



Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

EPIC Business Solutions hereby provides notice of the following update to
(Vendor Name)

Contract number: R190301 for Office Supplies on this date 8/13/21.
Contract Title

Instructions: Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

Authorized Distributors/Dealers
____ Addition
____ Deletion
____ Supporting Documentation

Price Update
____ Supporting Documentation

X Products/Services
____ New Addition
 Update Only
 Supporting Documentation

Discontinued Products/Services
____ Supporting Documentation

States/Territories
____ Supporting Documentation

Other _____
____ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary).
Incorrect Manufacturer Prefixes were found on 437 new items in the core and non-core price file. Accompanying file has been included

Q3 approval 7/27/2021

Submitted By: Douglas Fox

Approved Date 8/31/2021 | 9:07 AM CDT

Title: Pricing Analyst

Denied Date _____

Contact Number: R190301

Email Address: dfox@epicbusinessessentials.com

DocuSigned by:
Robert Zingelmann
Region 4 ESC
0B1D33BB0130490...



Region 4 ESC,

We had some issues with the Prefixes on 437 new items in the Core and Non-core from the Q3 file.

I included the accompanying file with tabs from the original Core and Non-core price sheets into 2 different authorized tabs.

I then copied the Core into Non-Core into its separate tabs and added the corrected columns highlighted in green.

Core:

In the core file there were 40 items that mistakenly had the SCT as the MFG Prefix instead of the correct prefix of LTP.

Non-Core:

In the Non-core file there were 397 items where the Manufacture's was missing completely so the new prefix is SCT.

Thanks!

Douglas Fox

Pricing Analyst

EPIC Business Essentials.

317-663-8605 Direct