

Required Tasks of Vendors Contract #ESD112-DE-09

Report Name	Task// Due Date	Recipient of the document or report	Where to send the required document or report
DigitalEdge Monthly Sales Report	<ol style="list-style-type: none"> 1. <u>DigitalEdge Monthly Sales Report</u>: due no later than the 15th day of the month following the month of sales. 2. The DigitalEdge office will evaluate the performance, analyze the data, and confirm via email the amount due to the ESD by the 25th of the month. 3. <u>Administration fees are due</u>: no later than the 15th day of the following month to ESD 112. 	Purchasing Specialist Bunny Stevens	Bunny.Stevens@esd112.org
DigitalEdge Product & Price Revision (Forms D – G)	<ol style="list-style-type: none"> 1. <u>Price Documents: Any Changes</u> to the product line or pricing must be submitted on the Document forms D-G, no later than the 20th day of every month. 2. Make sure you highlight any and all changes to the product line or pricing, and describe the change in the notes column before submitting the document. 3. ESD 112 strives to have all online catalog revisions completed by the first of every month. 	Purchasing Specialist Bunny Stevens	Bunny.Stevens@esd112.org
Vendor Checklists for Pre-Evaluating Marketing Materials	<ol style="list-style-type: none"> 1. The Checklists are required and must be approved <i>before</i> vendors can publish and distribute their marketing materials. 2. Please have the marketing specialist and the contract specialist use the checklists as a proofreading tool. 3. Please send the marketing material and the checklist to the Purchasing Specialist. 4. The Digitaledge office will take up to three (3) business days to evaluate the materials and respond. Please allow for this timeline in order to meet your deadline for publication. 	Purchasing Specialist Bunny Stevens	Bunny.Stevens@esd112.org
Vendor Request for Reduction in Administrative Fees	<ol style="list-style-type: none"> 1. Vendors can use this form when a Purchaser wants to make a purchase of \$50,000 or more on a single transaction / purchase order, and the vendor perceives this as a competitive situation where a more competitive price is needed to secure the sale. 2. The DigitalEdge office will need a minimum of five (5) business days to evaluate your request and render a decision. Please allow for this timeline as you work with your purchaser to meet their deadline for procurement of equipment. 	Purchasing Specialist Bunny Stevens	Bunny.Stevens@esd112.org

Required Tasks of Vendors (Page 2)

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<p style="text-align: center;">Vendor Checklist for Submission of Product Information for DigitalEdge Power Deals</p>	<ol style="list-style-type: none"> 1. Vendor determines when DigitalEdge Power Deals is a viable tool to feature a vendors DigitalEdge contracted product. The Power Deals vendor checklist form is to be completed and submitted based on the start date requested for the Power Deal. 2. Vendors are allowed one DigitalEdge Power Deal on the Power Deals website at a time. Please note the Start and Stop date of your Power Deal on the vendor checklist form when submitting. 3. Vendors can request a reduction in administrative fees under the condition that the minimum quantity has been achieved collectively by all Eligible Purchasers. 4. The Digital Edge office will need a minimum of 5 business days to review and approve the information on the form. Once approved, the product or bundle will be featured on the DigitalEdge Power Deals web site. 5. Please note: Participation in the DigitalEdge Power Deals website is optional and not a requirement of the DigitalEdge contract. 	<p style="text-align: center;">Purchasing Specialist Bunny Stevens</p>	<p style="text-align: center;">Bunny.Stevens@esd112.org</p>
<p><u>Please note:</u></p>	<p>All Vendor Checklist forms referred to are located on the DigitalEdge website under <u>Vendor Contract Resources</u></p>		