
From: ISU Purchasing Department PURCH [PURCH]

Sent: Friday, April 01, 2016 11:30 AM

Subject: cyBUY change to Office Depot



On Tuesday, April 5, the OfficeMax catalog on cyBUY will change to Office Depot. The new Office Depot catalog will be used to purchase all office supplies and ink/toner for printers. Any OfficeMax releases must be submitted to the vendor by 3 pm on Monday, April 4, in order to be received and processed by OfficeMax. The new Office Depot catalog will be available Tuesday morning, April 5. Demonstrations of the new website will be provided by Office Depot on Thursday, April 7 - see below for times and locations.

Central Stores will continue to deliver Office Depot orders and assist with product and delivery questions. All items previously purchased from Central Stores will still be available through the Central Stores site. Copy paper (6060.1232) should still be ordered through Central Stores.

Office Depot demos Thursday, April 7

Please join us for cookies and a demonstration of the new Office Depot cyBUY catalog! Office Depot will be providing short 20-30 minute demonstrations of their website. A question and answer period will follow to answer questions about the Office Depot catalog and cyBUY. Representatives from Central Stores and the Purchasing Department will also be available.

8:30-9:30 am	Molecular Biology Bldg, Room 1420
11:00 am-12:00 pm	Elings Hall, Room 308
1:10-2:00 pm	Agronomy Hall, Room 2026
3:00-4:00 pm	Vet Med, Room 2532

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