

TO: Requesters and Initiators

FROM: General Stores

Subject: New General Stores Ordering Tools

Date:

Exciting changes are happening at General Stores. With the support of the Purchasing Department we have started the process of implementing new procurement and ordering tools:

- eBuy (Replacing MIGS for OfficeMax Orders).
- PReqs and PeopleSoft Inventory (Replacing SIGS for Stock Orders).

We have used some of our existing systems for 20 years, and they have served us and our customers well. But it is time to move on. The new systems will significantly improve the way orders are placed, and you will see new ordering screens and have new options not available with the existing systems. Stock numbers, processes, and terminologies will change. So be prepared, be patient, and be ready to get involved.

Some of our staff will be preoccupied with these implementations over the next several months. While we expect the integration of these systems to be relatively seamless, this, like any other project, contains unknown elements. I have every confidence that our staff and our customers will handle this implementation well. I appreciate everyone's patience and cooperation as we embark on these projects.

If you have questions, please do not hesitate to ask me. Additional information will be forthcoming as we proceed with the implementations.

I thank you for your support.

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