

USER'S GUIDE TO THE BCC PROFTECH LINK

<https://proftech.ediversitynetwork.com>

Proftech (known to the College as StaplesLink) is the authorized reseller under the New York State Contract. **The BCC Proftech Link allows registered BCC users** to place online orders for a wide variety of office supplies and items for their program needs.

Benefits to Users

- Reduces internal paperwork and processing time for orders.
- Significant reduction in delivery time – typically the next business day.
- Offers discounted NYS Contract pricing.
- Facilitates the online ordering process by allowing quick re-order, creation of shopping lists, providing order status and budget balances.

Staples Link Account Setup

- Each fiscal year, Division Administrators and departmental COA's must submit in CUNYfirst a blanket purchase requisition with an estimated amount based on their budget.
- A Purchase Order will be sent to Proftech, the Division Administrator and departmental COA's.

Budget Modifications

- Authorized signatory must submit an email or memo to the Budget Office indicating budgeted amount to be modified.
- A new requisition must be entered into CUNYfirst in order to amend the existing purchase order will be sent to Proftech, the Division Administrator and/or the departmental COA.

Proftech Exclusions

- Personal Items
- Cleaning Products
- Small Appliances
- Food/Beverages
- Printing Services
- Promotional Items
- Computers/Printers
- Furniture
- White Copy Paper
- Supplies for the classroom should come out of the departmental blanket order

How to Place an Order

- **All departments/units should have at least one or two registered users** who can log on to Proftech and search for office supplies.
- An authorized Division Administrator will review and/or modify, approve and submit the order for purchase.
- The user will receive an email confirmation on the status of their order.



Returns/Exchanges/Questions

- Each user is responsible for any returns and/or exchanges via Proftech.
- For questions/disputed charges, contact **Proftech/Staples Customer Care Team at 877-285-8852.**

Accounts Payable

- Upon receipt of items, receipts must be entered into CUNYfirst and packing slips must be signed, uploaded and sent to Accounts Payable at accountspayable@bcc.cuny.edu.

Year End Cut-off and Account Reactivation

- The college community will be notified in March of the fiscal year-end order cut-off date for Proftech. Our fiscal year is July 1-June 30. Accounts will be reactivated upon receipt of a purchase requisition for the new fiscal year.



BCC Stock Room Supplies

Please note that the following items are still available in the College's Stock Room (ext. 5261):

- Bond copy paper (white letter and legal)
- Chalk (white and colors)
- Chalkboard Erasers
- Final examination booklets
- Final exam envelopes
- Conflict exam envelopes
- Mailing envelopes (#10-white, window and green)
- BCC mailing envelopes (various sizes)
- Interoffice envelopes

BCC Division Agents

Amirah Cousins ext. 5155
President's Office

Sabrina Cyphers ext. 5187
Advancement, Communications and External Relations

Linda McKernan ext. 5278
Student Success

Bibi Yusuf-Moore ext. 5139
Academic Affairs

Alyce Zimmerman ext. 5453
Administration and Finance