

RE: Conversion request:OD-Source1/Entegra | Courtyard Charlotte Ballantyne

Chadwick Gaddy

Mon 8/6/2018 12:29 PM

To: entegra <entegra@officedepot.com>;

Cc: Carlos Aviles <Carlos.Aviles@OfficeDepot.com>;

Hey Shelley,

On this we just need to change the pricing program to Source1 and keep the same account number. The Entegra # is 79076E.

Chadwick Gaddy

Business Account Manager | Enterprise

Direct Line: 855-337-6811 ext. 12748 | chadwick.gaddy@officedepot.com

Customer Service: 888-777-4044

Office DEPOT. OfficeMax®

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From: Shelley Sopczak **On Behalf Of** entegra

Sent: Monday, August 6, 2018 9:24 AM

To: Chadwick Gaddy <Chadwick.Gaddy@officedepot.com>

Cc: Carlos Aviles <Carlos.Aviles@OfficeDepot.com>

Subject: Fw: Conversion request:OD-Source1/Entegra | Courtyard Charlotte Ballantyne

Good Morning Chadwick

COURTYARD MARRIOTT BALLANTYNE Customer ID 81972097

This account they are already ordering through CXML (not sure what system if it is Birchstreet already) .. Do we just change to Source 1 pricing? or set up a new account?

Thanks this is part of the Northwood Hospitality

Shelley

Entegra Administrator

Office Depot, Inc

Entegra@officedepot.com

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Taking care of business

From: Source1 Customer Relations <customer.relations@source1purchasing.com>

Sent: Monday, July 30, 2018 01:06 PM

To: customer.relations@source1purchasing.com; operations@source1purchasing.com; santiago.arango@source1purchasing.com; entegra; administrator@source1purchasing.com

Subject: Conversion request:OD-Source1/Entegra | Courtyard Charlotte Ballantyne



Source1-Entegra Account Conversion Request!

Office Depot team:

Courtyard Charlotte Ballantyne is a Source1-Entegra customer in the Lodging Full Service - Lodging segment.

The customer has requested to have their existing **Office Depot** account number(s) aligned with the contract under the Source1-Entegra program.

Current account numbers | 81972097

Currently utilizing Office Depot. Source1 is rolling out Office Depot program to whole Northwood group.

Please contact GM directly for account conversion

Your Next Steps...

Contact Customer Have a Office Depot representative reach out and make contact with the customer **within 3 business days** to review program and outline next steps.

**If you are unable to complete the outreach as requested, please let me know.*

Convert Account Connect existing account(s) to the contract under the Source1-Entegra program. NOTE: Entegra Unit Number is listed below.

***Paperwork** If specific paperwork, such as an acknowledgement form, is required by your company to convert the customer account to the Source1-Entegra contract, please notify the customer of the required form for conversion. Copy: ClientServices@Source1Purchasing.com on email communication.

Product Guides Set up a training session with the customer to review your website, product catalog and any new benefits the customer now has access to (such as deviated pricing, free delivery, order size incentives, etc).

Source1-Entegra Program Refer to the **Source1-Entegra program** & the customer's Source1 Account Manager **Santiago Arango** when speaking with the customer.

Update Source1 On Tuesdays a Supplier Connection report will be emailed to you. Please use this report to update our team on the account status / progress.

Reach out to...

the Customer point of contact

Jessica Steves

General Manager

P | (704) 341-0041

E | jessica.steves@marriott.com

W |

*Preferred communication method:

Ship TO / Bill TO Address

Courtyard Charlotte Ballantyne

15635 Don Lochman Ln

Charlotte, NC 28277

Entegra Unit Number | 79076E

Thank you from the Source1 Team!

Questions? Call us.

We're here to help!

Santiago Arango

Account Manager

P | (901) 209-5532

E | santiago.arango@source1purchasing.com