



# University of Pittsburgh

Procurement Specialist:

Vacant

(412) 624 3578

[pantherexpresscs@cfo.pitt.edu](mailto:pantherexpresscs@cfo.pitt.edu)

Services Category:

Equipment Maintenance

Programs and Designations:

Sustainability Program

## Specialty Underwriters

**Contacts:**

Kim Schott  
Account Executive  
(800) 558-9910 ext. 2055

[kschott@su-group.com](mailto:kschott@su-group.com)

Shelley Tilghman  
Business Manager  
(800) 558-9910 ext. 2056

[stilghman@su-group.com](mailto:stilghman@su-group.com)

**Specialty Underwriters** is the **University's contracted supplier** for equipment maintenance management. This program provides:

- **17-35% cost savings on office and lab service agreements.**
- **10-20% cost savings on any patient care equipment.**
- **A single toll-free number for all service calls (800-833-7050).**
- **Reduction in paperwork – Specialty Underwriters pays your suppliers directly.**

**For additional program information, such as FAQ's and eligible equipment types, please visit our dedicated client services website at [http://www.su-group.com/landingpage\\_uofpitt.aspx](http://www.su-group.com/landingpage_uofpitt.aspx).**

- If you already have an account, you can log in from the client log-in area.
- If you need to set up an account, please contact Kim using the contact information posted above.

*How to receive a quote for equipment maintenance coverage:*

- Provide a copy of your existing vendor service agreement along with terms and conditions
- Unless further clarification is needed, you will receive a discounted quote within 5-working days (on eligible equipment types)



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## How to implement equipment maintenance coverage:

- Confirm via email that your department has accepted the quote from SU.
- Provide effective date that coverage should begin along with the 32-digit U of Pitt account code which will provide funding for the maintenance agreement.
  - Indicate if your billing needs to be processed before or after a certain date.
- Mid-term equipment coverage additions will be pro-rated to expire at the end of the current U of Pitt Agreement Term.

## What to expect upon coverage implementation:

- You will receive an Asset Tag from SU along with a copy of the endorsement, schedule of equipment and invoice for your records.
- SU will automatically forward the same invoice to Payment Processing.
- Payment Processing will charge the department's 32-digit account code for the amount of the invoice.
- Note: Your department does **not** need to issue a PO or submit the SU invoice to Payment Processing.
  - The requested coverage will go into effect immediately. The paperwork processing takes approximately 10 business days.