



EPIC

Electronic Procurement and Invoicing Center

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New Year, New Name, New Catalog

This section does not apply to the Northwest Campus.

In conjunction with the availability of the 2008 office products catalog, Concerto Office Products, a Guy Brown Company is changing their name to Guy Brown Office Products to align itself with its parent company.

The name change will have very little impact on your shopping experience. You will continue to utilize EPIC and punch-out to the same website that you use today. The customer service phone number (800-564-8008), cut off time, return policies and delivery

all remain the same. The only thing changing is the name.

The new Guy Brown Office Products catalog will be available to order on January 1, 2008 by ordering item number J9GUYBROWN08. Please remember to replace and recycle all old catalogs in your department to insure that you are selecting from the most current items. Recycling procedures for your campus will be posted on the Concerto/Guy Brown message board the end of December. ■

Integrated Images - EPIC

On December 10th the image that appears on purchase order and quote documents was changed to the block IU for the Bloomington, Kokomo, East, South Bend, Southeast, Northwest campuses and to the block IUPUI for the Indianapolis and Columbus campuses. If vendors contact you regarding this change please be assured that this was purposely implemented. ■

Subscribe to the EPIC Listserv

To receive updated information and announcements about EPIC, you can subscribe to the listserv by:

- Sending an e-mail to : listserv@indiana.edu
- Place "subscribe EPIC-L" in the body of the message (no subject).