



# Procurement Update

February 2017

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### IntelliLink's New Look

On March 5<sup>th</sup>, users of IntelliLink, the online ProCard platform, will see a completely new user interface when they log in to edit or approve transactions. Functionality will not change, but there will be a new look for the home page, new navigation menu options, links to statements and a "pinned items" panel that will let users save links to their most frequently used pages within the site.

Procurement has not seen the new site yet, so please watch for additional announcements leading up to the launch. Preliminary information is posted on the [Procurement website](#), which includes this [user interface refresh guide](#).



### ProCard Text Alerts

PNC has added the option for ProCard holders to receive text alerts whenever suspicious transaction activity is detected. The feature is designed to detect fraudulent transactions more quickly and to reduce the chances of a legitimate transaction being declined because it was flagged as "suspicious."

For instructions on how to register for text alerts, please reference the [user guide](#) posted on the [Procurement website](#).



### Ask Lauren: ProCard Reminder Emails

Dear Lauren,

What's up with those ProCard reminder emails about transactions older than 30 days? I thought we had 45 days to approve transactions?

Sincerely,  
Inundated by Emails

*Dear Inundated,*

*You are correct about the 45 day approval window. We send out the 30-day reminders to help people keep track of transactions that are approaching the deadline to hopefully prevent or reduce the incidence of transactions falling out of compliance if they remain unapproved after 45 days. Cardholders get the reminder every other Monday, and approvers receive their reminder on the off weeks. This is in addition to the weekly IntelliLink reminder about all unapproved transactions.*

*Timely approval reduces the risks associated with tracking down old receipts, detecting fraud, or just plain forgetting about older transactions. The good news is that 92% of transactions are approved within 45 days, but we are always seeking improvement!*

*Happy ProCard editing!*  
-Lauren



*"Ask Lauren" (aka Lauren Jeffries, Compliance Coordinator) is a recurring feature that answers compliance questions that may or may not have been asked by real people looking for guidance... as opposed to conversations that have been invented by Procurement staff for instructional purposes.*



## **Distribution Services Has a New Name**

Distribution Services has changed their name to **Print and Mailing Services**. The new name is intended to provide a clear, straightforward description of their services, which remain the same as before:

- Daily delivery and pick-up of interoffice and first class mail
- Postage metering for faculty and staff
- Addressing, presorting and mailing preparation

- High quality photocopying and printing
- Copyright clearance services

Additionally, Print and Mailing Services can help with graphic design and proper layout; and they can coordinate large scale printing efforts.

Contact Print and Mailing Services at x28367 or x57579 or [go.depaul.edu/printmail](http://go.depaul.edu/printmail) with any questions.



## New Demon Discounts



Faculty & Staff are eligible for a \$25 blowout at Blown Away.



Book your next move through Move Matcher and receive a \$100 rebate.



## Upcoming Procurement Training

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. Visit our [training page](#) for more information and instructions on how to register. The room location has yet to be finalized for some of the sessions below, but you will receive a calendar appointment with the building and room number at least a week in advance of the training date.



- Purchasing 101 – February 20 (Loop)
- Purchasing 101 – March 20 (LPC)
- Vendor Selection & Bidding – February 21 (LPC)
- Requisition Primer – March 23 (Loop)
- Requisition Primer – April 5 (LPC)



## Procurement Quick Links

A few resources to keep in mind for your personal spend:

- Keep an eye on our [Salvage Store](#), as we are constantly replenishing our inventory with quality, used items at bargain prices.
- Visit our [Demon Discounts](#) website, and browse the many attractive deals with local and national partners. You can also follow us on [Facebook](#) and [Twitter](#) for news about the latest discounts.

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

Website: <http://procurement.depaul.edu>

Email: [procurement@depaul.edu](mailto:procurement@depaul.edu)

Phone: (312) 362-7510

Fax: (312) 362-7547