



As you are likely aware, on December 11<sup>th</sup>, 2007 Softchoice acquired Software Plus. As part of the account transition process, we will **be migrating your account data to Softchoice's systems on February 19<sup>th</sup>, 2008.**

Throughout this transition we are working to maintain business as usual. We remain committed to this goal and are confident that this migration will be seamless to you and your organization. Our team will be bridging this transition and we do not anticipate any disruptions to the normal course of business.

We are providing some additional information below to give you an overview of the changes you may encounter. In the event that you do have any questions, we ask that contact your Softchoice sales representative directly or send an email to a Softchoice senior manager at [management@softchoice.com](mailto:management@softchoice.com). We are committed to providing the fastest response to your queries possible.

Thank you again for your continued support. We look forward to contributing to your future success!

#### **Sales Rep Contact**

All sales representative contact information remains unchanged.

#### **Transactions & Documentation**

Any open orders or return requests you have outstanding will be unaffected by this transition. Any in-process transactions will ship, bill and credit normally on Software Plus stationary, just as you have experienced in the past. All quotes and orders you request after February 19<sup>th</sup> will be entered directly into Softchoice's system. There will be differences in the presentation of this information so we have attached a sample quote and invoice for your reference.

#### **Your Pricing**

Softchoice is honoring your pre-existing pricing arrangements established with Software Plus. We are entering your manufacturer driven price discounts and licensing programs into our systems so that you will continue to enjoy the discounts available through these program. Should you have any questions or concerns, we ask that you contact your sales representative directly.

#### **Web Usage & Reporting**

As part of the transition, you will be given a user account at [www.softchoice.com](http://www.softchoice.com) that will allow you to access custom pricing, create technology standards lists, order products and run purchase history reports as you require. In January, Softchoice launched a new website offering world class search capabilities, easier access to information and an exciting array of tools to help you Select, Acquire and Manage the technology you use every day. We hope you find these new enhancements valuable.

## **Payments & Accounts Receivable**

For all orders placed before February 15th, 2008, your accounts receivable representative will remain the same and you may submit payments and discuss billing issues with them as usual. As of February 19th, 2008, you will be assigned a new accounts receivable representative to assist with billing matters on any orders placed after February 19th. This individual will be contacting you within the next 60 days to introduce themselves and discuss any special requirements you may have. **Please note: the remittance address for any orders placed after February 19, 2008, has changed.** If you have any collections concerns with your accounts please call 1-800-268-7638 ext 2308.

## **Useful Information**

As we work through the transition, we ask that you update your systems to reflect your new working relationship with Softchoice. We've provided some standard information below and have attached a W-9 form – Request for Taxpayer Identification Number and Certification - to help you update your records:

Softchoice FEIN/TIN # 13-3827773

Dun & Bradstreet # 92 902 2028

Incorporation Date: Jan 10, 1995

State of Incorporation: New York

Stock Symbol: SO

Exchange: TSX

GSA Schedule # GS-35F-0196M

Remittance Address:

P.O. Box 18892 Newark, NJ 07191-8892

If you have any further questions about Softchoice, please feel free to contact your sales representative or e-mail [management@softchoice.com](mailto:management@softchoice.com).

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