEK) and based on "[Guidelines for official entertainment and purchase of gift at Karolinska Institutet](#)".

For 2022, the cost is:

- Maximum of 500 SEK (incl. VAT, excl. shipping) for a bouquet,
- Maximum of 2500 SEK (incl. VAT, excl. shipping) for a funeral wreath
- Maximum of 300 SEK (incl. VAT, excl. shipping) for gifts to an external person.

The prices of bouquets are with VAT included but excluded shipping cost as well as a neutral associated card.

#### **Order:**

The orders are placed at KI's order portal:

[KI's flower supplier](#)

Fill in the desired delivery date.

- For flower bouquets, if ordered before 3 pm, delivery will take place the next day
- For flower bouquets, if ordered after 3 pm, delivery takes place two days later

- Under "*Kostnadsställe*, (cost center): fill in *your ZZ code*, this is important for the invoice to be sent to the right person
- Under the "*Fakturakoden*" enter: *KI2021*
- Under "*Message to the flower shop*", write your desired delivery time, for example, 8.00-10.00
- It is possible to go to the Euroflorist shop to pick your flower up but, unfortunately, the delivery cost will be charged anyway

Invoice is sent electronically per each bouquet and not per purchase. Therefore, it is good that you click in "*Karolinska Institutet – big purchases*" under "*company*" when placing larger orders.

Employees at KI also can buy privately at Euroflorist and receive a 15% discount.

Please note that delivery cost is added to the bouquets price.

Link to private purchases:

[KI's flower supplier](#)

### **Contract information related to Personal computers**

KI's framework agreement for Personal Computers PC/Win will be extended with current suppliers until 2023-03-16. The agreement then has an option to extend for another 1 year.

KI's framework agreement for accessories/Computer-related consumables expires on 2022-06-30. A new framework agreement is currently being processed.

### **New framework agreement for laboratory gases (cylinder/tube)**

KI has signed a new framework agreement for the purchase of laboratory gases (cylinder/tube) with 2 suppliers starting from 2022-02-01

The chosen suppliers are Linde Gas AB and Strandmöllen AB.

Please be aware that ordering should be made according to the following ranking:

1. Linde Gas AB
2. Strandmöllen AB.

This means that you must always contact supplier number 1 first when you order the gas. If supplier number 1, for any reason cannot deliver the gas you need, you are allowed to contact supplier number 2.

It is very important to follow the rule above to avoid any legal action due to a breach of contract.

[For more information see KI's contract catalogue.](#)

### **Contract information Sigma/Merck**

From 2022-01-10 will:

1. Merck Chemicals and Life Science AB renamed to *Merck Life Science AB*
2. Sigma-Aldrich Sweden AB merges with Merck Life Science AB

This means that we at KI will order all our procured products such as Instrument, Reagents and Kits and Consumables from *Merck Life Science AB* instead of Sigma-Aldrich Sweden AB or Merck Chemicals and Life Science AB.

Implementing these changes will require a short transition period during which the vendor's \*ERP-system will not be available, and their service groups may have reduced availability.

*\* Enterprise resource planning (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management, compliance, and supply chain operations.*