



To Our Valued Customer,

We are excited to announce ISC Solutions has refreshed its website to provide a better customer service experience for Ford Motor Company users that purchase office supplies, paper and envelopes. The website updates will debut November 15, 2021.

You can look forward to the following enhancements on the ISC Solutions Automated Purchasing System:

- Users will be transitioning from the Office Depot system directly into the ISC Solutions Automated Purchasing System
 - Credit Card receipts will now display ISC Solutions as the vendor
 - Reporting Capabilities – ISC Solutions Automated Purchasing System allows users to pull customized reports for up to 90 days.
 - Job Aids – The new dashboard gives quick access to job aids.
1. Please access the ISC Solutions' refreshed website by clicking [here](#).
 - a. Click the link **ISC Automated Purchasing System** in the upper right-hand side of page.
 2. Use the following login credentials:
Username: Complete ford.com email address
Password: **Welcome1**
(You will be prompted to change your password when you log in for the first time.)

Please review your profile once logged into the new system to verify your shipping address. If additional shipping addresses are needed, please contact ISC Solutions Customer Service (iscservice@iscsupplysolutions.com). You can also submit your additional shipping addresses via the following [form](#).

Unfortunately, the transition does not allow us to carry over personal shopping lists nor credit card information. You will have to re-create your personal shopping lists once logged into the new system. If you would like to have your credit card saved to your profile, please call ISC Solutions Customer Service 877-907-3113. For security purposes please do not email credit card information.

ISC Solutions will be offering live training on the new system on the below dates/times. Please join us to learn about the enhancements.

Date	9AM	12PM	3PM
November 8, 2021	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
November 9, 2021	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
November 10, 2021	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
November 11, 2021	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting
November 12, 2021	Click here to join the meeting	Click here to join the meeting	Click here to join the meeting

If you have any questions, please contact ISC Solutions Customer Service at 877-907-3113 or ISCService@iscsupplysolutions.com

Thank you for your business and being a valued partner!