In this Update

Vendor Fair – Thank You For Attending!

The 2012 Vendor Fair was a success! A big thank you to the 356 staff and faculty members who attended and the 27 vendors who participated. We hope you found the event to be helpful.

A full list of vendors participating in the 2012 vendor fair can be found at the link below. You can also find a full listing of DePaul’s Preferred Vendors online.

Click here to see a list of participating vendors and raffle prize winners from the event.

Get Rid of Your Fax Machine Today!

Tired of paying for paper and toner for your current fax machine? Want to bring your document handling capabilities into the 21st century? Start using the E-Fax system provided by Information Services.

The new E-Fax system integrates fax capabilities into your existing university email account, departmental printer, and network drives. IS covers the cost of the system, your department is only responsible for the cost of the fax phone call and perhaps a document scanner (if you don’t already have one.) You can read more about the service at http://go.depaul.edu/efax.

If you have additional questions or would like to get started with E-Fax just email netconnect@depaul.edu and ask for an E-fax consultation.
Sending Ink & Toner Via Inner-Office Mail

If you are mailing NEW ink or toner between departments / campuses, via inner-office mail, it must be placed into another box prior to mailing or it will be considered “for recycle.”

Since Distribution Services also collects all used ink & toner for recycling, it is difficult for them to know what is being re-allocated vs. recycled. By shipping it in a separate box, they can be sure your toner isn’t accidently recycled!

If you have any questions regarding inner-office mailing, please contact Distribution Services at x2-8367 or distributionservices@depaul.edu.

Purchasing Compliance Stats

Three months into FY13 (seriously...that was fast) and here are the purchasing compliance stats:

**After-the-Fact Compliance: 4% (University-Wide Goal <5%)**
982 Total POs
35 were considered after-the-fact

**Non-Bid Compliance: 1% (University-Wide Goal <1%)**
155 Total POs <$25k
2 were considered not bid compliant

A big thank you to everyone. We are currently on pace to meet our goals for FY13. If you have any questions or would like to set up a department specific training, please contact Procurement Services at x2-7510 or procurement@depaul.edu.
Staples Advantage – For Employees

A new benefit, from DePaul’s renegotiated agreement with Staples, is that DePaul community members can now access contracted business pricing for personal purchases. A wide variety of items are available, like Keurig coffee products, technology products (including tablets), and office supplies.

For more information on the program and for instructions on setting up an online account visit:
http://discounts.depaul.edu/retail/staplesadvantage.html

New Demon Discount Vendors Added

We have added even more new Demon Discount offers to the program! For additional information please be sure to visit each partners individual Demon Discount webpage:

Dairy Queen (Lincoln Avenue)
http://discounts.depaul.edu/dining/dairyqueen.html

Bourgeois Pig Cafe
http://discounts.depaul.edu/dining/bourgeoispig.html

Naked Pizza
http://discounts.depaul.edu/dining/nakedpizza.html

Oh, Olive!
http://discounts.depaul.edu/dining/oholive.html
Potbelly Sandwich Works (Lincoln Avenue)
http://discounts.depaul.edu/dining/potbellys.html

Sbarro Fresh Italian Cooking
http://discounts.depaul.edu/dining/sbarro.html

Langford Market
http://discounts.depaul.edu/retail/langfordmarket.html

Thank you also to everyone who attended the Demon Discounts Fair. We had a great turn-out for the event with fantastic vendor participation. We hope to hold another event next year, and possibly one in the Loop as well!

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

Website:  http://financialaffairs.depaul.edu/procurement/
Email:  procurement@depaul.edu
Phone:  (312) 362-7510
Fax:  (312) 362-7547

- Procurement Services