

Preferred Vendor Summary

The primary mission for the University Procurement Office is to establish single vendor contracts for University Purchases. Choosing a single, exclusive vendor allows us to leverage the combined strength of our buying power to negotiate a significant discount that will benefit your department and the University. Our partners in this endeavor are: Enterprise Rent-a-Car (and National Car Rental), LaQuinta, UPS, Staples, The Residence Inn by Marriott and Wyndham Hotels. To help utilize these programs, we have provided user friendly links to access them from your desktop allowing you to easily use your ACU Credit Card for business transactions. Go to www.acu.edu/purchasing and click on the link of your choice:



UPS Shipping: How to ship a package: Process your office shipments online from this link and have your p card as the default payment method. For personal shipments, go to the shipping depot at The Campus Store.



Enterprise Rent-A-Car and National: How to make a reservation: Reserve online by going to <https://my.acu.edu> log in and choose Enterprise Rent-A-Car from the Quicklinks drop down menu. Use Contract ID:XZ65059 to guarantee our special pricing on all business rentals. If you are renting for personal needs please use the personal link instead of the business link.

To reserve by phone, call the local rental branch directly at (325) 673-0108 from 7:30am-6:00pm or you may call 1-800-736-8227



LaQuinta: How to make a reservation: Click on the LaQuinta link Input your itinerary and the ACU booking code: ABILNE to receive a 12% discount. To reserve by phone call 1-800-531-5900.



Residence Inn by Marriott/Abilene: Click on the Residence Inn Marriott link. To reserve by phone call 677-8700 or 800-331-3131



Staples: How to order: Use the Staples Advantage link

Benefits of Staples include: Discount Pricing, 24-48 hour free delivery (with \$50 minimum order), "No questions asked" return policy (please notify the University Procurement office after processing your return so we can pick it up), View On-line catalog @www.staplesadvantagecatalog.com

For special assistance or questions please contact our Account Manager: Tiffany Robinson @ tiffany.robinson@staples.com or call toll free: 877-888-8248 ext 236 or call Staples Customer care at 877-826-7755



We have also partnered with the **Wyndham Hotel Group** although a link is not available through the purchasing website you can do the following to take advantage of their discounts:

How to make a reservation: For all brands except Wyndham Hotels and resorts go to https://wr.wyndhamrewards.com/WyndhamRewards/control/advanced_search?clientaccount2=1000007780&affilid=000002

For Wyndham Hotels and Resorts go to <https://www.wyndham.com/rates//main.wnt?corporateid=1000007780>

To reserve by phone call 800-525-5501 use discount account id number 1000007780 and affiliate id:000002

The Wyndham Hotel Group includes the following brands: Days Inn, Howard Johnson, Knights Inn, Ramada, Super 8, Travelodge, Wingate by Wyndham, Wyndham Hotel and Resorts, Baymont Inn and Suites, Microtel Inn and Suites and Hawthorn Suites

The Discount is 20% below the lowest unrestricted rate they offer.