

Office DEPOT® OfficeMax®



**TEMPLE UNIVERSITY
HEALTH SYSTEM**



OFFICE DEPOT, INC REV. MAY 2018

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Account Overview

Temple University Health System

56822742 TEMPLE UNIV HLTH SYSTEM

69487497 FOX CHASE CANCER CENTER

61984287 FC NETWORK TAX-EC USERS

Contact Information

Office Depot Contacts

Name	Title/Role	Phone #	Email
Lori Burns	Account Lead, Print Services (1st point of contact for print)	343.803.2006	<u>lori.burns@officedepot.com</u> (best way to contact)
Lindsey Trahan	National Acct. Mgr, Print Services	609.408.6708	lindsey.trahan@officedepot.com
Mark Fitzgerald	Major Acct. Mgr, Overall Account Management	215.272.6804	mark.fitzgerald@officedepot.com
Michelle Askin	Service Consultant, Overall Account Management	609.330.5959	michelle.askin@officedepot.com

Temple Health System Purchasing

Name	Title/Role	Phone #	Email
Yolanda DeBerry	Supply Chain Services Operations Mgr.	(215)707-5943	YOLANDA.DEBERRY@TUHS.TEMPLE.EDU

Products and SLA Details

My Files (Print on Demand Forms) – 24-72 hours

- Simple forms
- 2, 3, 4 part forms
- Some labels
- Laminated signage

Inventoried (Proprietary Forms) – Delivered next day with supplies

- High usage forms
- Complex set up forms
- Badges

Stationery (Brand Identity) - Each item differs

- Business Cards: 5-7 business days
- Envelopes
- Letterhead
- Memo Pads
- Prescription Pads

One off/Manual orders (anything outside of what is listed in the previous page)

-Posters/Banners

Please contact Lori Burns, lori.burns@officedepot.com.

Lori will need:

Temple End Users	Fox Chase End Users
ACCOUNT # FILE TO BE PRODUCED SHIP TO ADDRESS	ACCOUNT # FILE TO BE PRODUCED SHIP TO ADDRESS
COSTCTR	COSTCTR
BUDGET #	FL/RM
BUSUNIT	GRANT
	BU

Order Management

Order Platform(s)

End Users will log into business.officedepot.com to order all print on demand, stationery and inventoried items. If you currently order office supplies, you will login the same way, then click on “Copy & Print” in upper right corner.

-Select Copy & Print Tab

-**Print on demand forms** will be in a link labeled My Files (Please note: Inventoried forms cannot be found in My Files).

-**Stationery** will be in a link labeled Brand Identity.

-**Inventoried forms** (high usage, complex documents) will be ordered with office supplies. Each will have their own 6 digit part number. We will have a list of these part numbers in working document on your SharePoint site.

Order Process

Select each item you need from the print ordering modules listed above. Add item and quantity to cart, then checkout. Please see screenshots beginning on page 6.

Screen Shots - My Files (Print on Demand)

Login to business.officedepot.com

The screenshot shows the login page for the Office Depot Business Solutions Division. The header includes the Office Depot logo and the tagline "Taking care of business". A navigation bar at the top right contains links for "Chat Now" and "Contact Us". The main heading reads "Welcome to the Business Solutions Division". On the left, there is a login form for "Registered Customers" with fields for "Login Name" and "Password", a "Log In" button, and a checkbox for "Keep me logged in". Below the login form are links for "Forgot your login name/password?" and "Need Help Logging In?". To the right of the login form is a large banner image of a woman in a business suit standing behind a desk with a laptop. Overlaid on the banner is a red box with the text "You take care of business. We take care of you." and a black box with the text "Not a customer? LET'S GET STARTED >". At the bottom of the page, there is a row of five buttons: "Industry Solutions", "Quality Products", "Business Services", "Services & Support", and "Sustainability Programs".

Click on Services

The screenshot shows the Office Depot Business Dashboard after logging in. The header includes the Office Depot logo and the tagline "Taking care of business". A navigation bar at the top contains links for "Products", "Services", "My Account", and a search bar. The "Services" dropdown menu is open, showing options like "Print & Copy", "My Files", "Coffee Services", "PrintIQ", "Shredding Services", "Tech Services", "Water Services", and "Workspace Interiors". The main content area features two large circular icons: "Shopping List" (Manage and create your list) and "Order History" (Review and track orders). Below these icons is a section titled "Bulletin Board & Messages" with two messages: "You have a new message, view it here." and "Learn about our most recent site enhancements." The right sidebar contains a "Welcome Office" section with account information (Account: 56822742, Pending Approval: 15, Proprietary Items), a "Cart" section (Your cart is empty, View Cart), and a "Recently Viewed" section. The bottom of the page shows the "Business Dashboard" URL: <https://business.officedepot.com/account/myfiles.do>.

Click on Catalog Items, search for your form.

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

Store Locator - Help - Account 56822742 Hi, OFFICE MANAGER Logout

My Account - Orders - Quick Order - My Lists - Cart - 0 Items \$0

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

My Files

Grid view Sort

Search

Uploaded Files

Catalog items

Previous print jobs

User permissions

Terms and Conditions

Tags

Showing 1-6 of 6

All	Name	Folder	Type	Date	More options
☒	TUHS Forms			January 16, 2017 / 105 files	More options
☐	TRAC Northeastern Files			January 16, 2017 / 0 files	More options
☐	TRAC Files TUH			January 16, 2017 / 203 files	More options

Once your form populates, click "Order".

My Files

Grid view

00295

1 result for "00295" Clear search

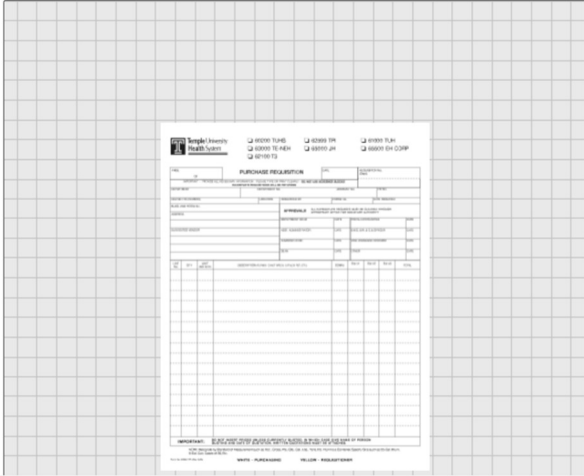
Showing 1-1 of 1

All	Name	Folder	Type	Date	Order	More options
☒	00295 Purchase Requisition Total 1 page 50 copies	TUHS Forms	pdf	February 9, 2...	Order	More options

Price per pack will generate. Quantity for 1 pack will auto populate. If you need 3 packs of 50, type in 150 to qty. Price will adjust. Add to cart.

Preview: Carbonless Forms

The following print settings have been set up for you. Please add to cart when ready.



Your Price: **\$7.65**

Quantity:

[Add To Cart](#) [Cancel](#)

By choosing "Add to Cart", you agree to our [Terms of Use](#)

Print Settings

Job Name: 00295 Purchase
Requisition Total

Paper Size: Letter

Print Color: Black & White ☒

Side: Single Sided ☐

Orientation: Portrait ☒

Paper Type: Standard Whites - 24lb

Paper Color: White

Summary will populate. You can continue to check out or add another form by clicking on "Start another document".

Office DEPOT

Store Locator - Help - Account 56822742 - HL OFFICE MANAGER - Logout

Order By Item - My Lists

Search by Keyword or Item#

My Account - Orders - Quick Order - My Lists - Cart - 1 Items \$7.65

Item Added to Cart.

✓ Your Carbonless Forms have been added to your cart.



Quantity : 150
Form Options : 2 part
Print Color : Black & White

Your Price **\$22.95**

[Start Another Document](#) [Proceed To Checkout](#)

Once all your forms are in the cart, you can check out.

 **Please Note**

\$19.40 remaining to meet TEMPLE UNIV HLTH SYSTEM's recommended order minimum of \$50.00.

Shopping Cart

Continue Shopping

Need Help?  Live Chat

 Email
  FAQs
  Print

	Price	Qty.	Total
 FORM, CARBONLESS Item # 870554 Entered Item # 870554	\$0.15 / each	50 Remove	\$6.50

Job Name: 00295 Purchase Requisition Total

Comments: **00295 Purchase Requisition Total**
[Edit](#)

Order summary

Subtotal

\$30.60

Estimate Shipping & Taxes

Total (2 Items)

\$30.60

 **Checkout**

 Order by item #

Need Stamps?



Inventoried (Proprietary) Forms

Login to business.officedepot.com

The screenshot shows the login page for business.officedepot.com. The header includes the Office Depot logo and the tagline "Taking care of business". A navigation bar at the top right contains "Chat Now" and "Contact Us". The main heading is "Welcome to the Business Solutions Division". On the left, there is a "Registered Customers" login form with fields for "Login Name" and "Password", a "Log In" button, and links for "Keep me logged in", "Forgot your login name/password?", and "Need Help Logging In?". To the right of the form is a large banner image of a woman in a business suit standing behind a desk with a laptop. Overlaid on the banner is a red box with the text "You take care of business. We take care of you." and a black box with the text "Not a customer? LET'S GET STARTED >". At the bottom, there is a row of five navigation buttons: "Industry Solutions", "Quality Products", "Business Services", "Services & Support", and "Sustainability Programs".

Either click on Proprietary Forms for the listing or type in the 6 digit part number you need (refer to the product list in SharePoint)

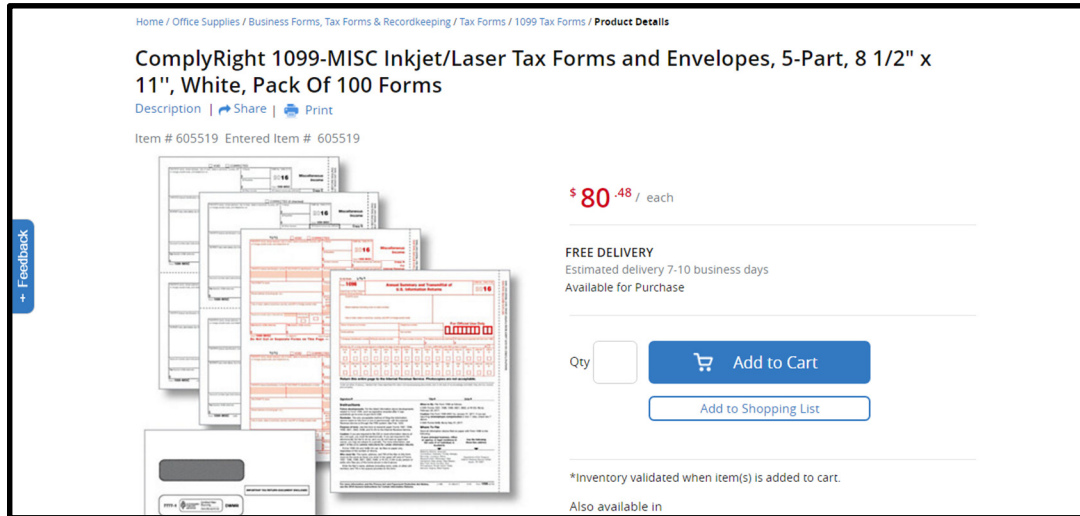
The screenshot shows the account management page for business.officedepot.com. The header includes the Office Depot logo and the tagline "Taking care of business". A navigation bar at the top contains "Products", "Services", "My Account", and a search bar. The main heading is "Login and Lost Password Information". On the left, there is a sidebar with three sections: "Manage Account" (with links for Manage Contacts, Manage Ship To, Manage BUSUNIT, Manage BUDGET#, Manage COSTCTR, and Manage Credit Cards), "Manage Users" (with links for Add New Users, Edit Active Users, Active/Inactive Users, Tiered Approvals, Credit Card Groups, and Procurement Card Registration), and "My Profile" (with links for My Profile Overview, Select Ship To, Select Contacts, Select BUSUNIT, Select BUDGET#, Select COSTCTR, My Proxy Approver, and Manage Quotes). The main content area is titled "Update Security Question" and contains a form with fields for "Question", "Answer", "Confirm Answer", and "Current Password", and an "UPDATE" button. On the right, there is a sidebar with a "Welcome Office" section showing account details (Account: 56822742, Pending Approval, Proprietary Items), a "Cart" section showing "Your cart is empty" and a "View Cart" button, and a "Recently Viewed" section. An arrow points from the "Update Security Question" form to the "Welcome Office" section.

The product will populate. The description will give you the unit of measure.

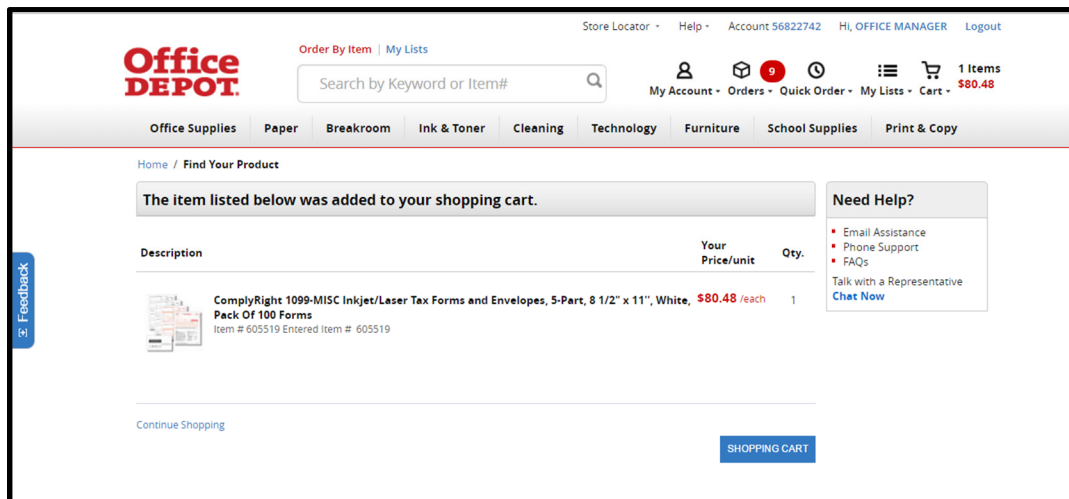
(in this case below, it is a pack of 100...if you need 500 forms, add 5 to the QTY box)

Add the QTY you need and "Add to Cart".

Click "Add to Shopping List" to add to your personal shopping list.



Product will add to your shopping cart. Click on your shopping cart and follow to checkout.



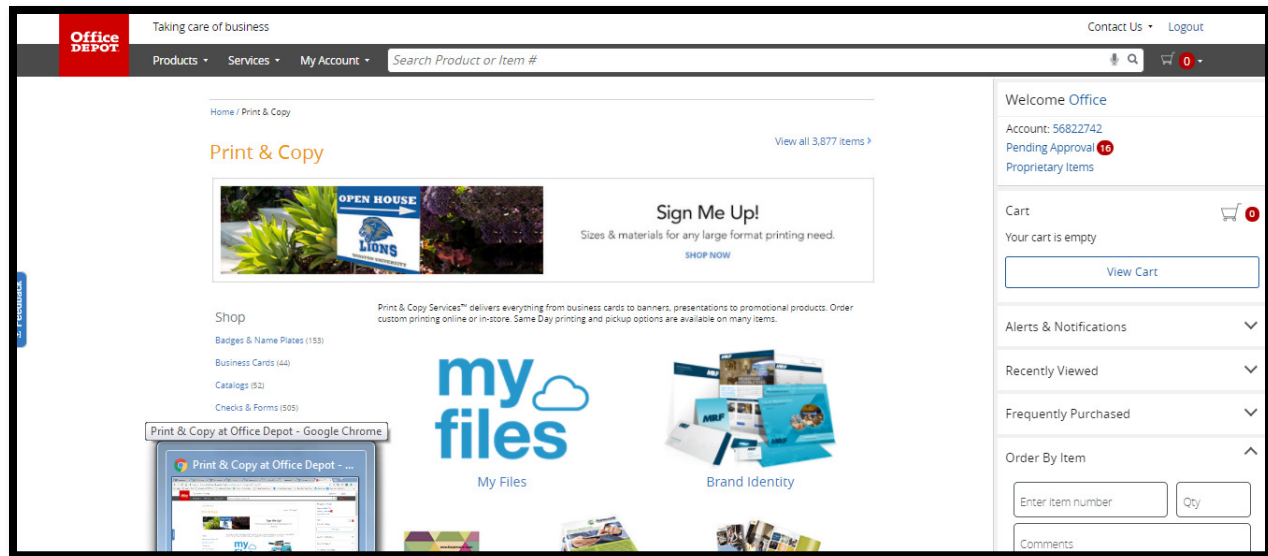
Brand Identity - Stationery

Login to business.officedepot.com

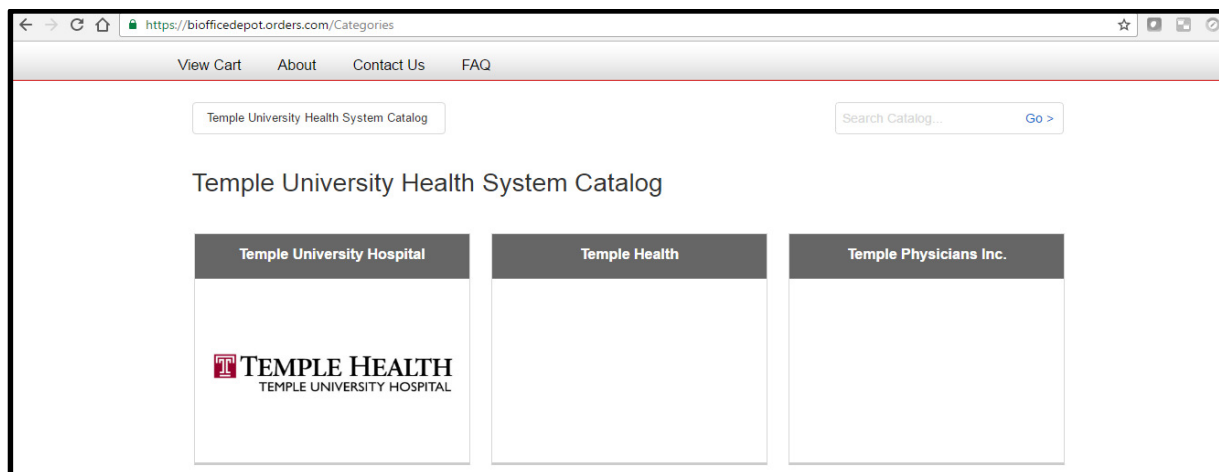
The screenshot shows the Office Depot Business Solutions Division login page. The header includes the Office Depot logo and the tagline "Taking care of business". Navigation links for "Chat Now" and "Contact Us" are in the top right. The main heading is "Welcome to the Business Solutions Division". On the left, there is a "Registered Customers" login form with fields for "Login Name" and "Password", a "Log In" button, and links for "Keep me logged in", "Forgot your login name/password?", and "Need Help Logging In?". On the right, a large banner features a woman in a business suit leaning on a desk with a laptop and printer. The banner text reads: "You take care of business. We take care of you." and "Not a customer? LET'S GET STARTED >". Below the banner, there are five navigation tabs: "Industry Solutions", "Quality Products", "Business Services", "Services & Support", and "Sustainability Programs".

Click on “Print and Copy”, then Brand Identity.

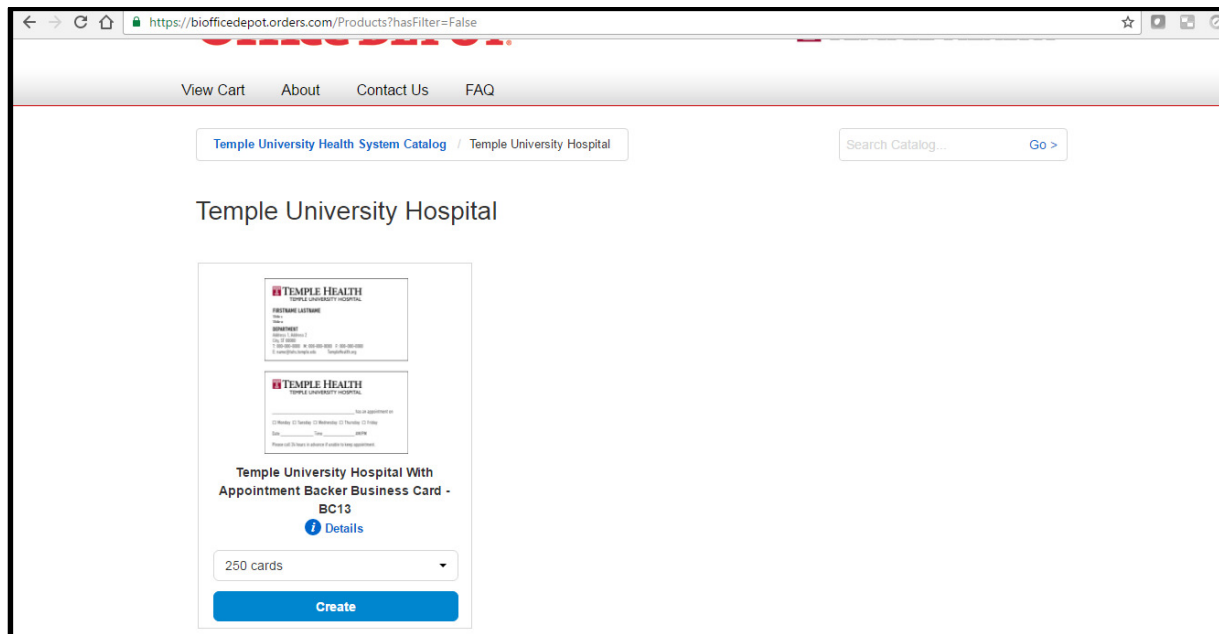
The screenshot shows the Office Depot Business Solutions Division account page. The header includes the Office Depot logo and the tagline "Taking care of business". Navigation links for "Contact Us" and "Logout" are in the top right. The main heading is "Welcome Office". The account information section displays "Account: 56822742", "Pending Approval 15", and "Proprietary Items". The "Cart" section shows "Your cart is empty" and a "View Cart" button. The "Alerts & Notifications" section has a dropdown arrow. The "Recently Viewed" section has a dropdown arrow. The "Frequently Purchased" section has a dropdown arrow. The "Order By Item" section has a dropdown arrow. The "My Profile" section includes links for "My Profile Overview", "Select Ship To", "Select Contacts", "Select BUDGET", "Select BUDGET", "Select COSTCTR", "My Proxy Approver", and "Manage Quotes". The "Need Help?" section has a link for "Need Help?". The "Print & Copy" section is highlighted in the left sidebar. The "Update Security Question" section includes a warning, a "Question" dropdown, an "Answer" field, a "Confirm Answer" field, a "Current Password" field, and an "UPDATE" button.



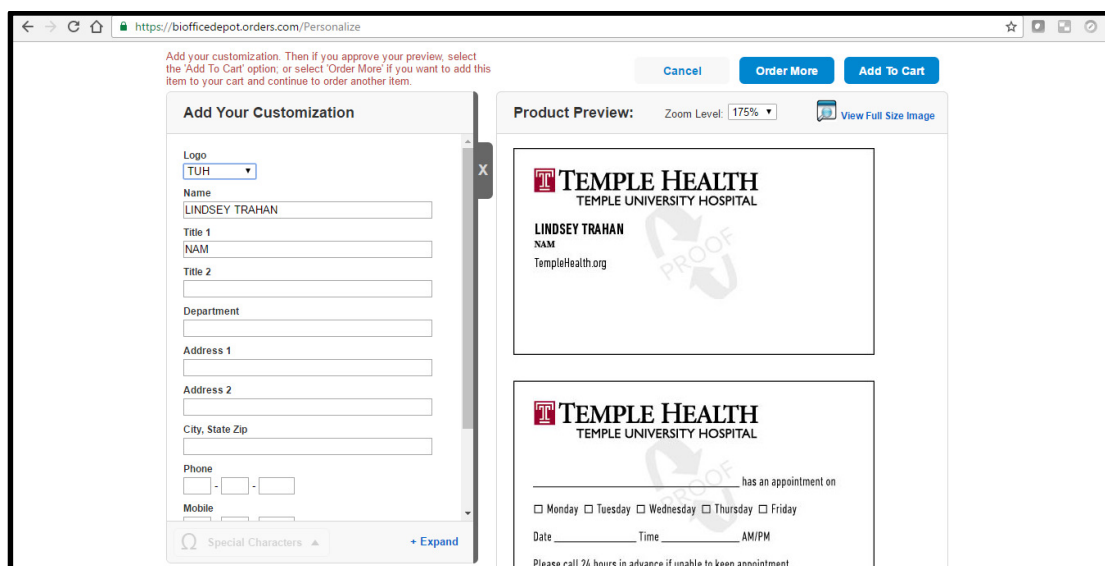
Choose the Brand/Location



Products will populate. Choose the template and quantity you need for that contact.



Choose you logo and type in your variable info. Add to cart.



From your shopping cart, you can now checkout.

The screenshot shows a web browser window with the URL <https://business.officedepot.com/vendor/punchoutBack.do?configid=NI-48029961183000007&action=add&vendor=TAYLOR>. The navigation bar includes categories: Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology, Furniture, School Supplies, and Print & Copy. A yellow banner with a warning icon states: "Please Note: \$5.00 remaining to meet TEMPLE UNIV HLTH SYSTEM's recommended order minimum of \$50.00." The main content area is titled "Shopping Cart" and features a "Continue Shopping" button, "Need Help?", "Live Chat", "Email", "FAQs", and "Print" links. A sidebar on the left has a "Feedback" button. The cart table lists one item: TEMPLEUNIVHLTHSYSBC13IMPRT (Item # 410738 Entered Item # 410738) with a price of \$45.00 and a quantity of 1. The item is marked as "Picture Not Available". Below the item are links for "Edit", "View", and "Remove". A "Comments" field and "Save" button are also present. The "Order summary" section on the right shows a subtotal of \$45.00, a link to "Estimate Shipping & Taxes", and a total of \$45.00 for 1 item. A blue "Checkout" button is prominently displayed, along with a link to "Order by item #". At the bottom of the cart, there are links for "Continue Shopping", "Update Cart", "Empty Cart", "Save Cart To List", and "Share Cart".

	Price	Qty.	Total
 TEMPLEUNIVHLTHSYSBC13IMPRT Item # 410738 Entered Item # 410738 Manufacturer Direct	\$45.00 / box	1	\$45.00

Order summary

Subtotal \$45.00

Estimate Shipping & Taxes

Total (1 Item) \$45.00

[Checkout](#)

[Order by item #](#)

We appreciate your business and the opportunity to serve you.