

Web Seminars for State Employees Continue in 2007 for Training on New State Office Supply Contract

Office Depot, Inc. will continue availability of live web training in 2007 to help State employees use the new State Office Supply Contract.

Sessions will be held weekly on Tuesdays at 10 a.m., until further notice. The first session in 2007 will be held, Tuesday, Jan. 9.

The Procurement Division of the Department of General Services has awarded Office Depot a strategically sourced contract for office supplies. The contract, numbered #1S-06-75-55, is a mandated-use contract for all State agencies.

The live web seminars will cover information such as how to register for an account, shop the electronic catalog, return and manage lists, create purchase orders, place orders, and manage on-line accounts using Epylon software.

Attendance is limited to 20 persons per session.

To participate, interested State employees should register by noon the previous day of the scheduled session. Requests for spots at the live, on-line session can be requested by e-mail or by calling the dedicated California Office Depot Customer Service Team.

- e-mail: help@epylon.com
- Customer Service: (800) 607-0685

In their communication, State buyers should advise what week's session they want to attend. Seats will be filled on a first-come, first-served basis. If a preferred time-slot is full, the interested State employee will be contacted for an alternate week's selection.

After signing up for the class, registrants will receive an e-mail with instructions on preparation and how to sign in.

Participants will need up-to-date Microsoft Internet Explorer browsers and will be using on-line meeting software called Genesys.

The confirming e-mail to registrants will give information on how to enter the meeting and conduct tests on browser version, removal of pop-up blockers, java version, operating system, screen resolution, browser cookies and java applications.

Participants should log on at least 10 minutes prior to the meeting to avoid any technical problems. Meetings will begin promptly at 10 a.m. and last approximately one hour.