

GroupTrak Review

August 15, 2024



AMERICAS

Overview

- Staci Americas houses marketing materials for ordering and kitting.
- Staci Americas can fulfill stock orders and custom kits.
- GroupTrak is Staci Americas' online marketing collateral ordering system. <https://www.litorders.com/go/kphp-ga>
- Ericka McCain is the Staci Americas rep: ericka.mccain@staciamericas.com
Phone: **770-739-7070 Ext. 2405**
- Gretchen Mooney is the KP contact for questions/issues concerning GroupTrak: gretchen.k.mooney@kp.org

GroupTrak Orders

- We encourage all orders to be shipped via UPS as courier is a pricey option, which bills to the marketing budget. We would like to bring this expense down. The CourierNet fee is **\$135.01** per order. This does not include the actual delivery charge.
- Stock orders (no kitting/printing/custom assembly):
 - Placed before 2 p.m. EST ship UPS same-day.
 - Placed after 2 p.m. EST will ship the following day.
 - Shipping takes two to three business days to reach recipients. But in most circumstances, UPS shipments arrive within **one to two business days** (within metro Atlanta).
- Custom kit orders (involves assembly and possibly print):
 - Take **two to three** business days to complete.
 - Shipping is the same as for stock orders.
 - Contact Ericka regarding a custom kit quantity that exceeds 1,000 to confirm completion time.
 - The **RUSH** kitting fee begins at **\$37.45** per order. The final cost is based on the size of the order.

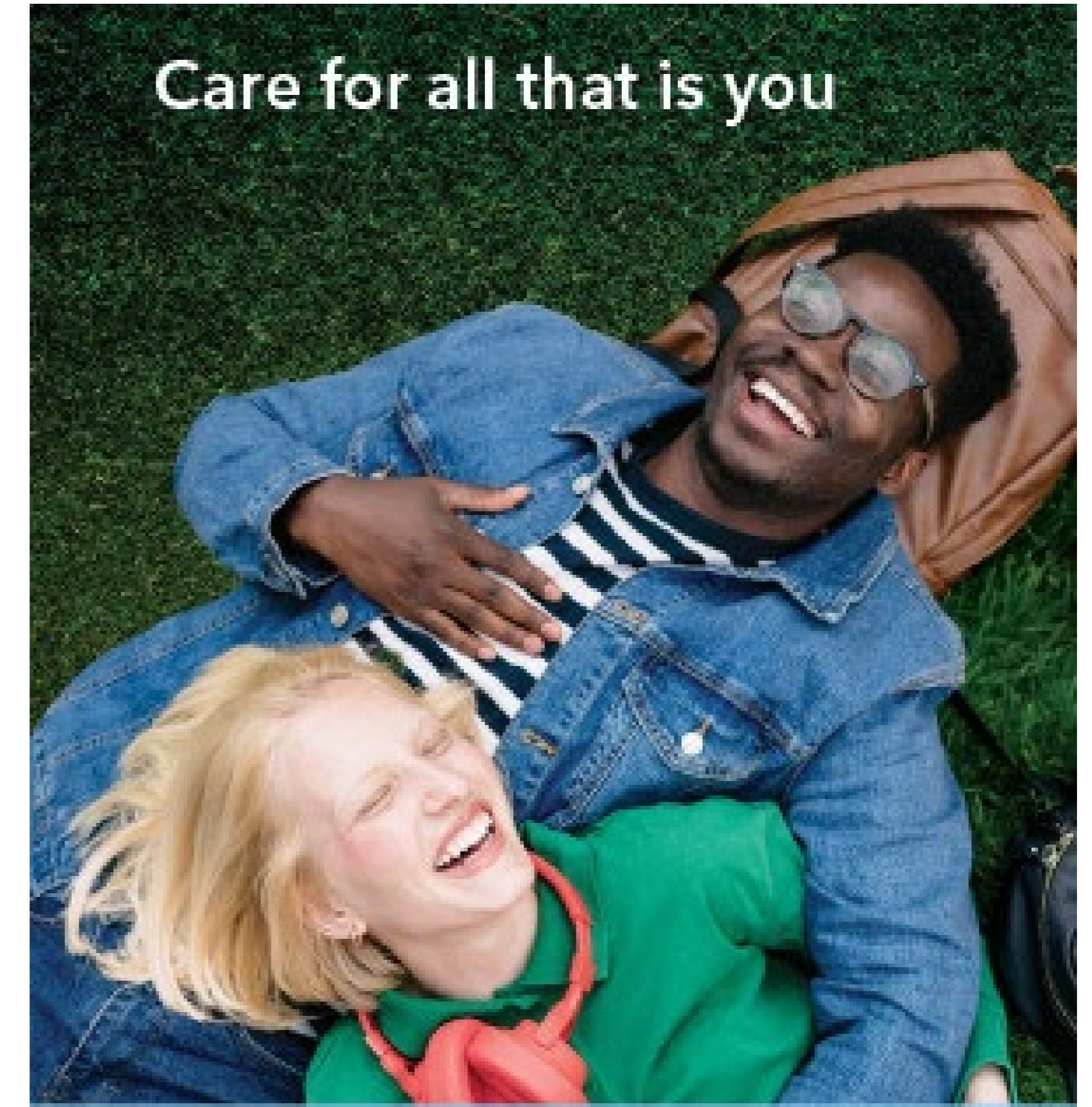
Print Requests for Kits

- Marketing consultants work with their clients to determine what materials should be stored at Staci Americas for ordering. If you need a particular marketing piece, please let your marketing partner know.
- Staci Americas does have the ability to print, but their pricing is not very competitive. Please only print with Staci when **standard rate sheets** are needed, or your marketing consultant suggests doing so. Your marketing consultant will provide you with a print-ready file (low-res files should not be printed).
 - Print 8.5" x 11" rate sheets (color or black and white), not to exceed 1,000 through Staci.
- FedEx is a much more cost-effective partner for fast print turnarounds.
- Our goal is to ensure that you have all the necessary marketing materials needed while also managing the budget.

2025 HMO OE Materials

- HMO OE brochure: stock number **1378822594**
- HMO OE envelope: stock number **1458998065**
- OE tote bag: stock number **902551748**
- Spanish HMO OE brochure stock number: **1378822594_SP**
- Spanish HMO OE envelope stock number: **1458998065_SP**

**Please let me know if a stock order kits needs to be created.
This will reduce kitting time.**



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