



# Procurement Update

November 2016#

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## Preferred Bus Vendors

Procurement recently partnered with Athletics, CDM and the Office of Student Involvement to complete the bidding process to determine DePaul's preferred vendors for bus and charter rental. The three preferred vendors are:

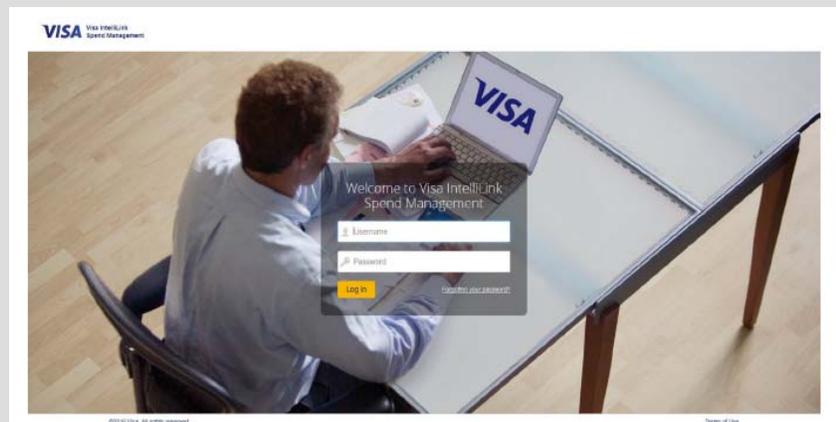
- [American Sightseeing Chicago](#)
- [Chicago Classic Coach](#)
- [First Student Charter Bus Rental](#)

For more information, please follow the links to each vendor's Preferred page. For help selecting a vendor, please contact Laurie Krauel at [lkrauel@depaul.edu](mailto:lkrauel@depaul.edu) or use our general department email address: [procurement@depaul.edu](mailto:procurement@depaul.edu).



## Intellilink's Login Page is Getting a New Look

On December 10<sup>th</sup> [Intellilink](#) is updating the "login" and "memorable word" pages in order to achieve a more modern look and feel for its website. The login and memorable word process will remain the same, and no other pages will be changed on December 10<sup>th</sup> (although additional visual upgrades are planned in the coming months). Here's a tiny preview of the new look:





## Salvage Pickup Schedule - LPC

This month begins the reduced salvage pickup schedule from Lincoln Park. The temporary change is in response to lower salvage volume around the holidays. The updated schedule is listed below. If you expect to dispose of salvage items between now and February, please plan your requests accordingly.

The submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found [here](#).

- **November 17**
- **December 15**
- **January 19**



## FedEx Delivery Issues

We are aware of recent issues with some departments' FedEx deliveries. Procurement and Distribution Services are working with FedEx to avoid further mishaps and delays, including efforts to improve driver consistency and training.

Here are some details on current FedEx procedures:

FedEx is responsible for delivering items directly to individual DePaul offices, provided the **correct address and suite number** is on the package label. Distribution Services only accepts packages from FedEx that are ambiguously addressed, in which case the items are logged into our own internal tracking system and promptly delivered.

Distribution Services continues to use FedEx as a supplement to the U.S. Postal Service for outgoing items, particularly for larger packages or Overnight/2<sup>nd</sup> Day Air service. Please ensure that items shipped out via FedEx include the most complete *return* address possible.

Please use the format below both for return addresses and for incoming FedEx items shipped to DePaul:

Sender Name  
DePaul University  
Department Name + **Suite #**  
Street Address  
Chicago, IL 60604 (or 60614)  
Contact Phone Number



## New Chicago Bulls Discount!

From our friends at the Chicago Bulls office, here's an exciting deal for DePaul on tickets for games in December...

- Monday, December 5<sup>th</sup> vs. Portland Trail Blazers
- Monday, December 19<sup>th</sup> vs. Detroit Pistons

On these special nights, all DePaul University students, alumni, faculty, staff, retirees, family and friends have the opportunity to purchase Chicago Bulls tickets at half price. Tickets regularly priced at \$60 (300 Level, rows 1-7) are available for only \$30, and tickets regularly priced at \$46 (300 Level, rows 8-17) are available for only \$23.

Follow this [link](#) to enjoy the discounted ticket prices. Additional games will be made eligible for the offer throughout the season.



## Barnes & Noble Faculty/Staff Appreciation

Between November 13<sup>th</sup> – November 23<sup>rd</sup> Barnes & Noble is showing its appreciation for DePaul faculty and staff with a 30% discount on in-store purchases of select books, emblematic ware and gift items. Visit the [DePaul Bookstore](#) website to see what's available!



## 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. Please note that room locations have yet to be determined for the sessions below. When you sign in, you will see that we have sessions scheduled on both Lincoln Park and Loop campuses. Register early, as we will notify attendees with updates, including room locations, once the classroom schedule is finalized.

- Purchasing 101 – December 12<sup>th</sup>
- Purchasing 101 – January 24<sup>th</sup>
- Requisition Primer – January 25<sup>th</sup>
- Purchasing 101 – February 20<sup>th</sup>
- Vendor Selection & Bidding – February 21<sup>st</sup>





## 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.
- Check out the new look of 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