

WARREN COUNTY PUBLIC
SCHOOLS

WHERE CHILDREN PREPARE FOR SUCCESS

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Dale Brown
Superintendent

May 14, 2008

Dear Vendor:

Warren County Board of Education (WCBE) is pleased to announce that we have recently implemented easyPurchase™, an Internet based catalog hosting and procurement solution that is provided by eSchoolMall (ESM), inc., www.eschoolmall.com.

WCBE is transitioning to an electronic procurement solution to allow our organization to streamline and more effectively and efficiently manage our internal purchasing process. WCBE will begin processing our orders electronically from hosted catalogs, which will significantly reduce the ordering time and the errors that often result from a paper based process – thereby saving valuable time and money.

The new ordering process will provide you with electronic purchase orders from our purchasing office, which will improve the quality of the orders that you receive and at the same time, help reduce back office cost for you. Once the catalog load process is complete, our primary ordering method with you will be through easyPurchase. The excel workbook (ESM Vendor Catalog Template) that needs to be completed can be found under the "Finance" page of the WCBE's website (www.warren.kyschools.us). The transition period for WCBE will be approximately twenty-four (24 months). However, we are requesting that you provide updated catalog information to eSchoolMall with WCBE's pricing by 07/30/2008. As WCBE converts to ESM, only vendors that have submitted the applicable documentation to have a hosted catalog on the ESM site will be utilized.

If you have any questions about the catalog process, contact eSchoolMall Customer Support at (877)969-7246 or by e-mail at support@eschoolmall.com.

Please do not hesitate to contact me if you have any questions about doing business with Warren County Board of Education. You may contact me at chris.mcintyre@warren.kyschools.us.

Sincerely,



Christopher C. McIntyre, CPA
Finance Director

cc: Willie McElroy – CFO WCBE
Monte Inman - eSchoolMall Customer Support
Dan Corazzi, Jr. – eSchoolMall Sales