Save The Date: Vendor Fairs Coming Soon!

Loop Campus
Tuesday, October 17, 2017
11am to 2pm
55 East Jackson, Suite 801

Lincoln Park Campus
Thursday, October 19, 2017
11am to 2pm
Student Center, Room 314 A&B

Commodity Council Updates

Travel Council – The travel council talked about getting additional discounts through the different airlines. The university currently does a good deal of business with Southwest, but if we can move that spend to SWABIZ (Southwest for Business), Southwest will provide a 10% discount off Business Select and Anytime fares. Please visit the Southwest SWABIZ preferred vendor page for details.

Promotional Items Council – The promo council got together to talk about t-shirt spend. Of the selected orders reviewed, the university is purchasing just under 50,000 items of apparel, 31,000 are t-shirts. Prices ranged from $2.01 to $8.95 each. The group is planning to bid out our t-shirt business as a whole drive prices down for every department as well as to streamline the ordering, delivery and billing processes.

Technology Council – The technology council is meeting in a few weeks to begin discussions around printer and toner spend.

Sustainability Council – The sustainability council had to reschedule, but hopes to meet later this quarter. The group will begin discussions around reallocation of salvaged and other assets to avoid having to purchase new ones.
If you are interested in one of the commodity councils or know someone who might be, please email Procurement.

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**Staples Advantage Annual Review**

Procurement and Staples Advantage just got together to do an annual account review to discuss the past year’s activity. Some of the highlights from this meeting are:

- **Staples merger with Sycamore Partners, a private equity firm.** Both companies have stated they expect to see greater investment in Staples and improvements to customers. For now though, Staples says it will be “business as usual” with changes coming over time.

- **Transaction summary changes are coming soon!** What does that mean? Soon you will be able to search your orders, charges and invoices on staplesadvantage.com. Currently, you can only search for orders for 90 days, but with this update, you will be able to search your order history for a longer period. It is expected to launch this fall.

- **Total spend at Staples edged up slightly over the prior year.** Office supply spend continued to fall, but spend in categories such as facility supplies, furniture and technology grew.

For more information on Staples Advantage, visit their [preferred vendor page](#) or contact Procurement Services.

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**Ask Lauren: Fraudulent Charges**

Hi Lauren,

My DePaul credit card information was stolen and before I knew about it, charges had already posted numerous times. Is there anything I could have done to know about the charges before they showed up on the card statement?

Thank you,
Feeling Used

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Hello, Feeling Used,

I am so sorry to hear that your credit card information was stolen. It is very important to keep track of your transactions on a daily basis. Never leave your card out on your desk, share the number or leave it in an unsecured...
Corporate cards are different from personal cards. If you see charges that you did not make, please call the bank immediately and inform them. The number is on the back of your card, 1-800-685-4039. The university and the department are liable for the charges on the card if it is not reported in a timely manner.

PNC also has set up a service to help with fraud through text alerts. This feature is designed to detect fraudulent transactions more quickly and help reduce the chances of a legitimate transaction being declined because it was flagged as suspicious. Follow these easy steps to sign up today:

- Access the fraud text alert registration website to begin the process: treasurycommercialcard.pnc.com/notifications/login

- Enter your card account information to authenticate
  - Credit Card Number: Enter the 16 digit card number
  - Credit Card Name: Enter it exactly as it appears on the card
  - Last 4 digits of your assigned activation code
  - Enter the text shown
  - Click on the Register button to go to the next step

- Enter the mobile number you are registering and acknowledge consent

- Confirm your mobile device registration by entering the 4-digit confirmation code in the Confirmation Code box. Click continue.

- Confirmation screen will appear when your device is successfully registered. Close the screen.

We have a detailed instruction guide available. If you have any questions about fraudulent charges or lost/stolen credit cards, please contact Laurie Krauel. We are always here to help you!

Thank you!
~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.
Requisition Approval Times

As part of the July policy changes, Procurement removed several requisition approvers to help speed up approval time. We have dropped from a peak of over 6 days down to 3 in just a few years! And, 52% of all requisitions in FY17 were approved within just 1 day!
**Salvaging Phones and Tablets**

Our salvage team gets many different types of electronics through the program – which we love to put them up for sale through Salvage Store.

However, lately, many iPhones, iPads and similar devices have been coming to us with passwords. Please make sure you reset the phone back to the factory settings and remove any passwords on the devices. For Apple devices, please make sure to remove the iCloud account and turn off the “Find my iPhone” feature. Also (if possible), please include all accessories, like the charging cable with the device.

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**New Demon Discounts**

![Bibibop Logo](image)

**Business Description**

Founded in the Midwest, Bibibop shines as a Korean inspired, fast casual concept. With its vast assortment of colorful cold toppings and delectable proteins, Bibibop touts both freshness and deliciousness. For the brave, indulge in bowl of purple rice, once served only to royalty, and feel good about it, living out a happy, healthy lifestyle! When finished, treat yourself to a warm bowl of free miso soup. For more information, visit us at [www.bibibop.com](http://www.bibibop.com).

**Discount Offer & Redemption Method**

Receive a FREE drink with any bowl purchase with any valid DePaul ID

**Groups Eligible**

Students, Faculty / Staff, Retirees

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