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INFORMS Users,

Recent changes have been made within INFORMS to support the Internal Services Department (ISD) communication shared Tuesday, May 3rd from Lydia Osborne, Strategic Procurement Division Director, to the Procurement Liaisons, with the subject line: *Business Supplies*. Effective Friday, May 6th, the Office Depot web catalog has been inactivated.

All active requisitions and purchase orders will no longer directly link to the Office Depot catalog, potentially impacting Change Orders to Requisitions and Purchase Orders. All new requests for office supplies should comply with the instructions provided in the email from Procurement.

Attached please find a copy of ISD's communication for you to reference. If you have any questions or concerns with active transactions, please contact the (ISD) SCM INFORMS Support Team ISD-SCMIS@miamidade.gov.

Thank you,
INFORMS Team

For the fastest response to any issues, questions, or concerns relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.