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.

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

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.

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

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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