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Assistant Vice President for Finance
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To: All Faculty/Staff
From: Ed Rios 
Date: September 10, 2014
Subject: Staples to Proftech LLC Transition



As mentioned in the Staples Advantage Account User Update memo dated August 5, 2014, the City University of New York (CUNY) is seeking solutions to meet its Minority/Women-Owned Business Enterprise (M/WBE) participation goal mandated by the Governor of the State of New York. In order to achieve this goal, each College is striving to incorporate M/WBE suppliers within our procurement process.

Staples Advantage[®] has received approval from the State to have a minority business enterprise diversity partner, Proftech LLC, added as a Value Added Reseller (VAR) under the Staples Advantage/State of New York contract for office supplies (PC66026).

In order for the College to make a seamless transition to Proftech, the Staples Advantage link will be closed as of Thursday, September 11, 2014 at 5 p.m. This will enable the College to transfer budget balances available to Proftech's site from Staples Advantage.

Effective Tuesday, September 16, 2014, the College will utilize Proftech.ediversitynetwork.com to place all new orders for the purchase of business related office supplies. To order, please ensure that you use the College's Customer ID: 1033768NYC.

What will stay the same:

- All the same great online ordering tools and functions you have come to expect from the Staples Advantage program will be transferred to Proftech website, making for a seamless experience.
- Your current user name, password and administrative functions will be transferred to the new site — including saved shopping lists, order history, messaging features and more.
- Your current delivery schedule, personnel and product selection will not change.
- And your same Account Management Team will be available in addition to the resources from Proftech.

The only changes you will see:

- The URL you use to access your office supply account is Proftech.ediversitynetwork.com.
- New Ship-To codes for your existing Ship-To options will now have "PFT" prefix.
- New Customer Service Support contact information is (855) 273-1628

We are working in partnership with Proftech and Staples Advantage to make this an easy transition for you.

Should you have any problems logging in or need to create a short cut link for Proftech on your desktop, please contact Suzanne Amuso in Operational Services at ext. 3220.

Thanking you in advance for your cooperation and support.

c: Ira Persky, Vice President for Finance and Administration

