



December 3, 2015

RE: Transition of All Orders from Office Depot to Premier Group

Office Depot has partnered with The Premier Group to provide diversity purchasing solutions for office supplies to Shelby County Schools. Office Depot was chosen through an RFP process (RFP # 07312014) for office supplies in July 2014 where they were awarded the contract. This partnership aligns with the core values of Office Depot and Shelby County Schools in the commitment to utilize local and minority owned businesses. The Premier Group was selected due to their capabilities, dedication, and economic development of our local community.

Shelby County Schools will now allow Premier Group to be responsible on **All Office Supplies effective Jan 4, 2016.** The transition went well with the transfer of toner orders from Office Depot to Premier Group therefore; Shelby County Schools is comfortable with them taking over all purchases of office supplies.

Office Depot will continue working with Premier Group to ensure that errors are at minimal and problems are resolved in a timely manner so as not to disrupt the SCS District

In preparation for upcoming changes, we will need your help. An updated list will ensure that schools and departments are receiving the correct items as well as speeding up the ordering process through The Premier Group. Please use the following link to login to the Premier Group: <http://www.gibsoncompanies.com/the-premier-group/>

Please provide the following information listed below.

- School Name or Department
- User's Name
- Title
- Shipping Address
- SCSK12.org email address
- Office phone number

If you have any questions relating to The Premier Group please contact:

1. Customer Service:

The Premier Group

Direct: 901-346-9002

PH: 866.325.4974

Fax: 901.346.6642

customerservice@gibsoncompanies.com

Please use the steps below to view pricing information for office supplies orders being placed through APECS.

View Only Login Instructions:

1. The following page will display for logging into The Premier Purchasing Portal

Login Info:

<http://www.gibsoncompanies.com/the-premier-group/>

Login: SCS Email address

Password: Welcome1 (Please note: it is case sensitive)

2. If you are not set up you will receive an error as shown below:

Input Errors:

Login and/or Password is incorrect.

Contact customer service to have the issue resolved:

<http://www.gibsoncompanies.com/the-premier-group/>

Customer Service Representative

Gibson Companies, Inc.

dba The Premier Group

4600 Cromwell Suite 101

Memphis, TN 38118

Office: (901) 346-9002 ext 115

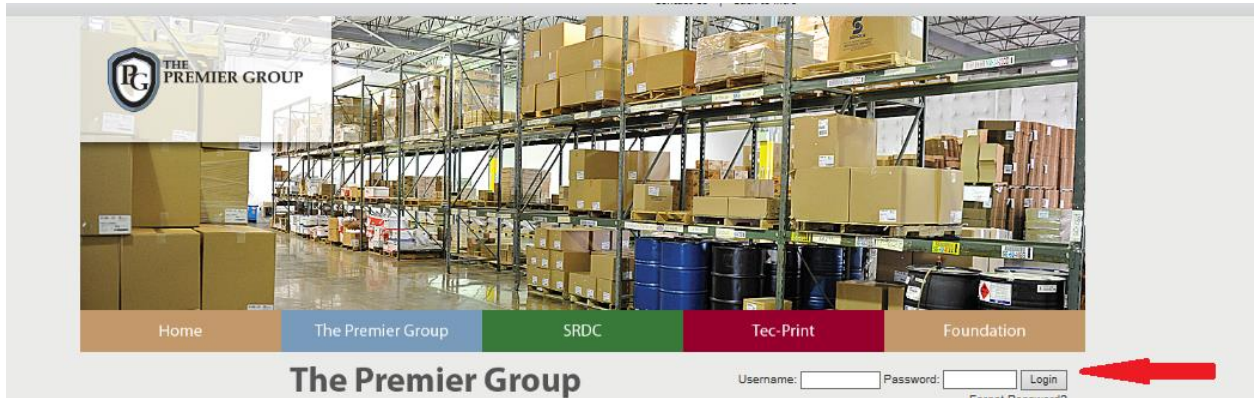
Fax: (901) 346-6642

Email: customerservice@gibsoncompanies.com
Direct: sanderson@gibsoncompanies.com
Co. Webpage: <http://www.gibsoncompanies.com/the-premier-group/>

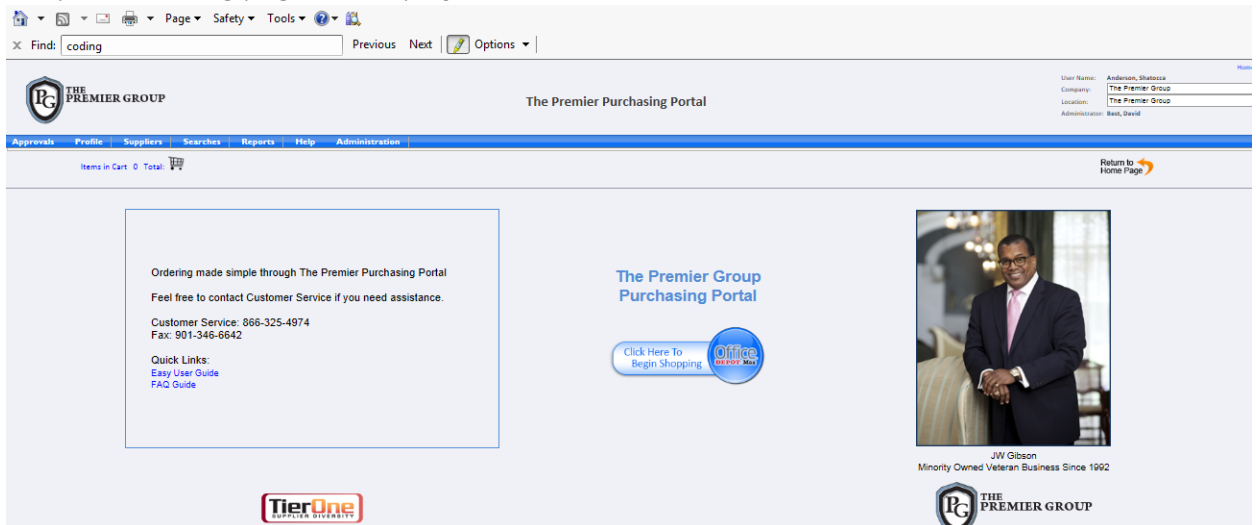
3. Select The Premier Group Logo located at the bottom left of your home page



4. The following page will display for logging into The Premier Purchasing Portal
Login: SCSBrowse
Password: Welcome1! (case sensitive)



5. The portal landing page will display



6. Selecting the image below will take you to the Office Depot Punch Out Catalog to search for items



7. OD Catalog

A screenshot of a web browser displaying the 'ePS Procure' website. The browser's address bar shows the URL 'https://epsprocure.e-procurement-services.com/asp/oc/punchout/punchout'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The search bar contains the text 'southwest tennessee community college new wh'. The website header features the 'THE PREMIER GROUP' logo on the left and the text 'The Premier Purchasing Portal' in the center. Below the header, there is a navigation bar with links for 'Home', 'Welcome, Shatocca Anderson | Account #: 19780347 - Logout', and 'Order By Item | My Lists'. A search bar with the placeholder text 'Search by Keyword or Item#' is present. To the right of the search bar are icons for 'My Account', 'Orders', 'Quick Entry', 'My Lists', and 'Cart' (showing 0 items for \$0). Below the navigation bar, there is a horizontal menu with categories: 'Office Supplies', 'Paper', 'Breakroom', 'Ink & Toner', 'Cleaning', 'Technology', 'Furniture', 'School Supplies', and 'Copy & Print'. A promotional banner for 'buy now. use forever. postage stamps' is displayed, featuring an image of postage stamps and a 'SHOP NOW' button. At the bottom right, a small box says 'Welcome, Shatocca Anderson'.