

Forms & Supply, Inc. Implementation News



I've received several questions from CPCC end users during the last couple weeks and am taking this opportunity to address them with everyone.

The FSIoffice Sales Team

Candy Lawson – Account Manger
candy.lawson@formsandsupply.com
704-598-8971 x 272
704-502-3945 (emergencies)

Beth Malpass – Customer Service Representative
beth.malpass@formsandsupply.com
704-598-8971 x 252

PCards

Orders cannot be processed without expiration dates for the card numbers. Please send Beth an email with your card's expiration date. Until we have this date and can put it into our computer system as the default you will need to A.) include it on every order you send to FSI or B.) enter it yourself when ordering online.

Online Ordering (SmartNet)

Pricing

Items with prices in blue are contract items on the 615A. Items with prices in red are non-contract items. Due to a change in policy for the 615A both contract and non-contract may be ordered and billed on the same invoice.

Held Orders

In order to view and complete orders you've placed on hold in SmartNet you must log in using your user ID and password.

Recycled Items

These items are indicated online, in the electronic flip catalog and in the hard copy catalog by the green recycled symbol.

Catalogs

If you need a catalog before your campus Meet & Greet log in to www.fsioffice.net/eBooks/2009Catalog. Of course your FSI sales team is always available to help you.

Webinars

Some of you may have already attended or may be planning to attend a webinar hosted by our Internet trainer, Jeanine Deutsch. A webinar for the exclusive use of CPCC has been scheduled for February 24 at 2:00. Marie Coffey has the registration information. Additional webinars will be scheduled pending the CPCC calendar.

We are pleased to serve you and I look forward to meeting all of you at the Meet & Greet at your campus.

Sincerely,
Candy Lawson
Account Manager
Forms & Supply, Inc.

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