



Office Supplies – Vendor Resources

Piggyback/Cooperative Master Agreements can be used for office supply purchases. Listed below is information to access MSCS approved cooperative master agreements for office supplies, as well as the TN State master agreement. Each purchase/purchase order must be made within the term of the agreement for each vendor. **A purchase over \$3,500 must have a valid quote attached to the requisition, and the quote must state the name of the piggyback/cooperative entity and the contract number.**

A vendor doing business with MSCS must be approved in APECS. If a vendor is not in APECS, they must go to Procurement's website for online registration for approval before you can submit a requisition and/or invoice.

Buyboard: 755-24 – Effective Until 11/30/27

Please click on the link below to obtain a list of Vendors along with their contract information.

<https://www.buyboard.com/vendor/proposal-tabulation-sheets>

Office Depot (ODP Solution): TN State Contract SWC#316 – Effective Until December 31, 2025

Please click on the link below to access the website.

<https://www.odpbusiness.com/>

Please use the following login information to browse the catalog:

Username: MSCSBrowse

Password: MSCSBrowse1

(Password is Case Sensitive)

OMNIA Partners Cooperative Master Agreements

Please click on the link below to access the website:

https://www.omniapartners.com/solutions/contract-offerings?tx_solr%5Bsearch%5D%5Bkeyword%5D=office%20supplies&tx_solr%5Bsearch%5D%5Bindustry%5D=4

Sourcewell

Please click on the link below to access the website that includes the list of Suppliers and their respective contacts:

<https://www.sourcewell-mn.gov/contract-search?msclkid=2bf7363bbe85124aaf1a50f831fdb433>

TIPS: (240402) Office and School Supplies, Products, and Services – Effective Until June 30, 2027

Please click on the link below to access the website that includes a list of Contracts by Category:

<https://www.tips-usa.com/vlist.cfm>