

# USER'S GUIDE TO THE BCC PROFTECH LINK

<https://proftech.ediversitynetwork.com>

Proftech is the authorized reseller under the State of New York Staples Contract. **The BCC Proftech Link** allows **registered BCC users** to place online orders for a wide variety of office items and miscellaneous 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 for quick reorders, creation of shopping lists, order status and budget balances

## Proftech Account Setup

- Each fiscal year, Requestors must submit in CUNYfirst, a blanket purchase requisition with an estimated amount based on budget availability
- A purchase order will be sent to Proftech and the Requestor

## Budget Modifications

- An authorized signatory must submit an email or memo to the Budget Office indicating budgeted amount to be modified.
- A new requisition must be entered in CUNYfirst in or to increase the existing PO. The modified PO will be sent to Proftech and the Requestor.

## Proftech Exclusions

- Personal Items
- Cleaning Products
- Small Appliances
- Food/Beverages
- Printing Services
- Promotional Items
- Computers/Printers
- Furniture
- White Copy Paper

## 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 of their order status.



## Returns/Exchanges/Questions

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

## Accounts Payable

- Upon receipt of items; a receipt must be entered into CUNYfirst and packing slips must be signed, uploaded and sent to Accounts Payable at [accountspayable@bcc.cuny.edu](mailto:accountspayable@bcc.cuny.edu)

## Year End Cut-off and Account Reactivation

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



## BCC Stock Room Supplies

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

- White copy paper (letter and legal)
- Chalk and Chalkboard Erasers
- Final examination booklets and envelopes
- BCC mailing envelopes (various sizes)
- Interoffice envelopes
- Conflict and Final exam 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

**Katherine Paez** ext. 5453  
Administration and Finance