

Preferred Employee Purchasing Program

MAXIMUS®

Office Depot is inviting the employees of Maximus to take advantage of discounted pricing for personal purchases while working from home. The program will offer on-line ordering with delivery and discounts at our retail stores. To utilize this program, users will have to register via an on-line process. This registration portal is secure and your information will never be compromised.

The Work From Home Program allows you to access office supplies for you home office needs under the Maximus pricing. You can make online purchase online and have the product shipped directly to your home.

- Office Depot Customer Service can answer any questions you may have concerning products, pricing, order status and item availability. They are also available to help you with any merchandise returns, or any other questions. Customer Service is available Monday through Friday, 7:00 A.M. to 8:00 P.M. (EST) and can be reached at 888-263-3423.
- **Requests for return authorizations must be made within 30 days of delivery.** Please have returns ready for pick up the following day in the same area as deliveries are made.
- Returnable items include any product sold by Office Depot Business Services Division *except*:
 - Items not in the original packaging
 - Custom or imprinted items (unless produced incorrectly or are defective)

TO GET STARTED, please go to the link below to start your registration process.

<https://community.officedepot.com/GPOHome?id=44962271>



Office Depot® Office Max® and Maximus EPP have teamed up to provide you with great savings on your personal shopping at business.officedepot.com or at any of our retail locations with the Employee Purchase Program.

Enjoy these great benefits:

- Large selection of office supplies, cleaning products and breakroom essentials
- Discounts on black and white copies, color copies and finishing services
- Seasonal products like school supplies, calendars, planners and gifts

Visit stores.officedepot.com to find a store near you.

REGISTER

[Log in to Maximus EPP as a registered User](#)

Thank You for Registering.

To begin exploring how Office Depot makes business personal [CLICK HERE](#) Your mobile Store Purchasing Card application has been received and your card will be available on your mobile device within the next 24 hours.

Customer Login

Program members can sign into the Office Depot web site for shopping.

First Name Last Name / Password Help

Password

LOGIN

Confirmation of Registration

During online registration, you will be prompted to enter a unique login name, password, contact information, and shipping information. Additional options include linking your personal credit card to the account for in store purchases or printing a store purchasing card as a means for store discounts at any Office Depot/OfficeMax store.

Once registered, select [Log in to Maximus EPP as a registered User](#) link or save <http://business.officedepot.com> as a favorite. Utilizing the login name and password during the registration process you can search and order from this point forward. You will be prompted to enter a credit card at the checkout screen to complete your order.

Once you have successfully registered a message will display thanking you for registering. At this point you can immediately login and begin ordering. An email confirmation message labeled New Community Account Notification will be received.

User Settings allow you to update an email address, shipping location, reset password or input a default credit card for faster ordering. Choose My Account and then My Profile from the toolbar to update these settings.

My Account ▾ Search

My Profile > Overview

Orders > Edit Ship To

My Lists > Select Contacts

Online Reporting >

Order By Item

Store Purchasing Card

Your User Settings

Manage your contact information, subscriptions and logins

User Info

LORI TATTERSALL
(215)353-2139
LORI.TATTERSALL@OFFICEDEPOT.COM

EDIT

Subscriptions & Settings

Edit User Info & Communication Preferences
Edit Login Info & Password

Account Settings

Login Name & Password

Login Name: SEGTEST2

Current Password

New Password

Confirm New Password

Password Expires: Every 90 Days

☐ Keep me logged in (Cookies must be enabled for auto login)

Update Security Question

Question: --select your security question--

Answer

Confirm Answer

Current Password

Accounting Fields/Shipto View

Permission Setting	Current
Contact	Add, Edit and Select Any Contact
Ship To	TATTERSALL, LORI 3001 FROST RD BRISTOL, PA 19007-1520 USA

Permissions View

Workflows/Approvals View

Payment View

Payment Information

Credit card

EDIT PAYMENT INFORMATION

My Profile

My Profile Overview

Edit My Ship To

Select Contacts

Store Purchasing Card

Email Assistance

Phone Support

FAQs

Talk with a Representative

Chat Now

Edit Payment Information

Permissions

Default payment method: Credit Card

Enter Default Credit Card (optional)

Credit Card Type

☒ Visa, MasterCard, American Express, Discover
☐ Office Depot Credit Card

Credit Card Number

Expiration Date

Cancel Save Card

Quick links to edit ship to and store purchasing card. Assistance is available through email, chat or phone.

Passwords expire every 90 days or edit password and security question with this link.

Enter a default credit card for faster checkout

Discount Options for In-Store Purchasing

To create and print a store purchasing card, login by clicking the link or go to URL page business.officedepot.com as registered member. Under My Account, select Store Purchasing Card. Select the Print Card button and print the card. Present the card at the Office Depot/OfficeMax register to receive member pricing. Not all items are discounted at the store or online.

Your SPC # 80131266703

Cardholder Name

LORI TATTERSALL

Ship To

3001 FROST RD
BRISTOL, PA
19007-1520
USA

Company Name

SPRING EDUCATION GRP EPP

Phone

0000002707

Email

LORI.TATTERSALL@OFFICEDEPOT.COM

Mail Printed Card

No

If you would like to make any changes on your SPC information

UPDATE

Print a Temporary Printed Card.

Store Purchasing Card

80123456789

ABC Company

JAMES TATNER

Office DEPOT

PRINT CARD

Office Supplies: Office Products and Office Furniture: Office Depot - I...

Store Purchasing Card

80131266703

LORI TATTERSALL

SPRING EDUCATION GRP EPP

Office DEPOT

For use in Office Depot retail store locations only.

Office Depot Business Division supply account customer to whom this is issued is fully responsible for the payment of all purchases made by of the Card, whether the use was authorized or not.

use of this card may be discontinued by Office Depot at any time, or without cause.

use of this card constitutes acceptance of all terms and conditions under which it was issued.

Lost/Stolen card HOTLINE: 1-888-438-4037 or send an email to SPCProcessing@officedepot.com.

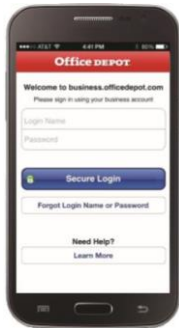
Please contact your Account Executive for questions regarding your account.

Fold on solid line

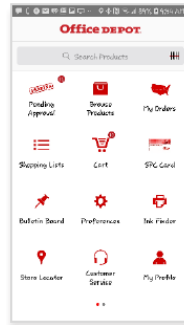
Cut along the dashed line

Link the Store Purchasing Card to your mobile phone by downloading the Office Depot for Business app. Logon using your registered Office Depot id and password and select SPC from the menu. Present your phone with the QR Code at the Office Depot/OfficeMax register and they will scan to receive member pricing.

1.



2.



3.



If you would prefer to create an order online and pick up in the store. Filter your search results by "Store Pick Up" or look for the Store Pickup designation during your search for available items at your local Office Depot/OfficeMax store. Select Pickup in store today and complete your order.



Office Depot® Brand Low-Odor Dry-Erase Markers, Chisel Point, Assorted, Pack Of 12

Item # 128628 Entered Item # 128628

Best Value

☐ Delivery

Estimated delivery 3-5 business days

☒ **Pickup in store today**

6 available

\$3.91

\$3.91 dozen

1

[Save For Later](#)

[Remove](#)

Best Value items shown with this green flag are more deeply discounted. Select the drop down at the top of the search results to see all Best Value or filter results.

To link a personal credit card for in store discounts, select [Register my credit card for in-store purchase](#) on the registration page. To receive your contract pricing at any Office Depot store within the United States, you must first associate your credit card with your contract account. This will ensure that you receive the best price, either your contract price or the store sale price, whichever is lower. Linkage may take up to 72 hours.

REGISTER

[Log In to Spring Education Group as a registered User](#)

IMPORTANT DOWNLOADS

[Personalize Store Purchasing Card](#)

[Using my Mobile Store Purchasing Card](#)

[Register my credit card for in-store purchase](#)

ACCOUNT INFORMATION

Lori Tattersall

215/353-2139

lori.tattersall@officedepot.com

Credit Card Registration

To receive your contract pricing at any Office Depot store within the United States, you must first associate your credit card with your contract account. This will ensure that you receive the best price, either your contract price or the store sale price, whichever is lower. If you have any questions concerning your current Procurement Card settings, please contact your Account Representative.

* At least one credit card number is required.

Account Number: **27514733**

* Credit Card 1:

Credit Card 2:

Credit Card 3:

Credit Card 4:

Credit Card 5:

Please note that coupons are not applicable when using your Procurement Card.

SUBMIT

Frequently Asked Questions

I have forgotten my password for ordering on the Office Depot website. What should I do?

Simply go to business.officedepot.com and click on the "Forgot your login name/password?" link. You will be prompted to enter your login name and respond to your pre-determined security question. You will then be asked to update your profile with a new password. If you require further support, call our Customer Service team at 1-888-263-3423 any time between the hours of 7:00 AM - 8:00 PM EST and they will be glad to help you. Have your account number ready - 44962271.

We just received our order and I thought I ordered 12 pens, but instead received 12 boxes of them. What do I do?

Our product return policy and procedures are designed to help our customers make returns and exchanges quickly and efficiently. Please contact customer service for shipments that are over or under your requested quantity.

I've looked all through the catalog and can't find the item I really need. Does this mean Office Depot doesn't have it?

Not at all, Office Depot offers over 200,000 items online, but we also have access to a large assortment of additional products that are made available through various third-party sources. Please call your customer service representative for assistance in ordering the product you need.

It's early in the morning and I just realized that I need to add something to an existing order. My order usually arrives around noon. Can I call to add this item to today's order?

Our orders go in to production immediately after the order is placed and are packaged at night, so deliveries can be made next day. Unfortunately, it would not be possible to update this existing order as orders are already in process. If this is an urgent need, we instead encourage you to contact our Customer Service team or visit a store for any urgent needs.

How do I process a return?

There are several ways you can return product. The quickest way is to check order history and often you can just process the return right online. Go to Orders on the toolbar and click on the order number, check to see if you have a Return Order link at the bottom of the order just to the left of the Add List button. Simply select this link and follow the prompts to process a return. If the return order button is not shown, this item may need customer service assistance. Returns and exchanges can be easily processed through our customer service team at 888.263.3423, you would just need your order number and the items/quantities you need to return.

How do I see discounted items?

More than 20,000 discounted items are shown with a Best Value flag and are typically shown at the top of the screen depending on your search parameters. Any item that is not showing a Best Value flag may still be discounted and market competitive.

Thank You! We look forward to supporting you with your personal purchases. Let us know how we can help!