Dear NU Employees,

Thanks to all of the 100 approximate persons who attended our successful Fisher Scientific vendor show on May 25th. Fisher Scientific arrived at the McLeod suites with over 10 manufacturers showcasing everything from lab cleaning products to lab instruments. We truly hope that those who attended took the opportunity to learn about Fisher’s latest catalog offerings and also begin planning any necessary and future spending that will benefit your faculty, students, and researchers. Finally, congratulations to anyone who won a really cool raffle prize.

Best regards,

Procurement Services Team

Procurement Updates:

- Discount Program, FedEx Office Print Centers (effective 6/17/16)
  - New! Faculty and staff are now eligible to receive great discounts off retail printing prices at all U.S. FedEx Office print centers when traveling outside the reach of NU Reprographics store
  - Note, FedEx shipping is a separate service available at retail locations under different NU pricing and service terms
  - To request the discount code or information on special print job needs, please contact NU’s FedEx Office account rep:
    Robert Munstis (339) 832-8007 robert.munstis@fedex.com

Upcoming Events

July 20
Community Benefits Job Fair
CSC Ballroom
10AM – 2PM

August 17
WMBE Networking Event
Curry Student Center
10AM – 2PM

Important Training Announcement

Procurement Services will soon resume holding trainings. A communication will be sent out for upcoming dates:

- Procurement 101
- Banner
- myMarketplace
• **Contract Enhancement, Staples:** Access contract pricing at retail stores  
  o If Staples next day delivery for myMarketplace orders is just not quick enough, you can now shop tax free and leverage NU’s contract pricing at any of Staples 1,600 U.S. store locations  
  o The only requirement is that use your NU card and it is registered with the program using this [link](#).  
  o Note, this does not apply to buy online & store pick-up purchases  
  o For help, contact our dedicated Account Rep: Scott Weiss (978) 697-2188, Scott.Weiss@Staples.com

• **Product Updates, Dell Computer:** New Standard Configurations  
  o Dell has updated NU’s computer configuration standards and are now available through the myMarketplace portal

• **Supplier Shows, CVENT: Hosting a session with coffee and donuts**  
  o On 06/17/16, CVENT will be at 177 Huntington Ave to present their software service to anyone interested in using online software for managing University events  
  o Seating is very limited and access to 177 Huntington requires registration. Please RSVP to attend using this [link](#)

• **Travel, Enterprise CarShare program update.**  
  o The original program enrollment link was targeted for all types of customers. Please utilize the new [business customer only enrollment link](#) to avoid being charged any sales or use tax when using the service for University travel or assignments.

• **Travel, Hotels:** Club Quarters Hotel Boston – No Black-Out Dates Ever!  
  o Restricted entry, fitness room, free high speed Internet & restaurant/bar  
  o Call Member Services at 212-575-0006 for latest rates or visit the preferred vendor page

• **Travel, Website:** New layout and updates  
  o Please visit our updated travel website [http://www.northeastern.edu/travel/](http://www.northeastern.edu/travel/). The website layout has been updated to follow new standards established across the University.

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**Other Procurement Department News**

**Diversity, Community Supplier Award:** In 2015, Northeastern selected Ernie Washington, proprietor of Vanguard Services, to receive Northeastern’s Community Supplier Award. On February 24, 2016, Mike McNamara and Denise Young presented the award directly to Ernie who was not present at the prior banquet presentation.

**Diversity, Supplier Events:** On May 11, 2016, Fernando Prieto and Denise Young attended the Federal Reserve Bank of Boston’s 2nd annual supplier diversity fair. Fernando and Denise were able to meet and connect with plenty of WMBE suppliers eager to grow their businesses by partnering with Northeastern and other organizations participating.

**Staff Update, Goodbye Murray:** A heartfelt goodbye goes out to Murray McCallum. Murray was our full-time Scottish co-op student who served as Procurement Service’s operations lead. Good luck wishes go out to Murray!