

**SWC# 317 – Copy Paper**  
**Contract Information and Usage Instructions**

**Contract Period:** This is a three (3) year contract with two (2) annual options to renew. The contract was competitively bid via ITB and was awarded to one (1) vendor, American Paper & Twine (AP&T).

**Contract Start Date:** February 1, 2023

**Initial Contract End Date:** July 31, 2025

**Final Contract End Date:** January 31, 2028

**Summary/Background Information:** This is a statewide contract offers competitive prices on copy paper, including recycled and specialty paper. There is a 25% discount on all colored copy paper offerings. All products are available to TN State agencies and local users.

**State Contact Information:**

**Primary Contract Administrator:**

Kristine Mitchell  
Category Specialist - Commodities  
Central Procurement Office  
(615) 770-1015  
[Kristine.Mitchell@tn.gov](mailto:Kristine.Mitchell@tn.gov)

**Backup Contract Administrator:**

DeRenne Raley  
Category Specialist  
Central Procurement Office  
(615) 251-5173  
[DeRenne.Raley@tn.gov](mailto:DeRenne.Raley@tn.gov)

**Vendor Contact Information:**

Company Name: American Paper & Twine (AP&T)  
Edison Contract Number: 77326  
Name of Contact Person: Jenna Gitschlag  
Position of Contact: Business Development Manager  
Phone Number(s) of Contact: Cell - 865.973.5435  
Office - 615.350.5228  
Email Address of Contact: Jenna.Gitschlag@imperialdade.com  
Mailing Address of Contact: 7400 Cockrill Bend Blvd  
Nashville, TN 37209  
Website: shopapt.com

**State Agency Usage Instructions:**

1. Please consult the contract, [TNSmartshop](#), or the punch-out catalog within Edison to determine what to order.
2. Follow your normal requisition/purchase order process to complete the order.

**Inventory & Asset Management:**

The TN SmartShop cannot be used to procure goods that will be managed in the Inventory or Asset Management modules. These modules require the use of Edison Catalog item IDs (10-digit item IDs starting with 10-). Requisitions and purchase orders for such goods must be created using these Item IDs (note - Special Request items are not appropriate. An Edison Item ID is required). The CPO Systems Management team creates and maintains Edison Catalog Item IDs, and requests for additional or updated items should be directed to [content.group@tn.gov](mailto:content.group@tn.gov) and the Contract Administrator, [Kristine.mitchell@tn.gov](mailto:Kristine.mitchell@tn.gov).

If placing an order for goods that will be managed in Inventory from a Supplier who maintains a Punchout Catalog within the TN SmartShop, the purchase order must be adjusted before submission, as follows:

- The Doc Type must be changed from GEN to an appropriate doc type for the purchase.
- The Dispatch Method must be changed from EDX to PRINT.

Once dispatched, the purchase order should be delivered to the Supplier via email or fax, per Supplier’s preferred method, as indicated in the Statewide Contract Usage Instructions for that Supplier's contract.

### **Local Government Entity Instructions:**

1. Local Governments and other eligible entities are encouraged to use this contract.
2. Local entities should contact Jenna Gitschlag, as provided in the vendor contact information above, with respect to how they would like to conduct business transactions. You can email her at [jgitschlag@aptcommerce.com](mailto:jgitschlag@aptcommerce.com).
3. The State requires AP&T to report all sales to Local Government entities making use of the State contract.

### **Access to Contract Documents Online:**

1. Click on the link below to go to the Supplier Portal homepage: [Supplier Portal](#)
2. Click on the "Statewide Contract (SWC) Search" link at the top of the page under "Statewide Contract Information".
3. Scroll down the list of contracts and locate "Copy Paper". Click on the picture of a folder under the "Details" column.
4. You will get a rectangular box and one of the columns (to the right) will say "Contract Documents", and below will be a picture of a file folder, click on it and you will get a new box with multiple contract documents shown. Click on the picture of the document to view the attachment.

### **Requisition and Purchase Order Generation:**

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

### **Billing and Payment Instructions:**

Deliveries are FOB Destination. The payment term associated with this contract is Net 45.