

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

**Audience:** SRM Users

**Staples Office Supplies and Paper Punch-Out Catalog Available for Use**

With the new contracts for Desktop Delivery of Office Supplies and Paper in place as of September 15, 2014, the SCEIS Materials Management (MM) Team is pleased to announce that the Staples 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).

**Update: Forms & Supply, Inc. (FSI) Office Supplies and Paper Punch-Out Catalog**

With the new contracts for Desktop Delivery of Office Supplies and Paper in place as of September 15, 2014, the SCEIS MM Team is pleased to announce that Forms & Supply, Inc. (FSI) has updated the look of its website. The look of the website is different, but the easy use of the Punch-Out Catalog remains the same. FSI is currently available for use by agencies through the Shopping Cart creation options located in the ESS tab in SRM.

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/>.