



**Subject:** Forms & Supply, Inc. (FSI) Office Supplies and Paper Punch-Out Catalog Available for Use

**Audience:** SRM Users

With the new contracts for Desktop Delivery of Office Supplies and Paper in place as of September 15, 2014, the SCEIS Materials Management Team is pleased to announce that the Forms & Supply, Inc. (FSI) Punch-Out Catalog is currently available for use by agencies through the Shopping Cart creation options located in the ESS tab in Supplier Relationship Management (SRM). SCEIS will announce when the Staples Punch-Out Catalog is available for use.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.