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.

- 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).
Specialty Underwriters

Contacts:
Kim Schott                 Shelley Tilghman
Account Executive          Business Manager
(800) 558-9910 ext. 2055   (800) 558-9910 ext. 2056
kschott@su-group.com       stilghman@su-group.com

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.