



TO: ALL WELLSTAR OFFICE DEPOT LEGACY TENET USERS

FM: WELLSTAR PURCHASING AND THE OFFICE DEPOT TEAM

SJ: ALL TENET ACCOUNTS WILL MIGRATE TO WELLSTAR WEB ACCOUNT 90729114
AND WELLSTAR PO ACCOUNT 90729206 EFFECTIVE OCT 2

DT: 9/21/17

Beginning October 2, 2017, all Wellstar Tenet Legacy Users will be using the Wellstar Web Account # 90729114, and the Wellstar PO Lawson Account 90729206 for ordering

Important " Need to Know" info;

- Last day for ordering on old Account numbers is Wed 9/27 by 5pm EST
- Users will be logging in on Monday Oct 2 under the new account 90729114; no info is needed ; you will be using your same login; password will be provided prior to that date; website is the same; www.business.officedepot.com
- You will no longer have your orders approved; you will utilize the formulary / provided on the bulletin board ; there is a link to download the list of approved items
- Keep a copy of your current shopping list; that will not be transferred to the new website
- Restricted items may be ordered via a requisition thru the PO Account Lawson 90729206 / ** you will need to do a wellstar receipt upon receiving the order as you currently do for all POs
- Webinar will be provided 10/3 Tuesday, 10:30am
- All Wellstar Tenet accounts will be deactivated once we go live

Thank you for your business!

Questions may be directed to Wellstar Purchasing Team
Office Depot, Sonya Shell; sonya.shell@officedepot.com