



### Request for Vendor Contract Update

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from Region 4/OMNIA Partners, Public Sector when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4. Region 4 reserves the right to accept or reject any request.

School Specialty Inc (Vendor Name) hereby provides notice of the following update to

Contract number: R190503 for Educational School Supplies on this date 11/26/2019 .  
Contract Title

**Instructions:** Vendors must check all that may apply and shall provide supporting documentation. Place your initials next to each item to confirm that documents are indeed included. Request received without supporting documentation will be returned. Be sure to sign prior to submitting your update for approval. **This form is not intended for use if there is a material change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc. Please contact a member of the OMNIA Partners Contracting Team to request a "Notice of Material Change to Vendor Contract" form.**

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other Shipping Term Update**  
x \_\_\_\_ Supporting Documentation

Notes: Vendor may include other notes regarding the contract update here: (attach another page if necessary). School Specialty would like to update the shipping terms for customers in AK and HI. Please see attached changes.

Submitted By: Amy Fuss *Amy Fuss*  
Title: Assistant Secretary

**Approved Date** 12/2/2019 | 5:36 AM PST  
 **Denied Date** \_\_\_\_\_

Contact Number: R190503  
Email Address: amy.fuss@schoolspecialty.com

DocuSigned by:  
*Robert Zingelmann*  
Region 4 ESC: \_\_\_\_\_  
0B1D33BB0130490...



***AK / HI Shipping Terms***

***Standard Freight Terms (subject to change):***

Parcel Orders Prefix 9 items with NET subtotal of \$49 or greater ship free of charge

Parcel Orders Prefix 5 items \$5 minimum or 12% of the NET subtotal

Non-Parcel Prefix 6 items require quoted freight from our transportation department.

Please call (419) 589-1425 for a quote.

**\*\*Any order containing Paper, Paint or Clay will require a separate quote if 15 lbs. or greater.**

**\*\*Freight rates are subject to change.**

**\*\*Live specimens (prefix L) and hazardous materials (prefix H) may incur additional charges.**

Please refer to [www.schoolspecialty.com](http://www.schoolspecialty.com) for more information.