



December 11, 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 18, 2016.** The transition went well with the transfer of toner orders to Premier Group therefore; Shelby County Schools is comfortable with them taking over all purchases of office supplies. ***Please note that if you have any money left on blanket POs with Office Depot you can continue to purchase through Office Depot until funds are completely used; however, new blanket POs for office supplies will be issued only through the Premier Group effectively January 18, 2016.***

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. We are all grateful to Office Depot to partner with a local and minority firm to conduct business with the District. Office Depot will continue to help with the transition and will work behind the scenes to ensure all questions and concerns are addressed.

In preparation for upcoming changes, we will need your help. In many instances, Office Depot still has email addresses from the old Memphis City Schools system. Office Depot is compiling an updated listing of all email addresses that will be used for the validation of purchase orders and requisitions. An updated list will just ensure that schools and departments are receiving the correct items as well as speeding up the ordering process through Office Depot and The Premier Group. The Premier Group will use the same information when processing orders.

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

1. Customer Service:

Shatocca Bell Anderson

The Premier Group

Direct: 901-346-9002

PH: 866.325.4974

Fax: 901.346.6642

Customerservice@gibsoncompanies.com

2. Michael Legenzoff

Vice President of Sales

The Premier Group

Cell: 901.270.7178

Ofc: 866.325.4974

Fax: 901.346.6642

mlegenzoff@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

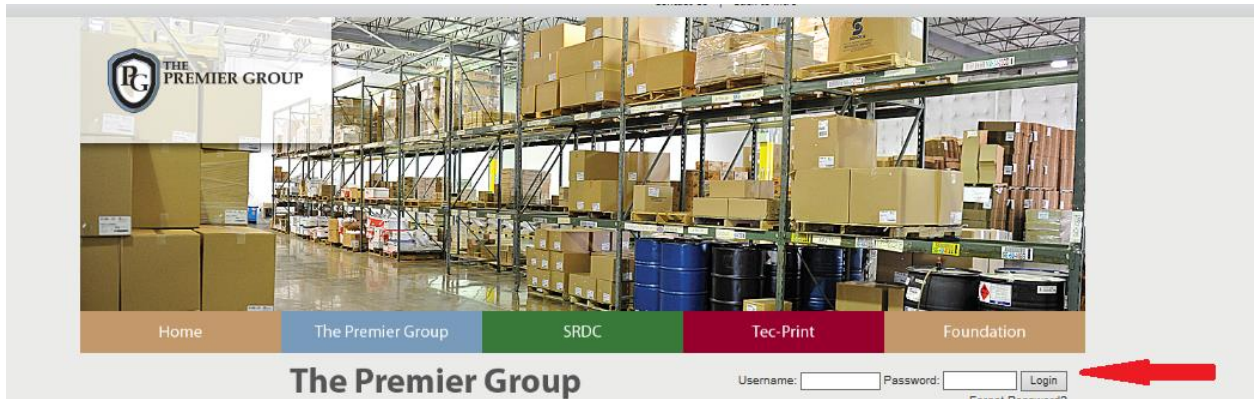
Direct: sanderson@gibsoncompanies.com

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

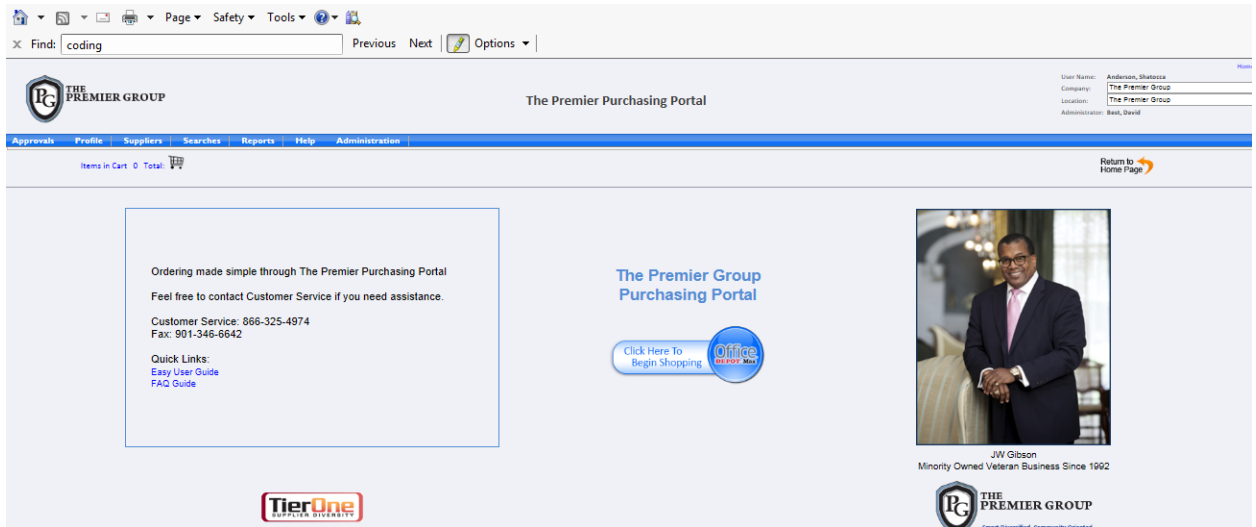
3. Select The Premier Group Logo located at the bottom left of your home page



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

