

## **Are you taking advantage of Yale's New Shredding Contract with InfoShred?**

**On July 1st, 2008, Procurement announced a new contract supplier for document destruction/shredding services, InfoShred, LLC.**

### ***What are the features of the new contract?***

- Significant savings
- Improved services including recycling
- Increased reporting capabilities

### ***Where can I find more information on InfoShred?***

Supplier information is located on the University Buying Guide under the commodity heading of *Shredding Services*: <http://www.yale.edu/procurement>

Here you will find pricing information, the recommended buy-pay approach as well as contact information.

### ***How do I get started using InfoShred?***

Here is what you need to do if you wish to take advantage of the new contract:

- 1) Contact the InfoShred customer service representative, Lisa Starr-Werkheiser, at 1-888-800-1552 extension 113. Lisa will schedule a review of your account and service set up. If you are currently using ShredIt, InfoShred will handle the cancellation on your behalf.
- 2) Create a Standing Order in SciQuest. Here's how:
  - Go to [http://oscar.med.yale.edu/procurement/sciquest/courses\\_test.asp](http://oscar.med.yale.edu/procurement/sciquest/courses_test.asp).
  - Scroll down to the category, Creating Orders.
  - Under Fast Track on left, click on either the projector icon (video) or printer icon (Word document) for Standing Orders.

For more information on processing Standing Orders in SciQuest, visit our FAQs at <http://www.yale.edu/procurement/eprocurement/FAQSciQuest.htm#jump99>.

- 3) OPTIONAL: If you currently have an open Standing Order in SciQuest for ShredIt, be sure to process a 'Close PO' form in the SciQuest application.  
<http://www.yale.edu/procurement/eprocurement/FAQSciQuest.htm#jump70>

### ***Who can I contact for help?***

Direct questions or comments to Chris Bartolotta at [christopher.bartolotta@yale.edu](mailto:christopher.bartolotta@yale.edu) or 432-9976.