



ORDERING OFFICE SUPPLIES



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ORDERING OFFICE SUPPLIES

Table of Contents

	<u>Page</u>
1. <u>Where to Find Office Supplies</u>	
▪ Online Trading Post- Find or Donate	3
▪ Office Depot and Workplace Solutions Vendor Relationship	4
▪ MIBlue Mall	4
2. <u>Catalog Ordering Process</u>	
▪ Core verses Non-Core Catalogs	5
▪ How to Place a Catalog Order	6
3. <u>Special Request Process (Items NOT listed in Catalogs)</u>	
▪ Restricted Items Through Workplace Solutions	11
▪ Ordering Special Request Items	12
4. <u>Ordering Custom Stamps</u>	18
5. <u>How to Find your Purchase Order Number</u>	20
6. <u>Tracking Your Order</u>	23
7. <u>Returning Your Order</u>	27
8. <u>Appendix</u>	
▪ Core Catalog Listing	29
▪ Recycled Products Listing	40

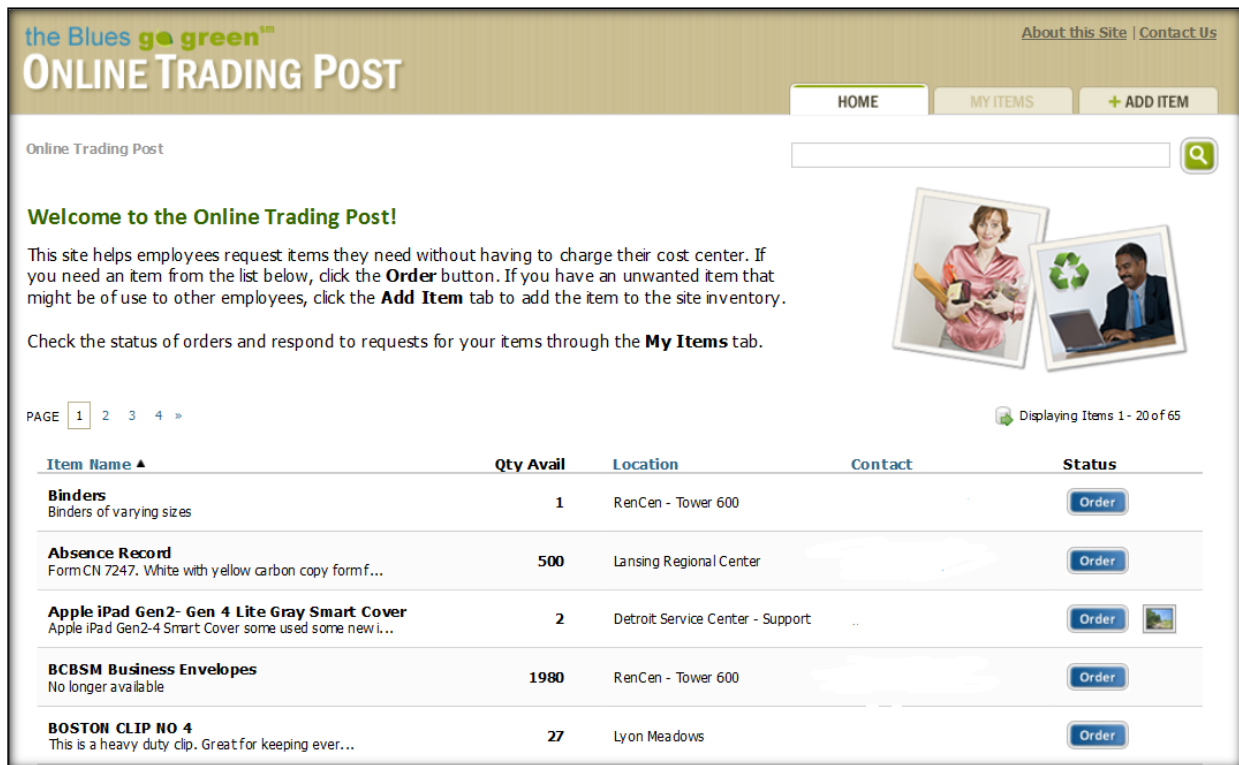
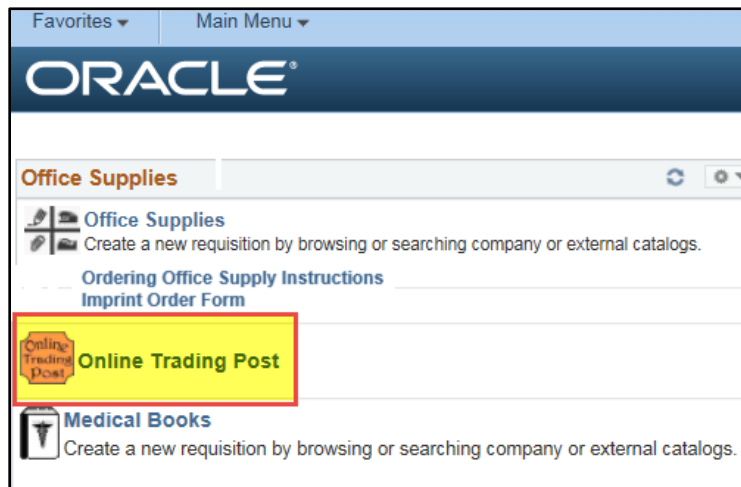


ORDERING OFFICE SUPPLIES

WHERE TO FIND OFFICE SUPPLIES

ONLINE TRADING POST – FIND OR DONATE

This site listed below in MIBlue Mall helps employees request items they need without having to charge their cost center. It is also a site to post unwanted items that might be of use to other employees.





ORDERING OFFICE SUPPLIES

OFFICE DEPOT AND WORKPLACE SOLUTIONS VENDOR RELATIONSHIP

BCBSM / BCN have a contractual relationship with WORKPLACE SOLUTIONS to purchase office supplies. WORKPLACE SOLUTIONS is a BCBSM preferred supplier. WORKPLACE SOLUTIONS, in turn, is an Office Depot Tier One Partner. BCBSM / BCN purchases items from WORKPLACE SOLUTIONS via punching out to the Office Depot platform (on-line catalog). All negotiated pricing discounts are built into the online catalogs. Any reference to the “supplier” is WORKPLACE SOLUTIONS.

MIBLUE MALL

By accessing MIBlue Mall located under Procurement on our BluesLink website, a requester can order either Core or Non-Core catalog items. When accessing MIBlue Mall, the system makes it possible for a BCBSM/BCN requester to access the supplier's website from our own PeopleSoft system. Our PeopleSoft system will obtain the correct approval/internal workflow requirements based on the requester's order. Once the order is approved, a Purchase Order (PO) is dispatched to the supplier.





ORDERING OFFICE SUPPLIES

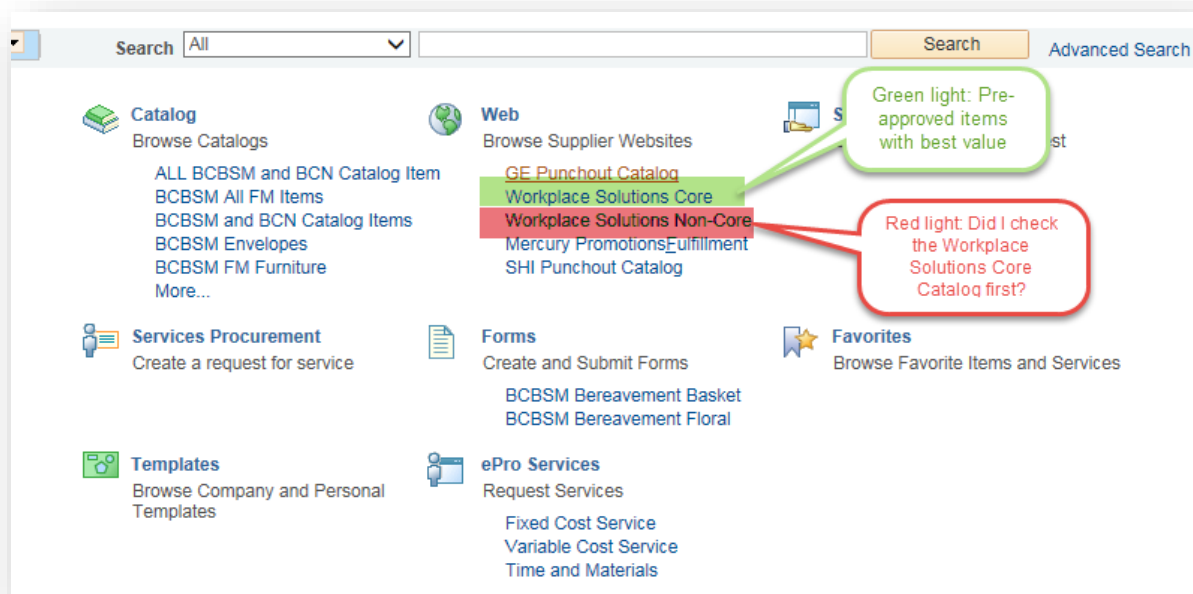
CATALOG ORDERING PROCESS

Please remember to first check the **WORKPLACE SOLUTIONS** Core and Non-Core Catalogs to ensure the greatest savings impact and ensure your item is not restricted. Please also visit the **Online Trading Post** located in MIBlue Mall and our recycled product listing available on our **Workplace Solutions Catalog** website.

CORE VERSUS NON-CORE CATALOGS

BCBSM has worked hard to create a product assortment that represents the best pricing value. These product selections are designated within our contract as **“Core”** items. Purchasing **“Core”** items has the greatest impact on savings. It is highly encouraged that you do your part towards savings by selecting the **WORKPLACE SOLUTIONS “Core”** item link in PeopleSoft for product selection.

Your area may require products not offered in the “Core” items listing that are critical to your business. In this case, there are additional products in the “Non-Core” items listing, available for selection. Please note, quarterly reports will be utilized to track “Non-Core” activity to ensure best values are being purchased by requesters.





ORDERING OFFICE SUPPLIES

HOW TO PLACE A CATALOG ORDER

1. BluesLink > MIBlue Mall > Office Supplies

Click on "[MIBlue Mall](#)"

Employee Events  Final days of United Way campaign Time is running out to pledge. Make your donation today.  Calendar roundup See the employee events happening in December. 2016	G-Memos Employee G-memo archive/search Voicemail upgrade 12/2 eBilling upgrades 12/9-10 Detroit power outages 12/4 All-employee memo archive Leadership G-memo archive/search Industry insights webinar Attendance history tool Brand guidelines Leadership memo archive	HIPAA Privacy & Security Outbound Call Campaign Employment Policies Code of Business Conduct Compliance Training Program Master Labor Agreement Policies and Procedures Employee Tools Clear & Simple Corporate Style Resources Employee Inquiry Employee Secured Login Get Connected	National Management Association Operations Development Sales Resource Portal Procurement MIBlue Mall PeopleSoft eProcurement Procurement Reports Annual Report Member Score Member Touchpoint Measures Performance Snapshot
--	---	--	--

2. Click on "[Office Supplies](#)" - This will take you to the Requisition Settings page in PeopleSoft



The screenshot shows the Oracle PeopleSoft interface. At the top, there are navigation tabs for 'Favorites' and 'Main Menu'. Below this is the 'ORACLE' logo. The main content area displays a list of menu items. The 'Office Supplies' item is highlighted with a yellow background and a red border. It includes a sub-menu icon and the text 'Office Supplies' and 'Create a new requisition by browsing or searching company or external catalogs.' Below this, there are links for 'Ordering Office Supply Instructions' and 'Imprint Order Form'. Other visible menu items include 'Online Trading Post' and 'Medical Books'.



ORDERING OFFICE SUPPLIES

3. Enter description in “Requisition Name” field

4. If submitting on behalf of another requester, change requester “E” ID, and Click “OK”

The screenshot shows the 'Requisition Settings' form. Key fields are highlighted with red boxes: 'Business Unit' (BCBSM), 'Requester' (E104913), 'Requisition Name' (empty), and 'Priority' (Medium). The 'Default Options' section has 'Default' selected. The 'Line Defaults' section has 'Supplier' (empty), 'Supplier Location' (empty), 'Unit of Measure' (EA), and 'Buyer' (empty). The 'Shipping Defaults' section has 'Ship To' (100) and 'Due Date' (empty). The 'Distribution Defaults' section has 'SpeedChart' (empty). The 'Accounting Defaults' section has a table with columns: Percent, Location, GL Unit, and Account. The table has one row with values: 100, BCBSM, and an empty account field. The 'OK' button is highlighted with a red box.

5. Select “WORKPLACE SOLUTIONS Core Catalog” or “WORKPLACE SOLUTIONS Non-Core Catalog”

The screenshot shows the 'Catalog' selection screen. The 'Catalog' section is expanded, showing a list of catalogs. 'Workplace Solutions Core' is highlighted with a green box, and 'Workplace Solutions Non-Core' is highlighted with a red box. A green callout bubble points to 'Workplace Solutions Core' with the text: 'Green light: Pre-approved items with best value'. A red callout bubble points to 'Workplace Solutions Non-Core' with the text: 'Red light: Did I check the Workplace Solutions Core Catalog first?'. The 'Search' button is highlighted with a yellow box.



ORDERING OFFICE SUPPLIES

6. PLEASE NOTE: Prior to shopping, view “Greener Choices” located on our catalog website
7. Search Field entry: Category or Item# or Description

Home

Welcome, PUNCHOUT USER | Account #: 45959579 - Logout

Office DEPOT

Order By Item | My Lists

277398

Search by "ITEM #"

My Account Orders Quick Entry My Lists Cart 0 items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies

Home

Welcome, PUNCHOUT USER | Account #: 45959579 - Logout

Office DEPOT

Order By Item | My Lists

Mouse Pad

Search by "Description"

My Account Orders Quick Entry My Lists Cart 0 items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies



ORDERING OFFICE SUPPLIES

8. Add the desired quantity and click **"ADD TO CART"**

support Breast Cancer Awareness add a little pink [SHOP NOW](#)

Showing 5 results for 'Mouse Pad'

Advanced Sorting Available!
Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

Items 1 to 5 By

Fellowes® Gel Crystals **Mouse Pad** With Wrist Rest, 1"H x 7.94"W x 9.25"D, Blue
Item 277398
Availability: 68
✓ Sold Online
 Contract Items
[Safety Data Sheets](#)

Qty [ADD TO CART](#)
[ADD TO SHOPPING LIST](#)

Fellowes Gel Crystals **Mousepad/Wrist Rest** - Purple
Item 528528
Available for Purchase
✓ Sold Online
 Contract Items

Qty [ADD TO CART](#)
[ADD TO SHOPPING LIST](#)

Add the desired quantity and click "Add To Cart"

9. Click **"CONTINUE SHOPPING"** to add additional items or click **"CHECKOUT"** to complete your order

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

My Account Orders Quick Entry My Lists Cart 1 Items \$8.16

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies

Home / Find Your Product

The item listed below was added to your shopping cart.

Need Help?

- Email Assistance
- FAQs

Description	Your Price/unit	Qty.
	\$8.16 /each	1

Continue Shopping

To add additional items click continue shopping

Checkout if you've completed your order

[SHOPPING CART](#) [CHECK OUT](#)



ORDERING OFFICE SUPPLIES

10. The system will return to PeopleSoft for Checkout- Review the information on the page
11. Click **"SAVE & SUBMIT"**. The requisition will be automatically approved per expenditure rules. Once approved, a PO will be dispatched to supplier.

Checkout - Review and Submit

Review the item information and submit the req for approval.



My Preferences



Requisition Settings

Requisition Summary

Business Unit

Blue Cross Blue Shield of MI

Requisition Name

*Requester

Pointer, Lisa

Priority

*Currency

Cart Summary: Total Amount 8.16 USD

Expand lines to review shipping and accounting details



Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Del
1	Fellowes(R) Gel Crystals Mouse		WORKPLACE SOLUTIONS LLC	1.0000	Each	8.1600	8.16		Add	
							Total Amount	8.16 USD		

☐ Select All / Deselect All

Select lines to:



Add to Favorites



Add to Template(s)



Delete Selected



Mass Change

Shipping Summary

Edit for All Lines

Ship To Location 100
Address 600 Lafayette East
Detroit, MI 48226
Attention To MC0625-Pointer, Lisa
Comments

Requisition Comments and Attachments

Enter requisition comments

☐ Send to Supplier

☐ Show at Receipt

☐ Shown at Voucher

Add more Comments and Attachments

Approval Justification

Enter approval justification for this requisition

Save and submit to start the "AUTOMATIC" approval flow

Check Budget

Save & submit

Save for Later



Add More Items



Preview Approvals



ORDERING OFFICE SUPPLIES

SPECIAL REQUEST PROCESS

(ITEMS NOT LISTED IN **CORE** or **NON-CORE CATALOGS**)

Note: Before placing a “Special Request,” requesters are required to review the WORKPLACE SOLUTIONS Core and Non-Core catalogs for approved items and best pricing.

Please contact Workplace Solutions to obtain your BCBSM/BCN quote and attach the quote to your requisition! Orders run the risk of being denied if the attached quotes are from another source.

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Phone: 866-377-2301

RESTRICTED ITEMS

Items may be restricted for various reasons. 1) NOT approved per facilities management or IT division guidelines and 2) Items are negotiated with another pre-approved supplier with approved products with greater savings impact within procurement. Some examples given below:

- Scented products and scented cleaning supplies are restricted items due to potential allergy sensitivities. A work order can be submitted for housekeeping to clean when soap and water will not do the job. Hand sanitizer and dish soap are restricted items through Workplace Solutions. It is also against policy to order any audio recording devices and these requests will be denied.
- Hand trucks, dollies, white boards, dry erase boards, garbage pails, chairs, desks, and electrical power cord surge protectors, have been removed from our catalogs.



ORDERING OFFICE SUPPLIES

ORDERING SPECIAL REQUEST ITEMS

Please contact Workplace Solutions to obtain your BCBSM/BCN quote and attach the quote to your requisition! Orders run the risk of being denied if the attached quotes are from another source.

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1. [BluesLink](#) > [MIBlue Mall](#) > [Office Supplies](#) – Link or bread crumbs to the Requisition Settings page in PeopleSoft





ORDERING OFFICE SUPPLIES

2. Enter description in “Requisition Name” field. If submitting on behalf of another requester, change requester “E” ID, and Click “OK.”

Requisition Settings

Business Unit Blue Cross Blue Shield of MI
*Requester Pointer, Lisa
*Currency Priority

Requisition Name

Default Options [?](#)
☒ **Default** If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.
☐ **Override** If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults [?](#)
Supplier
Supplier Location
Buyer
Unit of Measure

Shipping Defaults
Ship To
Due Date
Add One Time Address
Attention

Distribution Defaults
SpeedChart

Accounting Defaults
[Chartfields1](#) [Chartfields2](#) [Chartfields3](#) [Details](#) [Asset Information](#) [Personalize](#) [Find](#) [Print](#) [First](#) [1 of 1](#) [Last](#)
Percent Location GL Unit Account

3. Create a PeopleSoft requisition by clicking on “Special Request”

Home My Preferences Requisition Settings 0 Lines Checkout

Search Search Advanced Search

Catalog
Browse Catalogs
ALL BCBSM and BCN Catalog Item
BCBSM All FM Items
BCBSM and BCN Catalog Items
BCBSM Envelopes
BCBSM FM Furniture
More...

Web
Browse Supplier Websites
GE Punchout Catalog
WPS Core Catalog
WPS Non-Core Catalog
Mercury Promotions Fulfillment
SHI Punchout Catalog

Special Requests
Create a non-catalog request



ORDERING OFFICE SUPPLIES

4. Enter the information in the appropriate fields. You can search for the supplier Workplace Solutions by clicking on the magnifying glass. The supplier item field must be completed to move forward. DO NOT USE the # symbol in the "Supplier Item ID" field. Also check off if the order is Budgeted or Non-budgeted.

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price

*Quantity

*Category

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Supplier Name is **WORKPLACE SOLUTIONS**

*Unit of Measure

[Suggest New Supplier](#)

☒ Budgeted ☐ Non-budgeted

The item number must go in the "Supplier Item ID" field. DO NOT use the # symbol.



ORDERING OFFICE SUPPLIES

5. Click [“Add to Cart.”](#) If order is complete, click [“Checkout”](#)

NOTE: If additional items are needed, continue with “Add to Cart,” then click “Checkout” after you have added all line items.

The screenshot shows the ordering system interface. At the top, there is a navigation bar with links: Home, My Preferences, Requisition Settings, 0 Lines, and a Checkout button highlighted with a red box. Below the navigation bar is a search bar with a dropdown menu set to 'All', a search input field, and a Search button. A red callout bubble points to the Search button with the text "Checkout".

Below the search bar is the 'Special Requests' section, which includes a text area for entering information about non-catalog items. Below this is the 'Item Details' section, which includes fields for Item Description, Price, Quantity, Category, Currency, Unit of Measure, and Due Date. Below the item details is the 'Supplier' section, which includes fields for Supplier ID, Supplier Name, and Supplier Item ID. Below the supplier section is the 'Manufacturer' section, which includes fields for Mfg ID and Mfg Item ID. Below the manufacturer section is the 'Additional Information' section, which includes a text area for additional information and checkboxes for 'Send to Supplier' and 'Show at Voucher'. A red callout bubble points to the 'Add to Cart' button with the text "Add to Cart".

Below the additional information section is the 'Request New Item' section, which includes a checkbox for 'Request New Item' and a text area for requesting a new item. Below the request new item section is the 'Add to Cart' button, which is highlighted with a red box.



ORDERING OFFICE SUPPLIES

6. Click the “[Add](#)” icon to **attach your WORKPLACE SOLUTIONS quote**. Office Depot print screens are not acceptable as our pricing is not always the same as the pricing on the OfficeDepot.com website.

Workplace Solutions Contact Information:

Email: customerservice@wp-int.com

Phone: 866-377-2301

Cart Summary: Total Amount 15.00 USD

Expand lines to review shipping and accounting details [Add More Items](#)

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	Swingline 747 Series Business		WORKPLACE SOLUTIONS LLC	1.0000	Each	15.0000	15.00		Add	

☐ Select All / Deselect All Select lines to: [Add to Favorites](#) [Add to Template\(s\)](#) [Delete Selected](#) [Mass Change](#)

Total Amount 15.00 USD

7. Click “[Add Attachments](#)”

Line Comment

Business Unit BCBSM **Requisition Date** 02/17/2017

Status Pending

Line 1

Comments [Find](#)

Use Standard Comments Entered On:

1 Workplace Solutions Quote attached.

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

[Add Attachments](#)

[OK](#) [Cancel](#)



ORDERING OFFICE SUPPLIES

8. Click “Browse” to find your quote
9. Click “Upload” to upload your quote
10. Click “Send to Supplier” and click “OK”

The screenshot shows a 'Line Comment' dialog box for Business Unit BCBSM, Requisition Date 02/17/2017, and Status Pending. It is for Line 1. The 'Comments' section has a text area with 'Use Standard Comments' and '1 Workplace Solutions Quote attached'. There are checkboxes for 'Send to Supplier' and 'Add Attachments'. At the bottom are 'OK' and 'Cancel' buttons. A 'File Attachment' sub-dialog is open, showing the file path 'S:\Prebuy team\Pre-Buy Stats 11.29.16.xlsx' and a 'Browse...' button. It also has 'Upload' and 'Cancel' buttons.

11. Scroll to the bottom of the screen and click “Save and Submit”

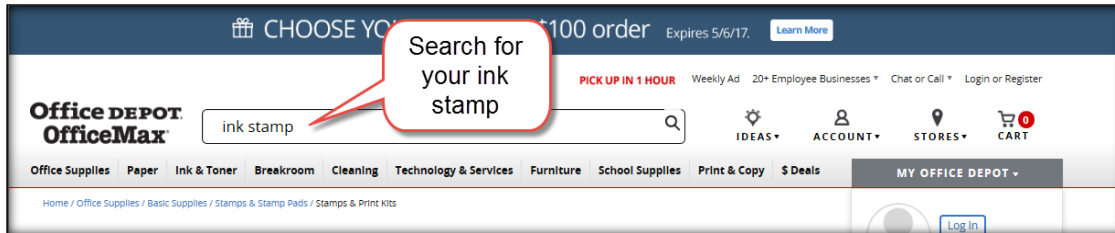
The screenshot shows the 'Requisition Comments and Attachments' form. It has a text area for 'Enter requisition comments'. Below it are checkboxes for 'Send to Supplier', 'Show at Receipt', and 'Shown at Voucher'. The 'Approval Justification' section has a text area for 'Enter approval justification for this requisition'. At the bottom, there is a 'Check Budget' icon and a row of buttons: 'Save & submit' (highlighted), 'Save for Later', 'Add More Items', and 'Preview Approvals'.



ORDERING OFFICE SUPPLIES

ORDERING CUSTOM STAMPS

1. To view a selection of available custom stamp options, please go to www.officedepot.com. Please search for “ink stamp.”



2. Once you have found a stamp to meet your needs, please obtain a quote and your approved stamp design from **Workplace Solutions**. **Please contact Workplace Solutions to obtain your BCBSM/BCN quote and attach the quote to your requisition! Orders run the risk of being denied if the attached quotes are from another source.**

Workplace Solutions Contact Information:

Email: customerservice@wp-int.com

Phone: 866-377-2301

From: Customer Service [<mailto:customerservice@wp-int.com>]
Sent: Tuesday, February 21, 2017 2:14 PM
To: Seppala, Heather;
Subject: RE: Date Stamp

Yes, we are able to add a name on it, please see if the blow looks good for you.



2000 PLUS® Self-Inking Dater With Microban®, Rectangular, 1 1/8" x 1 11/16"
Item # 221381 Entered Item # 221381
\$68.99
/ each

Manufacturer Direct



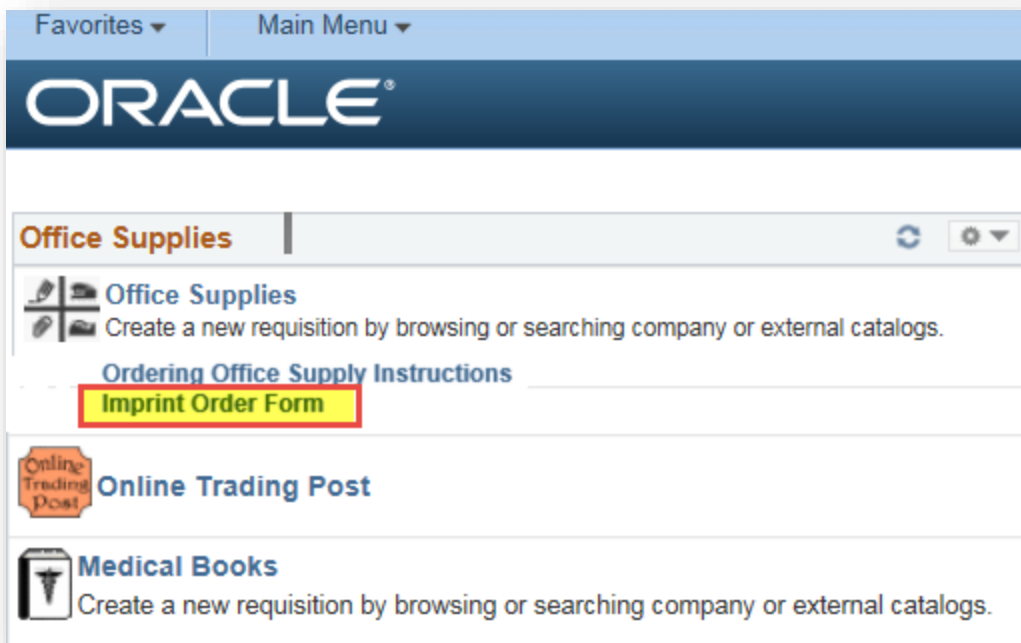
ORDERING OFFICE SUPPLIES

3. Please then place a special request requisition in PeopleSoft and attach your quote to the requisition.

NOTE: SEE PAGE 11 FOR SPECIAL REQUEST INSTRUCTIONS

4. Once your PeopleSoft **Purchase Order Number** is available, please complete the “Imprint Order Form” on my MIBlue Mall and email or fax the completed form to **Workplace Solutions**. The “Imprint Order Form” allows you to customize a product. The Workplace Solutions email and fax contact information is on the “Imprint Order Form.”

NOTE: PLEASE SEE NEXT PAGE TO FIND YOUR PO (PURCHASE ORDER) NUMBER IN PEOPLESOFT.





ORDERING OFFICE SUPPLIES

HOW TO FIND YOUR PURCHASE ORDER NUMBER

1. Log into PeopleSoft e-Procurement
2. Click on Main Menu > eProcurement > Manage Requisitions

Main Menu > eProcurement > Manage Requisitions

3. Click on the “clear” button to clear all fields

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	Requisition Name	
Requisition ID	Request State	Budget Status
Date From	Date To	
Requester	Entered By	PO ID

Search Clear Show Advanced Search

4. Enter your requisition number in the “Requisition ID” field and click “Search”

Manage Requisitions

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit	Requisition Name	
Requisition ID 1000089370	Request State	Budget Status
Date From	Date To	
Requester	Entered By	PO ID

Search Clear Show Advanced Search



ORDERING OFFICE SUPPLIES

5. Click on the “[gray arrow](#)” below

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit Requisition Name
Requisition ID Request State Budget Status
Date From Date To
Entered By PO ID

Requisitions

To view the life span and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 1000089370	SD 2017 MMPC Power Lunch	BCBSM	04/13/2017	Pending	Valid	1,197.00 USD	[Select Action] Go

6. Click on “[Purchase Orders](#)” to view your purchase order number(s). A purchase order number will only be available after the requisitions has gone through all approvals.

Requester: Pre-Encumbrance Balance
Entered By: Not Available
Priority: Medium

Requisition → Approvals → Inventory → **Purchase Orders** → Change Request → Invoice → Payment

Request Lifespan:

Line Information

Line	Description	Status	Price					
1	87110 Snuggle up Blanket	PO Dispatched	30.12000	USD	20.0000 EA	MACKELLAR ASSOCIATES INC		✗
2	87110 Snuggle Up Blanket Shi...	PO Dispatched	134.20000	USD	1.0000 EA	MACKELLAR ASSOCIATES INC		✗
3	91910 Snuggle Up Blanket	PO Dispatched	30.12000	USD	10.0000 EA	MACKELLAR ASSOCIATES INC		✗
4	91910 Snuggle Blanket Shippi...	PO Dispatched	67.05000	USD	1.0000 EA	MACKELLAR ASSOCIATES INC		✗



ORDERING OFFICE SUPPLIES

7. You can now view your [purchase order number](#).

Business Unit BCBSM

Requisition information

Requisition ID 1000089337 Line Number

PO information

PO Number 2000174585

Buyer E103335 Change Order

PO Date 04/13/2017 Supplier ID 1000028913 Terms N30 PO Status Dispatched

Lines

Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Description	Merchandise Amt		UOM	PO Qty	Status	Line Details
1	82121505	87110 Snuggle up Blanket	602.40	USD	EA	20.0000	Approved	

This is your Purchase Order number



ORDERING OFFICE SUPPLIES

TRACKING YOUR ORDER

1. Once the order is placed, an email will be sent to your email box summarizing the order details and an order number will be assigned to your request

From: ODOOnline@OfficeDepot.com
To: Pointer, Lisa
Cc:
Subject: Office Depot Order Information. PO# 2000168580
Sent: Tue 10/4/2016 1:46

Office DEPOT
Business Solutions Division

The best way to track your order is by **Order #**

Order #: 869650878-001

Order Date: 10/04/2016
Delivery Date: 10/05/2016
LOC: 1170: DC HAMILTON, OH
Status: In Process

Cust #: 45959579
PO: 2000168580
Contact: MC0625-Pointer, Lisa
CC:
DESK:
REL:
Comments:

Ship To: 00048: INSUR:100
BCBSM TOWER
600 E LAFAYETTE BLVD
DETROIT, MI 48226-2998

SKU	Cust #	Item Description	Ord Qty	To Be Shipped	B/O Qty	UM	Unit Price	Extended Price
0919519	919519	Xerox® Multipurpose Color Paper, Letter Size Paper, 20 Lb, 30% Recycled, Cherry, Ream Of 500 Sheets    Contract Items	4	4	0	ream	4.110	16.44

LEGEND
Ord Qty: Original Quantity Ordered
To Be Shipped: Ordered Quantity - Backorder Quantity
B/O Qty: Backorder Quantity
UM: Unit of Measure
Unit Price: Price per Individual Unit
Extended Price: Ordered Quantity x Unit Price

Subtotal: 16.44
Tax: 0.99
Delivery Charge: 0.00
Misc.: 0.00
Total: 17.43

Payment Type: Account Billing

Making note of the delivery date prior to tracking will be useful

Thank you for ordering from Office Depot.
We received your order on 10/04/2016, and processed it at the DC HAMILTON, OH facility. Your order number is 869650878-001. We will deliver your order on 10/05/2016, between 8:30 AM and 5:00 PM.

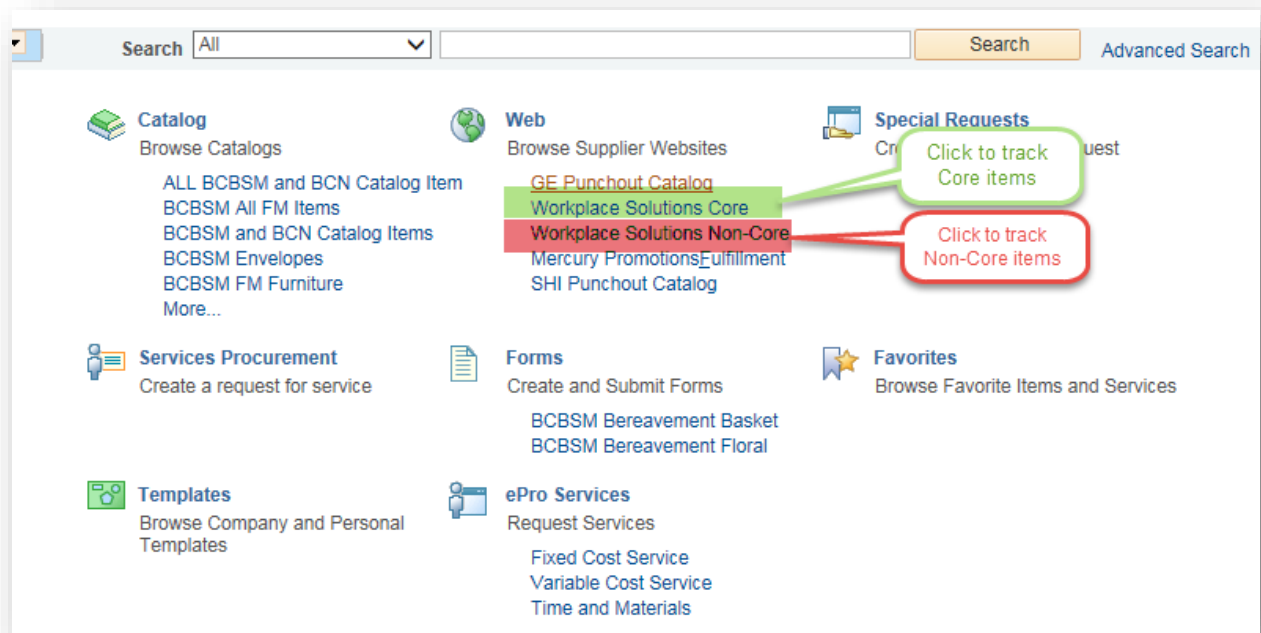


ORDERING OFFICE SUPPLIES

2. To track your order use MIBlue Mall and click on Office Supplies



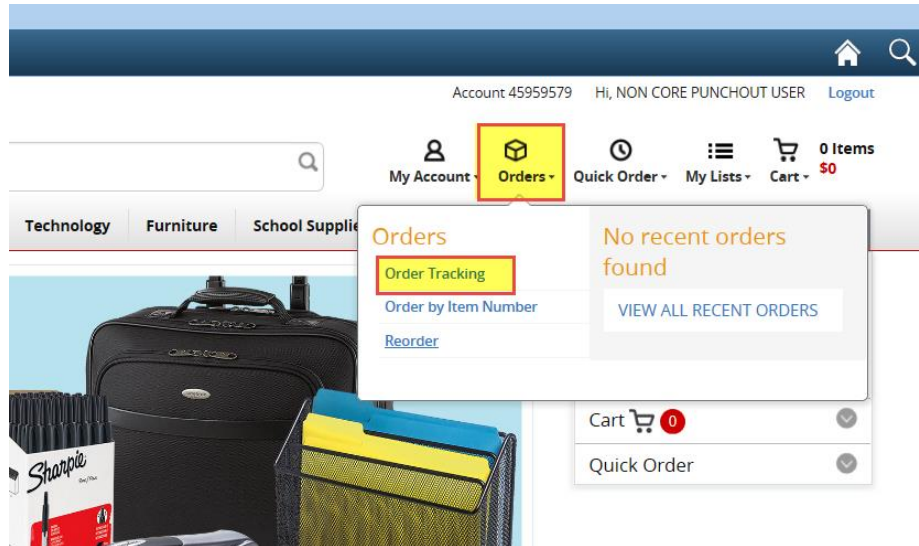
3. Click on Core/Non-Core based on how you original placed the order





ORDERING OFFICE SUPPLIES

4. Once you enter the **WORKPLACE SOLUTIONS** punch-out site Click “[Orders](#)” then click “[Order Tracking](#)”



5. Place the order number in the appropriate field

Home | Welcome, PUNCHOUT USER | Account #: 45959579 - Logout

Office DEPOT | Order By Item | My Lists

Search by Keyword or Item#

My Account | Orders | Quick Entry | My Lists | Cart | 0 Items \$0

Office Supplies | Paper | Ink & Toner | Breakroom | Cleaning | Technology | Furniture | School Supplies

Home / Orders

Orders

Use one of the methods below to locate a specific order.

Showing All Orders | Copy & Print Depot

Insert the Order #

Find Your Order
Search by item or order number, order status, or order date range

Search By: Order Number | 869650878-001

Status: ALL

Date Range: From: To: 10/04/2016

Dollar Range: Min: Max:

Approver:

SEARCH ORDERS

Delete the FROM Date and then click "SEARCH ORDERS"

You can track the status of your order or review order history using the many search tools shown here. Simply Click [Order Tracking](#) under [My Orders](#).

- Search Criteria (order number or contact name, etc.)
- Status such as All orders, delivered, ordered, order waiting to fill.
- Date Range
- Dollar Range



ORDERING OFFICE SUPPLIES

Home Welcome, PUNCHOUT USER | Account #: 45959579 - Logout

Office DEPOT®

Order By Item | My Lists

Search by Keyword or Item#

My Account - Orders - Quick Entry - My Lists - Cart - 0 items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies

Home / Order List / Order Detail

Order Detail

Print This Page

Need Help?
• Email Assistance
• FAQs

Order & Budget Information

Order Number:	869650878-001	Status:	In The Warehouse
Order Date:	10/04/2016	Shipped Date:	View Carton Details and Proof of Delivery
Ordered By:	XINT	Delivery:	N/A
Last Modified By:	XINT	Date/Time:	
Last Modified On:	10/04/2016	Comments:	

Shipping Information

Shipping Address:

BCBSM TOWER
600 E LAFAYETTE
BLVD
DETROIT,
MI
48226-2998
USA

Billing Information

Billing Contact:	Desktop
MC0625-Pointer, Lisa	PO Number
(248)430-2432Ext.0000	2000168580
Payment Method:	Cost Center
Account Billing	Release
Amount: \$17.43	

Order Summary Hide Images

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all
 Xerox® Multipurpose Color Paper, Letter Size Paper, 20 Lb, 30% Recycled, Cherry, Ream Of 500 Sheets Item # 919519 Eco-conscious Recycled content Contract Items	\$4.11 / ream	4	0	0	\$16.44	\$4.11 / ream	4	☒

6. Contact Workplace Solutions directly if you are not able to track your order using the method above and please provide them with the [purchase order number](#) or [order number](#).

Workplace Solutions Contact Information:

Email: customerservice@wp-int.com

Phone: 866-377-2301



ORDERING OFFICE SUPPLIES

RETURNING YOUR ORDER

1. Each order will come with a packing List. This will also need to be referenced to return the item(s).

Page 1 of 1

Office DEPOT *** PACKING LIST ***

OFFICE DEPOT
1-800-GO-DEPOT
4700 MUHLHAUSER ROAD
HAMILTON OH 45011

Order Number **869650878-001**

Order Summary

Shipping Address 00048 BCBSM TOWER 600 E LAFAYETTE BLVD DETROIT MI 48226-2998	Customer Information Customer#: 45959579 Contact: MC0625-Pointer, Lisa Phone#: 248-430-2432
--	---

Carton Counts	
Repack / Split Case	1
Full Case	0
Bulk	0
Total	1

Additional Information	
PO # 2000168580	
Route/Stop/Door: 0536/000/028	
Order Date: 04-Oct-2016	
Delivery Date: 05-Oct-2016	

Item Details

Line	Quantity			Item Number Mfr Code Customer Code	Description	Units	Carton ID
	Ordered	Shipped	Back Ordered				
1	4	4	0	919519 3220080	PAPER,CPY,8.5X11,20#,500SH,CHR	REAM	69757301

2. Call WORKPLACE SOLUTIONS and provide the order number and the items to be returned

Workplace Solutions Contact Information:

Email: customerservice@wp-int.com

Phone: 866-377-2301



ORDERING OFFICE SUPPLIES

3. WORKPLACE SOLUTIONS will email the “[Return Order Form](#)”



4. Print the form and affix the label to the box

BCBSM TOWER MC0625-Pointer, Lisa (866) 377-2301 600 E LAFAYETTE BLVD DETROIT, MI 48226	
Ship To: Office Depot 1-800-GO-DEPOT 4700 MULHAUSER ROAD HAMILTON, OH 45011	
 869650878001	Original Order Number: 869650878-001 Return Order Number: 870213507-001

What do I do now?

1. Carefully pack your items in the number of boxes you specified.
2. Affix your return label to your boxes using clear tape.
3. Office Depot will pick up your return; please have the package(s) available for the driver.

BCBSM Call receiving for pick up. BCN leave the package at the drop off point for pick-

Appendix



ORDERING OFFICE SUPPLIES

Core Catalog Listing

Category	Item Number	UoM	Item Description
ADD MACHINE ROLLS	108862	12-PK	Office Depot®; Brand Single-Ply Paper Rolls, 2 1/4" x 130', White, Pack Of 12
BATTERY	210142	16-PK	BATTERY,ALKALINE,MAX,AAA,16/PK
BATTERY	344352	36-PK	BATTERY,ENERGIZER MAX AA,36PK
BATTERY	696526	24-BX	BATTERY,SIZE AA,ALKALINE,24BOX
BATTERY	909403	2-PK	Energizer®; 3-Volt Lithium Coin Batteries, Pack Of 2
BATTERY	343749	4-PK	Energizer®; Max®; Alkaline AA Batteries, Pack Of 4
BATTERY	343772	4-PK	Energizer®; Max®; Alkaline AAA Batteries, Pack Of 4
BINDER POCKETS	735871	5-PK	Avery®; Binder Pockets, 8 1/2" x 11", Assorted, Pack Of 5
BINDERS	497800	EA	Avery®; Durable View Binder With Slant Rings, 8 1/2" x 11", 1" Rings, 43% Recycled, White
BINDERS	772498	EA	Avery®; Flexible Round-Ring Binder, 8 1/2" x 11", 1/2" Rings, Blue
BINDERS	486328	EA	BINDER,OD,VIEW,DR,2",WHITE
BINDERS	471547	EA	BINDER,ODP,VW,DR,1",BLUE
BINDERS	506406	EA	BINDR D-R QUICKFIT O/L 1" WHT
BINDERS	478693	EA	Clear Overlay Binder, 1" Rings, 30% Recycled, White (AbilityOne 7510-01-203-4708)
BINDERS	396251	EA	Just Basics Basic Round-Ring View Binder, 1 1/2" Rings, 32% Recycled, White
BINDERS	396291	EA	Just Basics Basic Round-Ring View Binder, 1" Rings, 32% Recycled, White
BINDERS	396941	EA	Just Basics Basic Round-Ring View Binder, 1/2" Rings, 32% Recycled, White
BINDERS	396241	EA	Just Basics Basic Round-Ring View Binder, 2" Rings, 32% Recycled, White
BINDERS	396201	EA	Just Basics Basic Round-Ring View Binder, 3" Rings, 32% Recycled, White
BINDERS	1386046	EA	OD DUR VW 1.5"BDR SLNTRNG WHT
BINDERS	648415	EA	Office Depot®; Brand "Ink Won't Transfer" Flexible Poly View Binder, 1" Rings, Blue
BINDERS	326029	EA	Wilson Jones®; All-In-One View-Tab®; Presentation Binder, 1" Rings, White
BUSINESS CARD	622788	ST	DIV,OD,WRITEON,BIGTAB,5T,WHITE
BUSINESS CARD	551077	10-BG	POCKET,BUSINESS CARD,TOP,10/BG
CALCULATOR	820483	EA	Casio®; MS-80B Desktop Calculator
CALCULATOR	736152	EA	Casio®; SL-300SV Handheld Display Calculator
CALCULATOR	853197	EA	Office Depot®; Brand OD02M Standard Desktop Calculator
Category	Item Number	UoM	Item Description



ORDERING OFFICE SUPPLIES

CALENDAR	677674	EA	AT-A-GLANCE®; Calendar Base, 3 1/2" x 6", Black
CALENDAR	696324	EA	DESK,CAL,RFL,DY,RY18,3.5X6,TAB
CALENDAR	955452	EA	DESK,CAL,RFL,DY,RY18,3.5X6,WHT
CALENDAR	399905	EA	Deskpads,M,22X17,1C,OD,RY18
CALENDAR	865929	EA	DESKPAD,OD,RY18,17x10
CALENDAR	692148	EA	PLANNER,WK,RY18,5X8,BLK
CALENDAR	136157	EA	PLANNER,WK,RY18,8X11,HRD,BLK
FILING	644757	100-PK	Avery®; Printable Tab Inserts For Hanging File Folders, 1/5 Cut For 2" Tabs, White, Box Of 100
FILING	810838	100-BX	FOLDER,LTR,1/3CUT,100BX,MANILA
FILING	172816	150-BX	Office Depot®; Brand Economy File Folders, 1/3 Cut, Letter Size, Manila, Pack Of 150
FILING	810929	25-BX	Office Depot®; Brand Hanging Folders, 1/3 Cut, Letter Size, 100% Recycled, Green, Pack Of 25
FILING	810994	25-BX	Office Depot®; Brand Hanging Folders, 1/5 Cut, Letter Size, 100% Recycled, Green, Pack Of 25
FILING	232986	6-PK	Office Depot®; Brand Poly Project Tab Folders, Letter Size, Assorted Colors, Pack Of 6
FILING	741361	10-PK	Office Depot®; Brand Poly Project View Folders, Letter Size, Assorted Colors, Pack Of 10
FILING	741341	10-PK	Office Depot®; Brand Poly Project View Folders, Letter Size, Clear, Pack Of 10
FILING	954768	EA	POCKET,3-1/2"EXP,T-TAB,LTR,BLU
FILING	535120	EA	Smead®; "Workhorse" Expanding File Pocket, 1 3/4" Expansion, 9 1/2" x 11 3/4", 30% Recycled, Redrope
FILING	992701	EA	Smead®; "Workhorse" Expanding File Pocket, 3 1/2" Expansion, 9 1/2" x 11 3/4", 30% Recycled, Redrope
FILING	917272	25-BX	Smead®; "Workhorse" Expanding File Pockets, 3 1/2" Expansion, 9 1/2" x 11 3/4", 30% Recycled, Redrope, Pack Of 25
FILING	231769	25-PK	Smead®; Clear Hanging Poly Tabs, 2" For 1/5 Cut Tabs, Pack Of 25
FILING	115405	100-BX	Smead®; Color File Folders With Reinforced Tabs, Letter Size, 1/3 Cut, Assorted Colors, Box Of 100
FILING	207944	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Blue, Box Of 100
FILING	116253	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Brights, Box Of 100
FILING	207977	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Gray, Box Of 100
FILING	207951	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Green, Box Of 100



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
FILING	391461	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Navy, Box Of 100
FILING	208009	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Orange, Box Of 100
FILING	572750	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Purple, Box Of 100
FILING	208025	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Red, Box Of 100
FILING	208041	100-BX	Smead®; Color File Folders, Letter Size, 1/3 Cut, Yellow, Box Of 100
FILING	450015	10-PK	Smead®; Color File Jackets, 2" Expansion, Letter Size, Assorted Colors, Pack Of 10
FILING	954834	EA	Smead®; Color File Pocket, Letter Size, 3 1/2" Expansion, 9 1/2" x 11 3/4", Red
FILING	502930	EA	Smead®; Expanding Wallet, 5 1/4" Expansion, 10" x 15", 30% Recycled, Redrope
FILING	544399	EA	Smead®; File Pocket Expanding Color Pockets, 3 1/2" Expansion, Legal Size, Blue
FILING	314559	25-BX	Smead®; Hanging File Folders, 1/5-Cut Adjustable Tab, Letter Size, Blue, Box Of 25
FILING	449983	25-BX	Smead®; Hanging File Folders, 1/5-Cut Adjustable Tab, Letter Size, Purple, Box Of 25
FILING	314914	25-BX	Smead®; Hanging File Folders, 1/5-Cut Adjustable Tab, Letter Size, Yellow, Box Of 25
FILING	959429	25-BX	Smead®; Hanging File Folders, 1/5-Cut Tab, Letter Size, Assorted Primary Colors, Box Of 25
FILING	475806	100-BX	Smead®; Manila File Folders, Legal Size, 1/3 Cut, 100% Recycled, Box Of 100
FILING	768765	10-PK	Smead®; Poly Expanding File Jackets, Assorted Colors, Pack Of 10
FIRST AID KIT	515408	EA	Johnson & Johnson®; First Aid To Go!
INDEXES/DIVIDERS	653436	ST	Avery®; Big Tab®; Insertable Dividers, Gold Reinforced, 30% Recycled, Buff/Multicolor, 5-Tab
INDEXES/DIVIDERS	995910	25 ST-PK	Avery®; Index Maker®; 30% Recycled Clear Label Dividers With White Tabs For Copiers, 5-Tab, Pack Of 5 Sets
INDEXES/DIVIDERS	990135	25 ST-PK	Avery®; Index Maker®; Clear Label Dividers With White Tabs, 5-Tab, Pack Of 25 Sets
INDEXES/DIVIDERS	990267	25 ST-PK	Avery®; Index Maker®; Clear Label Dividers With White Tabs, 8-Tab, Pack Of 25 Sets
INDEXES/DIVIDERS	409149	ST	INDEX,PKT,DBL,5TB,PLSTC,MLTCLR
INDEXES/DIVIDERS	360669	ST	Office Depot®; Brand 20% Recycled Erasable Big Tab Dividers, 5-Tab, White
INDEXES/DIVIDERS	360685	ST	Office Depot®; Brand Erasable Big Tab Dividers, 8-Tab, White



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
INDEXES/DIVIDERS	574852	ST	Office Depot®; Brand Insertable Dividers With Big Tabs, Buff, Assorted Colors, 8-Tab
INDEXES/DIVIDERS	574789	ST	Office Depot®; Brand Insertable Dividers With Big Tabs, Buff, Clear Tabs, 5-Tab
INDEXES/DIVIDERS	574866	ST	Office Depot®; Brand Insertable Dividers With Big Tabs, White, Clear Tabs, 5-Tab
INDEXES/DIVIDERS	475256	25-ST	Office Depot®; Brand Plain Dividers With Tabs And Labels, White, 8-Tab, Pack Of 25 Sets
KLEENEX	333036	5-PK	KLEENEX,FACIAL TISSUE,BUNDLE
KLEENEX	436339	30-CS	Marcal®; Pro 100% Recycled 2-Ply Facial Tissues, Box Of 100, 30 Boxes Per Case
LABELS	754441	100-BX	Avery®; Clip Style Name Badges, Top Loading, 2 1/4" x 3 1/2", Box Of 100
LABELS	945287	400-BX	Avery®; Flexible Name Badge Labels, 2 1/3" x 3 3/8", White With Blue Border, Box Of 400
LABELS	944272	1500-BX	Avery®; TrueBlock®; Permanent Inkjet/Laser File Folder Labels, 2/3" x 3 7/16", White, Box Of 1,500
LABELS	277294	EA	Brother®; M-231 Black-On-White Tape, 0.47" x 26.2'
LABELS	239400	EA	Brother®; TZe-231 Black-On-White Tape, 0.5" x 26.2'
LABELS	218412	EA	DYMO®; D1 45013 Black-On-White Tape, 0.5" x 23'
LABELS	612011	3000-PK	Office Depot®; Brand White Inkjet/Laser Address Labels, 1" x 2 5/8", Box Of 3,000
LABELS	612111	7500-PK	Office Depot®; Brand White Inkjet/Laser Address Labels, 1" x 2 5/8", Box Of 7,500
LABELS	612051	1000-PK	Office Depot®; Brand White Inkjet/Laser Shipping Labels, 2" x 4", Box Of 1,000
LABELS	479596	2-PK	TAPE,BLACK ON WHITE,2PK
MAILROOM/SHIPPING	568748	EA	Office Depot®; Brand Heavy-Duty Shipping Tape With Dispenser, 1.89" x 43.7 Yd., Clear
MAILROOM/SHIPPING	444283	12-PK	Office Depot®; Brand Self-Sealing Bubble Mailers, Size 0, 6" x 9", Pack Of 12
MAILROOM/SHIPPING	220690	6-PK	Office Depot®; Brand Shipping Tape, Multipurpose, 1.89" x 54.6 Yd., Clear, Pack Of 6 Rolls
MAILROOM/SHIPPING	332013	EA	Quality Park®; Dab-n-Seal Envelope Moistener
MAILROOM/SHIPPING	301366	EA	Scotch®; Premium-Grade Masking Tape, 1" x 2160"
NOTEBOOK	699488	EA	LOG BOOK,8-1/16"X11"50PG
NOTEBOOK	303968	EA	NOTEBOOK,BUS,CAMB LIM,BLACK
OFFICE ACCESSORIES	169972	EA	Brenton Studio®; Metro Mesh Paper Clip Holder, Black
OFFICE ACCESSORIES	346437	EA	Brenton Studio®; Metro Mesh Wire Pencil Cup, Black
OFFICE ACCESSORIES	999189	6-PK	Brenton Studio®; Stacking Desk Trays, 2 1/2" H x 15 1/4" W x 8 3/4" D, Black, Pack Of 6
OFFICE ACCESSORIES	524272	EA	Brenton Studio®; Wire Incline File, Black



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
OFFICE ACCESSORIES	586747	EA	Fellowes®; Partitions Additions®; 82% Recycled Dry-Erase Board, Dark Graphite
OFFICE ACCESSORIES	274411	EA	HOLDER,SGN,VERTICAL,8.5X11,CLR
OFFICE ACCESSORIES	764772	EA	Office Depot®; Brand Cubicle Coat Hook, 1 3/10" x 4 7/10" x 7 7/8" D, Charcoal
OFFICE ACCESSORIES	580878	EA	Office Depot®; Brand Partition Wire Triple File Pocket, Black
OFFICE ESSENTIALS	910430	RL	3M®; Highland®; 6200 Invisible Tape, 3/4" x 1296"
OFFICE ESSENTIALS	230329	50-BG	Alliance®; Brites®; File Bands, Assorted, Bag Of 50
OFFICE ESSENTIALS	909713	300-BX	Alliance®; Pale Crepe Gold®; Rubber Bands, #117B, 7" x 1/8", 1 Lb, Box Of 300
OFFICE ESSENTIALS	311124	EA	Fellowes®; Partitions Additions®; 95% Recycled File Pocket, Dark Graphite
OFFICE ESSENTIALS	927815	EA	Fiskars®; Softgrip®; Titanium Scissors, 8", Pointed, Black/Orange
OFFICE ESSENTIALS	368720	12-PK	Highland®; Self-Stick Notes, 1 1/2" x 2", Yellow, Pack Of 12
OFFICE ESSENTIALS	368746	12-PK	Highland®; Self-Stick Notes, 3" x 5", Yellow, Pack Of 12
OFFICE ESSENTIALS	504728	12-PK	NOTE,PSTIT,SSTCKY,3X3,12PK,YEL
OFFICE ESSENTIALS	308957	12-BX	Office Depot®; Brand Binder Clips, Large, 2" Wide, Black, Box Of 12
OFFICE ESSENTIALS	825190	144-BX	Office Depot®; Brand Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black, Pack Of 144 (12 Boxes Of 12 Clips)
OFFICE ESSENTIALS	429415	12-BX	Office Depot®; Brand Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black, Box Of 12
OFFICE ESSENTIALS	560394	36-BX	Office Depot®; Brand Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black, Pack Of 36
OFFICE ESSENTIALS	520928	10-PK	Office Depot®; Brand Invisible Tape, 3/4" x 1000", Pack Of 10
OFFICE ESSENTIALS	473576	16-PK	Office Depot®; Brand Invisible Tape, 3/4" x 1296", Pack Of 16
OFFICE ESSENTIALS	937624	50-BX	Office Depot®; Brand Loose-Leaf Rings, 2" Diameter, Box Of 50
OFFICE ESSENTIALS	648612	EA	Office Depot®; Brand Metal Desktop Stapler, Silver
OFFICE ESSENTIALS	308239	10-BX	Office Depot®; Brand Paper Clips, Jumbo, Silver, 100 Clips Per Box, Pack Of 10 Boxes
OFFICE ESSENTIALS	429175	100-BX	Office Depot®; Brand Paper Clips, Jumbo, Silver, Box Of 100 Clips
OFFICE ESSENTIALS	308478	10-BX	Office Depot®; Brand Paper Clips, No. 1 Regular, Silver, 100 Clips Per Box, Pack Of 10 Boxes
OFFICE ESSENTIALS	429266	100-BX	Office Depot®; Brand Paper Clips, No. 1 Regular, Silver, Box Of 100 Clips



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
OFFICE ESSENTIALS	308353	10-BX	Office Depot®; Brand Paper Clips, No. 1 Regular, Silver, Nonskid Finish, 100 Clips Per Box, Pack Of 10 Boxes
OFFICE ESSENTIALS	825265	200-PK	Office Depot®; Brand Pushpins, Round, 1/2" , Clear, Pack Of 200
OFFICE ESSENTIALS	856585	BG	Office Depot®; Brand Rubber Bands, #54, Assorted Sizes, 1/4 Lb. Bag
OFFICE ESSENTIALS	420994	18-PK	Office Depot®; Brand Self-Stick Notes, 3" x 3" , Yellow, 100 Sheets Per Pad, Pack Of 18
OFFICE ESSENTIALS	427111	EA	Office Depot®; Brand Staple Remover, Black
OFFICE ESSENTIALS	127270	3-PK	Office Depot®; Brand Staple Removers, Assorted Colors, Pack Of 3
OFFICE ESSENTIALS	344279	5000-BX	Office Depot®; Brand Staples, 1/4" Premium, Full Strip, Box Of 5,000
OFFICE ESSENTIALS	766967	5000-BX	Office Depot®; Brand Staples, 1/4" Standard, Full Strip, Box Of 5,000
OFFICE ESSENTIALS	720461	EA	Office Depot®; Brand Transparent Plastic Ruler For Binders, 12" , Assorted Colors (No Color Choice)
OFFICE ESSENTIALS	909309	12-PK	OIC®; Binder Clips, Mini, 9/16" , Black, Box Of 12
OFFICE ESSENTIALS	808857	12-PK	OIC®; Binder Clips, Small, 3/4" , Black, Box Of 12
OFFICE ESSENTIALS	419853	12-PK	PAD,NOTE,POST-IT,1.5X2",12PK,U
OFFICE ESSENTIALS	617209	5-PK	PAD,POST-IT,RULED,4x6,5/PK,YLW
OFFICE ESSENTIALS	640276	2-PK	Post-it®; Sign & Date® Printed Flags, 1" x 1 7/10" , Green, 50 Flags Per Pad, Pack Of 2 Pads
OFFICE ESSENTIALS	666062	5-PK	Post-it®; 4" x 4" Super Sticky Pop-up Notes, Canary Yellow, 90 Sheets Per Pad, Pack Of 5 Pads
OFFICE ESSENTIALS	915995	5-PK	Post-it®; 4" x 6" Notes, 100% Recycled, Canary Yellow, 100 Sheets Per Pad, Pack Of 5 Pads
OFFICE ESSENTIALS	217315	3-PK	Post-it®; 4" x 6" Notes, Ultra Collection, Lined, 100 Sheets Per Pad, Pack Of 3 Pads
OFFICE ESSENTIALS	395991	4-PK	Post-it®; Arrow Flags, 1/2" , Assorted Primary Colors, 24 Flags Per Pad, Pack Of 4 Pads
OFFICE ESSENTIALS	666013	3-PK	Post-it®; Durable Tabs, 1" x 1 1/2" , Blue/Green/Red Color Bars, 22 Flags Per Pad, Pack Of 3 Pads
OFFICE ESSENTIALS	925971	3-PK	Post-it®; Durable Tabs, 1" x 1 1/2" , Green/Orange/Pink, 22 Flags Per Pad, Pack Of 3 Pads
OFFICE ESSENTIALS	369581	4-PK	Post-it®; Flags, 3/8" x 1 7/10" , Assorted Bright Colors, 35 Flags Per Pad, Pack Of 4 Colors
OFFICE ESSENTIALS	369571	4-PK	Post-it®; Flags, 3/8" x 1 7/10" , Assorted Standard Colors, 35 Flags Per Pad, Pack Of 4 Colors
OFFICE ESSENTIALS	941815	12-PK	Post-it®; Greener Notes, 100% Recycled, 1 1/2" x 2" , Canary Yellow, 100 Sheets Per Pad, Pack Of 12 Pads
OFFICE ESSENTIALS	441579	24-PK	Post-it®; Notes, 3" x 3" , Canary Yellow, 100 Sheets Per Pad, Pack Of 24 Pads



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
OFFICE ESSENTIALS	193259	6-PK	Post-it® Notes, 3" x 3", Lined, Canary Yellow, 100 Sheets Per Pad, Pack Of 6 Pads
OFFICE ESSENTIALS	563300	24-PK	Post-it® Notes, Cabinet Pack, Helsinki Collection, 3" x 3", 100% Recycled, 75 Sheets/Pad, 24 Pads/Pack
OFFICE ESSENTIALS	576833	4-PK	Post-it® Printed Message Flags + FREE Arrow Flags, "Sign Here", Assorted Colors, 50 Flags Per Pad, Pack Of 4 Pads
OFFICE ESSENTIALS	530238	5-PK	POST-IT, ASSORTED, 4X6, 5PK, PASTL
OFFICE ESSENTIALS	286981	100-PK	POST-IT, BRIGHT ARROWS, 100 CT, AST
OFFICE ESSENTIALS	458612	2-PK	SCISSORS, STRT, 8", 2/PK, BLK
OFFICE ESSENTIALS	173336	EA	Scotch® Desk Tape Dispenser, 100% Recycled, Black
OFFICE ESSENTIALS	908210	EA	STAPLER, ECON, FULL STRIP, BLACK
OFFICE ESSENTIALS	464899	20-PK	STEELMASTER® Key Tags with Label Windows, Assorted Colors, Pack Of 20
OFFICE ESSENTIALS	313619	DZ	Swingline® Rubber Fingertips, #11 1/2, 5/8" Diameter, Amber, Box Of 12
OFFICE ESSENTIALS	964478	DZ	Swingline® Rubber Fingertips, #11, 9/16" Diameter, Amber, Box Of 12
OFFICE ESSENTIALS	964486	DZ	Swingline® Rubber Fingertips, #12, 11/16" Diameter, Amber, Box Of 12
OFFICE ESSENTIALS	221044	5000-BX	Swingline® S.F. 3 Premium Staples, 1/4" Half Strip, Box Of 5,000
OFFICE ESSENTIALS	828342	24-PK	TABS, DURABLE, 2", 24PK, ASTD
OFFICE ESSENTIALS	344615	100-PK	T-PINS, 100/PK
PADS-WRITING	532257	EA	Black n' Red® Poly Notebook/Journal, 8 1/2" x 11 5/8", Black/Red, 70 Pages
PADS-WRITING	161360	EA	Cambridge® Limited® 30% Recycled Business Notebook, 6 5/8" x 9 1/2", 1 Subject, Legal Ruled, 80 Sheets, Black
PADS-WRITING	703425	EA	Cambridge® Limited® 30% Recycled Business Notebook, 8 1/2" x 11", 1 Subject, Legal Ruled, 80 Sheets, Black
PADS-WRITING	422515	EA	Cambridge® Limited® 30% Recycled Business Notebook, 8 1/2" x 11", 1 Subject, Legal Ruled, 80 Sheets, Black
PADS-WRITING	422443	EA	Cambridge® Limited® 30% Recycled Business Notebook, 8 1/2" x 11", 1 Subject, Wide Ruled, 80 Sheets, Black
PADS-WRITING	658846	EA	Cambridge® Limited® 30% Recycled Business Notebook, Quick Notes, City Of Hope, 8 1/2" x 11", 1 Subject, Legal Ruled, 80 Sheets, Black
PADS-WRITING	293799	6-PK	Just Basics® Wirebound Notebook, 3-Hole Punched, 8" x 10 1/2", 1 Subject, Wide Ruled, 70 Sheets, Assorted Colors, Pack Of 6
PADS-WRITING	834270	6-PK	NOTEBOOK, 6PK, 1SUBJ, COLLEGE RLD
PADS-WRITING	297025	EA	NOTEBOOK, RECYCLED, 9x6, MEAD



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
PADS-WRITING	480710	6-PK	Office Depot®; Brand 100% Recycled Perforated Writing Pads, 5½" x 8½", 50 Sheets, White, Pack Of 6 Pads
PADS-WRITING	725163	3-PK	Office Depot®; Brand Composition Book, 7 1/2" x 9 3/4", Wide-Ruled, 100 Sheets, Black/White Marble, Pack Of 3
PADS-WRITING	305706	DZ	Office Depot®; Brand Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, Canary, Pack Of 12 Pads
PADS-WRITING	305466	DZ	Office Depot®; Brand Perforated Writing Pads, 8 1/2" x 11 3/4", Legal Ruled, 50 Sheets, White, Pack Of 12 Pads
PADS-WRITING	524405	12-PK	Office Depot®; Brand Steno Book, 6" x 9", Gregg Ruled, 70 Sheets, Greentint
PADS-WRITING	307389	DZ	Office Depot®; Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, Greentint, Pack Of 12
PADS-WRITING	533400	DZ	Office Depot®; Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, White, Pack Of 12
PADS-WRITING	752985	12-PK	Office Depot®; Brand Sugar Cane Paper Perforated Pads, 8 1/2" x 11 3/4", 50 Sheets, White, Pack Of 12 Pads
PADS-WRITING	588286	EA	Office Depot®; Brand Wirebound Notebook, 3 Hole-Punched, 8 1/2" x 11", 1 Subject, College Ruled, 100 Sheets, Assorted Colors (No Color Choice)
PADS-WRITING	498915	EA	Office Depot®; Brand Wirebound Notebook, Perforated, 6" x 9 1/2", 3 Subjects, College Ruled, 150 Sheets, Assorted Colors (No Color Choice)
PADS-WRITING	764426	3-PK	Office Depot®; Brand Wirebound Top-Opening Memo Books, 3½" x 5½", 1 Hole-Punched, College Ruled, 60 Sheets, Assorted Colors (No Color Choice), Pack Of 3
PADS-WRITING	625313	6-PK	Pad Mini,Narrow,3x5,White,50Sh
PADS-WRITING	346270	EA	PAD,WIRE,DKT,8.5X11,WHT,70SHT
PADS-WRITING	582304	EA	TOPS®; Docket®; Steno Book, 6" x 9", Gregg Ruled, 144 Sheets, Canary
PADS-WRITING	268081	12-PK	TOPS®; Second Nature®; Steno Books, 6" x 9", Gregg Ruled, 80 Sheets, 30% Recycled, White, Pack Of 12
PC ACCESSORIES	591643	EA	3M®; Ergonomic Notebook Computer Stand, Black
PC ACCESSORIES	277398	EA	Fellowes®; Gel Crystals Mouse Pad With Wrist Rest, 1½" x 7.94" x 9.25", D, Blue
PC ACCESSORIES	528528	EA	Fellowes®; Gel Crystals Mouse Pad With Wrist Rest, 1½" x 7.94" x 9.25", D, Purple
PC ACCESSORIES	528517	EA	Fellowes®; Gel Crystals Wrist Rest, 1½" x 19.31" x 2.31", D, Purple
PC ACCESSORIES	556531	EA	Fellowes®; Standard Footrest, 3 3/4" x 17 5/8" x 13 1/8", D, Graphite



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
STORAGE	161488	12-PK	Office Depot®; Brand Quick Set-Up Storage Boxes With Lift-Off Lid, Letter/Legal, 15" x 12" x 10", 60% Recycled, White/Blue, Pack Of 12
TRASH BAGS	140504	160-BX	Highmark®; Trash Bags, 10 Gallons, Box Of 160
WRITING	877530	12-BX	Berol®; by Eberhard Faber®; 4009®; Highlighters, Blue, Box Of 12
WRITING	877548	12-BX	Berol®; by Eberhard Faber®; 4009®; Highlighters, Green, Box Of 12
WRITING	877522	12-BX	Berol®; by Eberhard Faber®; 4009®; Highlighters, Pink, Box Of 12
WRITING	966144	5-PK	BIC®; Velocity®; Mechanical Pencils, 0.5 mm, Assorted Barrel Colors, Pack Of 5
WRITING	588863	EA	BIC®; Wite-Out®; Multipurpose Correction Tape, Single Line, 26.20', White
WRITING	610759	4-PK	Bottle to Pen (B2P) B2P BeGreen Fine Point Gel Pens - Fine Point Type - Refillable - Assorted Gel-based Ink - 4 / Pack
WRITING	204057	EA	CLEANER,BOARD,DRY ERASE,8 OZ
WRITING	775660	EA	CLEANER,DE BOARD,EXPO,22oz
WRITING	307512	EA	EXPO®; Dry-Erase Soft-Pile Eraser
WRITING	774435	EA	EXPO®; Microfiber Dry-Erase Board Cleaning Cloth
WRITING	687301	4-PK	EXPO®; Vis-?-Vis®; Wet-Erase Fine-Tip Markers, Assorted Colors, Pack Of 4
WRITING	138720	36-PK	FORAY®; Lead Refills, 0.5 mm, B Hardness, Tube Of 12 Leads, Pack Of 3 Tubes
WRITING	139640	36-PK	FORAY®; Lead Refills, 0.7 mm, HB Hardness, Tube Of 12 Leads, Pack Of 3 Tubes
WRITING	510128	DZ	FORAY®; Mechanical Pencils, Soft-Grip, 0.7 mm, Assorted Barrel Colors, Pack Of 12
WRITING	510216	DZ	FORAY®; Soft-Grip Retractable Gel Pens, Medium Point, 0.7 mm, Transparent Black Barrel, Black Ink, Pack Of 12
WRITING	509328	DZ	FORAY®; Soft-Grip Retractable Gel Pens, Medium Point, 0.7 mm, Transparent Blue Barrel, Blue Ink, Pack Of 12
WRITING	234176	DZ	FORAY®; Super Comfort Grip Ballpoint Pens With Caps, Medium Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 12
WRITING	234184	DZ	FORAY®; Super Comfort Grip Ballpoint Pens With Caps, Medium Point, 1.0 mm, Blue Barrel, Blue Ink, Pack Of 12
WRITING	469919	12-DZ	HIGHLIGHTER,PEN,12PK,YELLOW
WRITING	497735	6-PK	MARKER,DRY ERASE,CHSELTIP,4COL
WRITING	203349	12-DZ	MARKER,SHARPIE,FINE,DZ,BLACK
WRITING	781242	DZ	Office Depot®; Brand 100% Recycled Permanent Markers, Fine Point, Black, Pack Of 12
WRITING	128817	DZ	Office Depot®; Brand 100% Recycled Plastic Permanent Markers, Chisel Point, Black, Pack Of 12
WRITING	128853	12-PK	Office Depot®; Brand Chisel-Tip Highlighter, Assorted Fluorescent Colors, Pack Of 12



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
WRITING	128844	DZ	Office Depot®; Brand Chisel-Tip Highlighter, Fluorescent Yellow, Pack Of 12
WRITING	909119	EA	Office Depot®; Brand Correction Fluid, Multipurpose, 20 mL, White
WRITING	355346	24-PK	Office Depot®; Brand Grip Ballpoint Pens, Medium Point, 1.0 mm, White Barrel, Black Ink, Pack Of 24
WRITING	128628	12-PK	Office Depot®; Brand Low-Odor Dry-Erase Markers, Chisel Point, Assorted, Pack Of 12
WRITING	107580	12-PK	Office Depot®; Brand Wood #2 Pencils, Medium Soft Lead, Pack Of 12
WRITING	181594	DZ	Paper Mate®; Ballpoint Stick Pens, Medium Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 12
WRITING	182741	DZ	Paper Mate®; Flair®; Porous-Point Pens, Medium Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 12
WRITING	987172	EA	Paper Mate®; Liquid Paper®; DryLine®; Grip Correction Tape, 1/5" x 3/4", White
WRITING	181529	DZ	Paper Mate®; Sharpwriter Mechanical Pencils, 0.7 mm, Yellow Barrel, Pack Of 12
WRITING	863182	DZ	Paper Mate®; Write Bros®; Grip Ballpoint Stick Pens, Medium Point, 1.0 mm, Blue Barrel, Blue Ink, Pack Of 12
WRITING	987388	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Fine Point, 0.7 mm, Clear Barrel, Black Ink, Pack Of 12
WRITING	987396	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Fine Point, 0.7 mm, Clear Barrel, Blue Ink, Pack of 12
WRITING	987404	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Fine Point, 0.7 mm, Clear Barrel, Red Ink, Pack Of 12
WRITING	120675	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Black Ink, Pack Of 12
WRITING	120709	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Blue Ink, Pack Of 12
WRITING	821277	DZ	Pentel®; R.S.V.P.®; Ballpoint Pens, Medium Point, 1.0 mm, Clear Barrel, Red Ink, Pack Of 12
WRITING	847976	EA	Pentel®; Side FX®; Mechanical Pencil, 0.5 mm, Charcoal Gray Barrel
WRITING	929505	12-PK	Pentel®; Super Hi-Polymer®; Leads, 0.7 mm, HB, 12 Leads Per Tube
WRITING	728367	DZ	Pilot®; B2P "Bottle To Pen" Retractable Ballpoint Pens, Fine Point, 0.7 mm, 86% Recycled, Translucent Blue Barrels, Black Ink, Pack Of 12
WRITING	728673	DZ	Pilot®; B2P "Bottle To Pen" Retractable Ballpoint Pens, Medium Point, 1.0 mm, 86% Recycled, Translucent Blue Barrels, Black Ink, Pack Of 12
WRITING	728718	DZ	Pilot®; B2P "Bottle To Pen" Retractable Ballpoint Pens, Medium Point, 1.0 mm, 86% Recycled, Translucent Blue Barrels, Blue Ink, Pack Of 12



ORDERING OFFICE SUPPLIES

Category	Item Number	UoM	Item Description
WRITING	728727	DZ	Pilot®; B2P "Bottle To Pen" Retractable Ballpoint Pens, Medium Point, 1.0 mm, 86% Recycled, Translucent Blue Barrels, Red Ink, Pack Of 12
WRITING	863860	2-PK	Pilot®; Ballpoint Pen Refills, Fits Dr. Grip & All Pilot®; Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black, Pack Of 2
WRITING	864066	2-PK	Pilot®; Ballpoint Pen Refills, Fits Dr. Grip & All Pilot®; Retractable Ballpoint Pens, Medium Point, 1.0 mm, Blue, Pack Of 2
WRITING	409565	DZ	Pilot®; Precise®; V7 Liquid Ink Rollerball Pens, Fine Point, 0.7 mm, Black Barrel, Black Ink, Pack Of 12
WRITING	409557	DZ	Pilot®; Precise®; V7 Liquid Ink Rollerball Pens, Fine Point, 0.7 mm, Blue Barrel, Blue Ink, Pack Of 12
WRITING	409540	DZ	Pilot®; Precise®; V7 Liquid Ink Rollerball Pens, Fine Point, 0.7 mm, Red Barrel, Red Ink, Pack Of 12
WRITING	306897	5-PK	Pilot®; V-Board Master BeGreen 91% Recycled Dry-Erase Markers, Chisel Point, Assorted, Pack Of 5
WRITING	705368	12-BX	Sharpie®; Accent®; Pocket Highlighters, Yellow, Box Of 12
WRITING	258381	DZ	Sharpie®; Industrial Permanent Markers, Fine Point, Black, Pack Of 12
WRITING	216131	DZ	Sharpie®; Liquid Accent®; Pen-Style Highlighters, Fluorescent Yellow, Box Of 12
WRITING	254089	2-PK	TAPE,CORRECTION,LP DRYLINE,2PK
WRITING	538618	EA	TOWLETTES,EXPO,MARKERBOARD
WRITING	209944	DZ	uni-ball®; 207®; Retractable Fraud Prevention Gel Pens, Medium Point, 0.7 mm, Black Barrels, Purple Ink, Pack Of 12
WRITING	216651	DZ	uni-ball®; Gel Grip®; Pens, Medium Point, 0.7 mm, Clear Barrel, Black Ink, Pack Of 12
WRITING	450343	DZ	uni-ball®; Signo Gel RT®; Retractable Pens, Medium Point, 0.7 mm, Silver Barrel, Black Ink, Pack Of 12
WRITING	907354	DZ	uni-ball®; Vision®; Rollerball Pens, Fine Point, 0.7 mm, Gray Barrel, Red Ink, Pack Of 12



ORDERING OFFICE SUPPLIES

Recycled Products Listing

Category	Item Number	UoM	Green Alt Desc	In Core Catalog?	In Non Core Catalog?
BUSINESS MACHINES	505304	EA	CALCULATOR,PRINTING,P23-DHV	No	Yes
DATED AND FORMS	268081	12-DZ	BOOK,STENO,RECY,GREGG,80PG,WHT	No	Yes
DATED AND FORMS	422515	EA	NOTEBOOK,BUSINESS,11X8.5",QN	Yes	Yes
DATED AND FORMS	658846	EA	NOTEBOOK,QUICKNOTES,BLK	Yes	Yes
DATED AND FORMS	480710	6-PK	PAD,OD GREEN,JR,6/PK,8X5,WHITE	Yes	Yes
DATED AND FORMS	752985	12-PK	PAD,PERF,8.5X11.75,RLD,OD,12PK	Yes	Yes
FILING	917272	25-BX	POCKET,FILE,LTR,3.5"CAP	Yes	Yes
INDEXES/DIVIDERS	995910	ST	INDEX,COPIER,5TAB,5ST/PK	Yes	Yes
INDEXES/DIVIDERS	360669	ST	INDEX,ERASABLE,5-TAB,SET,WHT	Yes	Yes
LABELS	980090	1400-BX	LBL,ADR,RCY,1-1/3X4,1400BX,WHT	No	Yes
LABELS	980035	3000-BX	LBL,ADR,RCY,1X2-5/8,3000BX,WHT	No	Yes
LABELS	980105	1500-BX	LBL,F.F,REC,2/3X3-7/16,1500,WT	No	Yes
OFFICE ACCESSORIES	189579	EA	CUP,PENCIL,BIG,RECYCLED	No	Yes
OFFICE ESSENTIALS	563300	24-PK	NOTES,3X3,REC,24PK,PASTEL	Yes	Yes
OFFICE ESSENTIALS	563305	24-PK	NOTES,3X3,RECYCLED,24PK,YLW	No	Yes
OFFICE ESSENTIALS	322674	5-PK	NOTES,RECYCLED,LINED,4X6,5PK	Yes	Yes
OFFICE ESSENTIALS	941815	12-DZ	POST-IT,PAD,RECYCLED,1.5X2,DZ	Yes	Yes
SCHOOL SUPPLIES	306458	EA	NOTEBOOK,WRLS,QR,4X4,5X5,80S	No	Yes
WRITING	745506	12-DZ	Bottle 2 Pen Back Fine Point Point, GEL	No	Yes
WRITING	728367	12-DZ	Bottle 2 Pen Black Fine Point	Yes	Yes
WRITING	728673	12-DZ	Bottle 2 Pen Black Medium Point	Yes	Yes
WRITING	745614	12-DZ	Bottle 2 Pen Blue Fine Point Point, GEL	No	Yes
WRITING	728718	12-DZ	Bottle 2 Pen Blue Medium Point	Yes	Yes
WRITING	728727	12-DZ	Bottle 2 Pen Red Medium Point	Yes	Yes
WRITING	863860	2-PK	Bottle 2 Pen Refill, Black Medium Point	Yes	Yes
WRITING	864066	2-PK	Bottle 2 Pen Refill, Blue Medium Point	Yes	Yes
WRITING	689973	2-PK	Bottle 2 Pen Refill, Red Medium Point	No	Yes
WRITING	128853	12-DZ	HIGHLIGHTER,12PK,ASSORTED	Yes	Yes
WRITING	128817	12-DZ	MARKER,PERM,DESK,12PK,BLACK	Yes	Yes
WRITING	128817	12-DZ	MARKER,PERM,DESK,12PK,BLACK	Yes	Yes
WRITING	128628	12-DZ	MARKERS,DRY ERASE,12PK,ASTD	Yes	Yes
WRITING	781242	12-DZ	MARKERS,PRMNT,FN,RCYL,12PK,BLK	Yes	Yes
WRITING	209944	12-DZ	PEN,RT,UNI-BALL 207,0.7,DZ,PUR	Yes	Yes



ORDERING OFFICE SUPPLIES

WRITING	306897	5-PK	V Board Master Dry Erase Marker, Chisel, Assorted	Yes	Yes
WRITING	707289	EA	V Board Master Dry Eraser Refill, Black	No	Yes
WRITING	589569	EA	V Board Master Dry Eraser Refill, Blue	No	Yes
WRITING	589623	EA	V Board Master Dry Eraser Refill, Green	No	Yes
WRITING	589596	EA	V Board Master Dry Eraser Refill, Red	No	Yes