

VAPHS Ordering guide



Taking care of business

[Chat Now](#) [Contact Us](#) ▾

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password

Show

Log In

☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)

You take care of business.
We take care of you.

Not a customer? [LET'S GET STARTED](#) ▸

Industry Solutions

Get support tailored to your business and industry, from education to government and much more.

Quality Products

Find all the essential items you need to keep your business running as efficiently as possible.

Business Services

Credit Card Processing, Clover POS Solutions and a host of other financial solutions to help keep your business viable.

Services & Support

From print & copy to procurement and payment solutions, we help you save time and money.

Sustainability Programs

Get involved with Office Depot's many efforts to support diversity to your community and our environment.

How to use the Office Depot Website
www.business.officedepot.com

Enter the web address into your browser window

www.business.officedepot.com



Welcome to the Business Solutions Division

Registered Customers

Login Name

Password [Show](#)

[Log In](#)

☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)



Welcome to the Business Solutions Division

Registered Customers

Login Name
VAJOHNTST

Password [Show](#)

[Log In](#)

☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)



Industry Solutions	Quality Products	Business Services	Services & Support	Sustainability Programs
Get support tailored to your business and industry, from education to government and much more.	Find all the essential items you need to keep your business running as efficiently as possible.	Credit Card Processing, Clover POS Solutions and a host of other financial solutions to help keep your business viable.	From print & copy to procurement and payment solutions, we help you save time and money.	Get involved with Office Depot's many efforts to support diversity to your community and our environment.

Take a tour.

Check out the features of our award-winning website which was designed to help you maximize efficiencies and minimize costs.

Upon logging in for the first time you will be prompted to change your password. The initial password you received is a default password that must be changed during your initial login. **Passwords can be between 8-30 characters long and have at least one letter/number combination.**

 Taking care of business

Chat Now Contact Us ▾ Login

Expired Password

Please enter your new password

 Your password has expired due to security settings configured by your account administrator. Please complete the form below to create a new password, or contact your account administrator if your security settings need to be changed.

Feedback

Login Name: VAJOHNTEST

Old Password

New Password

Confirm Password

☐ Keep me logged in

Log In

 DO NOT CHECK THE BOX "KEEP ME LOGGED IN"

**GO MOBILE**
with the most advanced, business - focused apps in the marketplace.
[> LEARN MORE](#)

**CALL**
Customer Service:
888.263.3423 (888-2-OFFICE)
Technical Support:
800.269.6888
Monday - Friday: 8am - 8pm EST

**LIVE CUSTOMER SERVICE**
Monday - Friday: 8am - 11 pm EST
[> LIVE CHAT](#)

After successfully changing your password and logging in notice the account number in the upper right hand corner of your screen along with the shopping cart, the red circle and the white down-pointing arrow.

Taking care of business

Contact Us ▾

Account: 56946808

Logout

Products ▾

My Account ▾

Search Product or Item #

0 ▾

0 Orders

Order By Item

Shopping List

Bulletin Board

My Files

Subscription Manager

Feedback

Fresh Start for a Healthy Workplace

Shop Now

Bulletin Board & Messages

You have a new message, view it here.

Read More

Learn about our most recent site enhancements.

Read More

business.officedepot.com

Office depot BSD SITE ▾ Apple Disney ESPN Yahoo! OfficeMax webmail OfficeMax..., Technology

Office DEPOT BUSINESS Office Depot Business Office Depot ★★★★★ GET — On the App Store View

Office DEPOT Taking care of business Contact Us ▾ Account: 56946808 Logout

Products ▾ My Account ▾ Search Product or Item # Shopping Cart 0

Orders Manage Account > Shopping List Bulletin Board More ▾

My Profile >

Orders >

My Lists >

Online Reporting >

Order By Item ▾

Home / Ink & Toner

Ink & Toner Ca

Select a Printer

1 Brands

Enter printer series

OR

Enter Cartridge Number or Printer Model

Feedback

Shop from our Top Brands

hp brother EPSON® Canon SAMSUNG

Lexmark DELL OKI RICOH InfoPrint Solutions Office DEPOT

Customer Service Company Info Resources Shopping

After logging in successfully you can view your profile, by clicking on the “My Account” link at the top of the page. Here check your orders placed and view your shopping lists.

Currently you do not have access to online reporting.

My Shopping Lists

Create New List

Anyone with an account can use them. You must be fully logged in with your login name and password to use your shopping list. For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

CREATE NEW LIST

Default List

Default	Name	Comments	Type	Reminders	Update
For a better shopping experience please select your default shopping list.					

Shopping Lists

Change View

Search Lists	Name, Description		☒ All	☐ Personal	☐ Company Wide
	Select Default	Name ↕	Comments ↕	Type ↕	Reminders
	Copy and Prntr papr	VA Pittsburgh	Company Wide	None	
	Reproduction Items	VA Reproduction Items list	Company Wide	None	
	Save For Later	Save For Later List	Save for Later	None	
	Tech Accessories	VA Pittsburgh small technology items	Company Wide	None	
	VA OFFICE SUPPLIES	LIST OF OFFICE SUPPLIES FOR PITTSBURGH VAMC	Company Wide	None	
Save Default					

Click on the shopping list link to begin your order.

Notice the various shopping lists available.

Access to each list is determined by your profile. Some users need access to multiple lists while others do not.



PAPER AND TECH ITEMS MUST BE ORDERED SEPARATE FROM OFFICE SUPPLIES

If you try to access a list that you are not authorized to access you will receive the message below “There are no items in this list”

business.officedepot.com



Office Depot Business
Office Depot
★★★★☆
GET — On the App Store

[View](#)

Taking care of business

Contact Us ▾Account: 56946808Logout

Products ▾My Account ▾



0 Orders

Order By Item

Shopping List

Bulletin Board

My Files

Subscription Manager

[Home](#) / [My Lists](#) / **Edit My List**

Tech Accessories

Items In Your List

Email List

Settings

There are no items in this list.

Feedback

[My Account](#) | [View All Lists](#) | [Shopping Cart](#)

Customer Service	Company Info	Resources	Shopping
Help Center	Corporate Sustainability	Store Locator	Subscriptions
FAQs	Terms of Use	Services	Product Reviews
Check Order Status	Privacy Policy	Web Demo Videos	Greener Office Products
Returns/Withdrawals	Terms & Conditions	User Guide	Safety Data Sheets (SDS)
Gift Card Balance	Office Depot Tracking Tools	Bulletin Board	Store Purchasing Card

If try to search for or order an item that is not part of your authorized list you will not be able to access the item.

business.officedepot.com

Office depot BSD SITE

Apple

Disney

ESPN

Yahoo!

OfficeMax webmail

OfficeMax..., Technology

Knight Point Systems

TOPO Distil...rth Carolina

Office DEPOT

Taking care of business

Contact Us

Account: 56946808

Logout

Products

My Account

837558

0 Orders

Order By Item

You Recently Searched:

Pilot bottle to pen

Pilot bottle to pen fine point black

Home / My Lists / Edit My List

VA OFFICE SUPPLIES Items In Your List

Email List

Settings

There are no items in this list.

Feedback

My Account

View All Lists

Shopping Cart

Customer Service

Help Center

FAQs

Check Order Status

Returns/Withdrawls

Gift Card Balance

Company Info

Corporate Sustainability

Terms of Use

Privacy Policy

Terms & Conditions

Office Depot Tracking Tools

Resources

Store Locator

Services

Web Demo Videos

User Guide

Bulletin Board

Shopping

Subscriptions

Product Reviews

Greener Office Products

Safety Data Sheets (SDS)

Store Purchasing Card

You will receive the message below “Sorry, Item # is not in your catalog assortment

business.officedepot.com

Office Depot Business

Office Depot

★★★★☆

GET — On the App Store

View

Office DEPOT

Taking care of business

Contact Us ▾

Account: 56946808

Logout

Products ▾

My Account ▾

Search Product or Item #

Q

0 ▾

0 Orders

Order By Item

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Bulletin Board

My Files

Subscription Manager

Feedback

Q

Sorry, item 837558 is not in your catalog assortment

This item is not part of the catalog assortment approved by your Company or Supply Chain Organization.

Try another search term or browse categories

Q

Customer Service

Help Center

FAQs

Company Info

Corporate Sustainability

Terms of Use

Resources

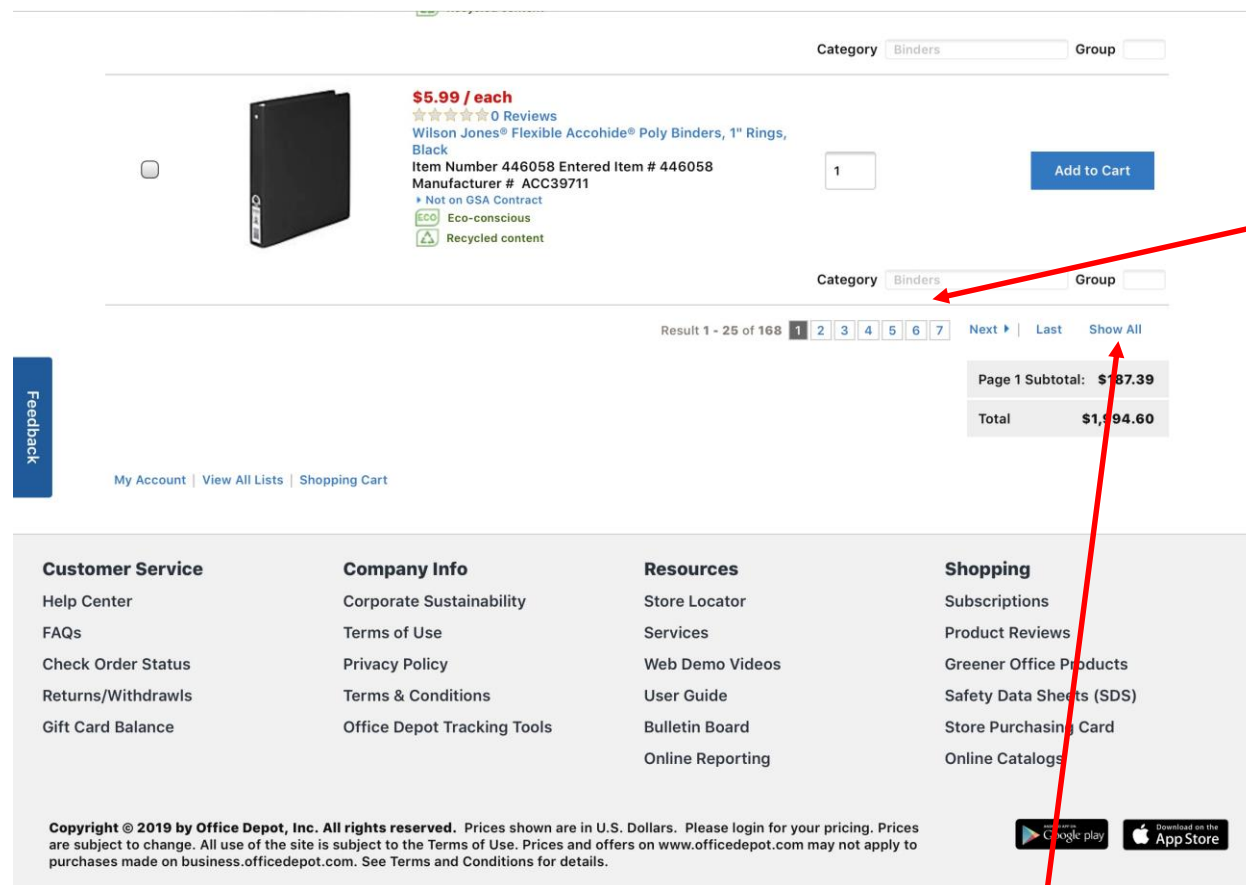
Store Locator

Services

Shopping

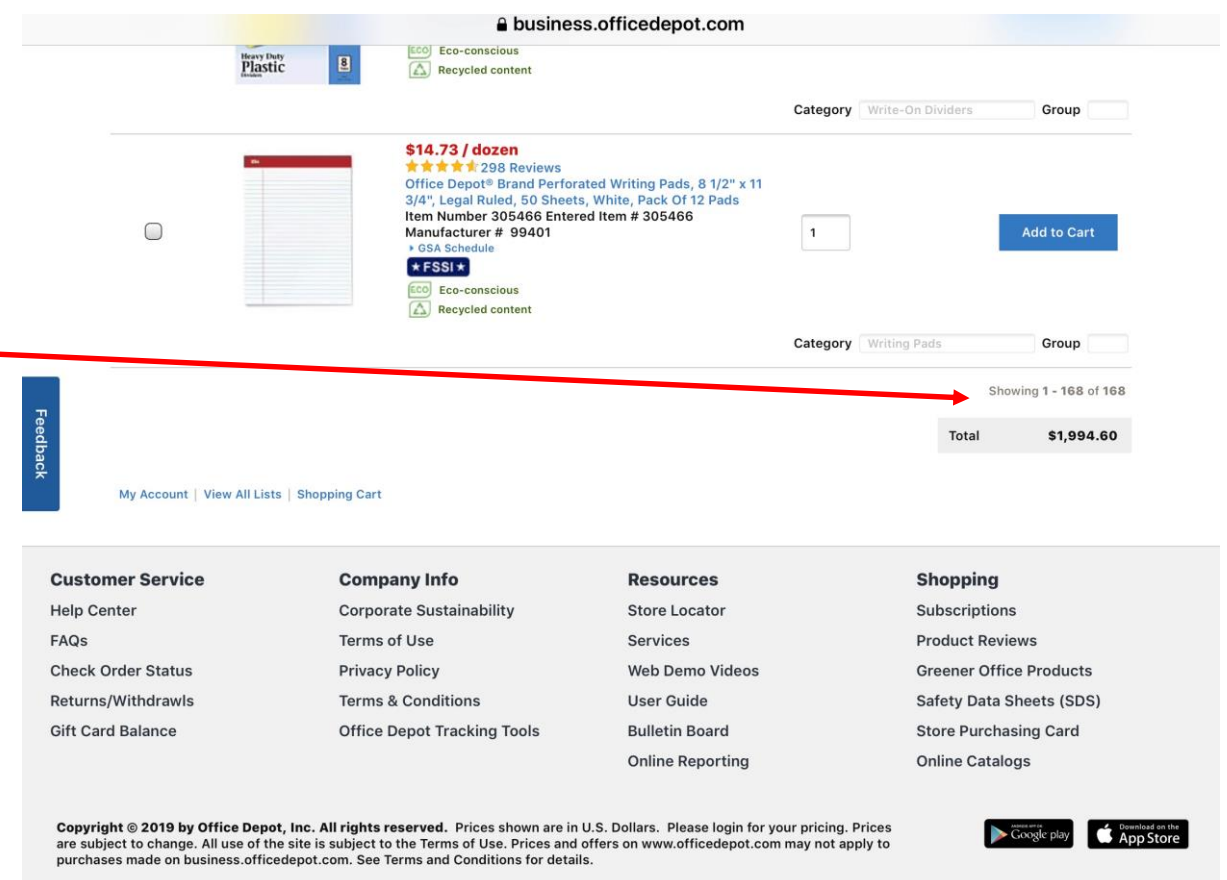
Subscriptions

Product Reviews



Some lists have multiple pages of items. To view all items from a list on a single page click the “Show All” hyper-text

After clicking the “Show All” hyper-text you will be able to see all the items that comprise the list and the total number of items the list contains.



business.officedepot.com					
☐		★★★★★ 0 Reviews Binder Clips, 1/4", Black/Silver, Box Of 12 (AbilityOne 7510-00-282-8201) Item Number 810739 Entered Item # 7510002828201 Manufacturer # NSN2828201 Not on GSA Contract FSSI	1	✓ Added	
Category Binder Clips Group					
☐		\$4.39 / box ★★★★★ 207 Reviews Office Depot® Brand Binder Clips, Large, 2" Wide, Black, Box Of 12 Item Number 308957 Entered Item # 308957 Manufacturer # RTP-001958-HD-087-07 Not on GSA Contract	1	Add to Cart	
Category Binder Clips Group					
☐		\$3.99 / pack ★★★★★ 155 Reviews Office Depot® Brand Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black, Pack Of 24 Item Number 561339 Entered Item # 561339 Manufacturer # ODBC-BLK Not on GSA Contract	1	Add to Cart	
Category Binder Clips Group					
☐		\$5.99 / each ★★★★★ 0 Reviews Wilson Jones® Flexible Accohide® Poly Binders, 1" Rings, Executive Red Item Number 446076 Entered Item # 446076 Manufacturer # A7039719A Not on GSA Contract ECO Eco-conscious Recycled content	1	✓ Added	
Category Binders Group					

After clicking on a list you will see images of the items that make up the list of items in your assortment along with a brief description of each.

You can easily build your order from a shopping list by changing the quantity of the item and then clicking the blue “Add to Cart” button.

Notice the quantity of items in the red circle and your order subtotal after you add items to your cart

Office
DEPOT

Taking care of business

Contact Us ▾

Account: 56946808

Logout

Products ▾

My Account ▾

Search Product or Item #

Q

2

\$6.44

0 Orders

Order By Item

Shopping List

Bulletin Board

My Files

Subscription Manager

Home / My Lists / Edit My List

VA OFFICE SUPPLIES Items In Your List

☐ Select all

Email List

Settings

☐



\$3.05 / dozen

★★★★★ 1 Review

Chisel Point Markers, Black, Box Of 12 (AbilityOne 7520-00-973-1059)

Item Number 480517 Entered Item # 7520009731059

Manufacturer # NSN9731059

[GSA Schedule](#)

★ FSSI ★

[Diverse Supplier](#)

1

Add to Cart

Category

Art Markers

Group

☐



\$5.85 / dozen

★★★★★ 3 Reviews

SKILCRAFT® AbilityOne Retractable Ballpoint Pens, Medium Point, Black Barrel, Black Ink, Box Of 12 Pens

Item Number 476846 Entered Item # 7520009357136

Manufacturer # NSN9357136

[GSA Schedule](#)

Contract Items

1

Add to Cart

Category

Ballpoint Pens

Group

Feedback

[Update](#)

[Empty](#)

[Save to List](#)

[Share Cart](#)

Customers with similar interests also viewed



Binder Clips, 1", Black/Silver,
Box Of 12 (AbilityOne 7510-
00-285-5995)

★★★★★ (0)

\$11.89 box (Reg)

\$2.49 Sale



Wilson Jones® Flexible
Accohide® Poly Binders, 1"
Rings, Black

★★★★★ (0)

\$5.99 each



SKILCRAFT Standard
Staples - 210 Per Strip -
Standard - 5mm - 1/4" Leg - ...

★★★★★ (0)

\$3.99 box (Reg)

\$1.25 Sale

Feedback

Need Stamps?



USPS® Four Flags FOREVER®
Postage Stamps, Booklet Of 20
\$9.80

[Add To Cart](#)

[More stamp options](#)

Order Summary

Subtotal	\$6.44
Estimated Tax	\$0.00
Estimated Delivery	FREE
Total (2 Items)	\$6.44

[Checkout](#)

By clicking on the shopping cart icon you can view the items in your cart or proceed to checkout.

The website will also provide suggestions for additional items you may like to purchase -these are only suggestions and not mandatory for you to purchase if you do not need them.

User information

VAJOHN TEST
(412) 822 - 1500
john.test@va.gov

[Change](#)

Delivery information

VA PITTSBURGH HEALTH SYSTEM
1010 DELAFIELD RD
HEINZ CAMPUS
PITTSBURGH, PA
15215

[Change](#)

By clicking the blue checkout button you will be taken to the “checkout” page. Here you will see the key information regarding the delivery of your order. Verify that all fields regarding your account information are correct.

Email options

- ☒ Send me an email confirmation of this order
☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 288276082-001 Estimated delivery 03/15/2019
Delivery order 2 # 288276198-001 Estimated delivery 03/18/2019

Account information

* PO#

PO# field is required

* BLDG/RM

* CAMPUS

* PHONE#

* Contact

Contact Phone

Ext

Comment:

Not used by our delivery carriers.



Please note the estimated delivery shown on the website at checkout does not apply to VAPHS. Lead time on deliveries will be managed by VAPHS supply personnel.

You must type at least one character in the PO field, insert your Bldg and Room# using the format shown and ensure that the correct campus is identified for this order. The information in these fields is mandatory (**red asterisk**) before your order can be processed. All information is pre-loaded during your profile setup by your account administrator.

For those VAPHS associates that will be ordering for multiple offices on both campuses it is critical that you type the correct campus and the correct Bldg/RM# in the fields above. You can type the correct Bldg/room# if the information shown is not correct.

These two order reference numbers indicate that some items will ship from an alternate warehouse automatically and will usually arrive next day with the rest of your order. This split order scenario is part of Office Depot's system and not a mistake on your part.

User information

VAJOHN TEST
(412) 822 - 1500
john.test@va.gov

[Change](#)

Delivery information

VA PITTSBURGH HEALTH SYSTEM
1010 DELAFIELD RD
HEINZ CAMPUS
PITTSBURGH, PA
15215

[Change](#)

Email options

- ☒ Send me an email confirmation of this order
☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 288276082-001 Estimated delivery 03/15/2019
Delivery order 2 # 288276198-001 Estimated delivery 03/18/2019

Account information

* PO#

PO# field is required

* BLDG/RM

* CAMPUS

* PHONE#

* Contact

Contact Phone

Ext

Comment:

Not used by our delivery carriers.

For those associates that will be ordering for rooms on both campuses you can change your shipping address campus by clicking on the “**Change**” button in the delivery information box. Once you do this you will see the choice of campuses to select. Click the blue select button for the correct campus.

Select A Ship To: ×

Your Current Ship To:
H J HEINZ CAMPUS
VA PITTSBURGH HEALTH SYSTEM
1010 DELAFIELD RD
HEINZ CAMPUS
PITTSBURGH PA 152151802 USA

Your Default Ship To:
H J HEINZ CAMPUS
VA PITTSBURGH HEALTH SYSTEM
1010 DELAFIELD RD
HEINZ CAMPUS
PITTSBURGH PA 152151802 USA

Select a Ship To by searching or viewing the entire list:

To view other Ship To enter search criteria below:

Search for a Ship To:

☐ Beginning With

☒ Containing

[View only your Ship To List](#)

ID	Name	Address	City	State	Zip Code	Current	Default
PA1628	DEPARTMENT OF VETERAN AFFAIRS	1010 DELAFIELD RD VAPHS BLDG 51 RM GA109	PITTSBURGH	PA	15215-1802	SELECT	DEFAULT
UNIVERSITY DRIVE	VA PITTSBURGH HEALTH SYSTEM	1 UNIVERSITY AVE VA MEDICAL CENTER	PITTSBURGH	PA	15240-1003	SELECT	DEFAULT
H J HEINZ CAMPUS	VA PITTSBURGH HEALTH SYSTEM	1010 DELAFIELD RD HEINZ CAMPUS	PITTSBURGH	PA	15215-1802	SELECT	DEFAULT

Payment information

☒ Credit Card

OFFICE-SUPPLIES

☐ Office Depot Credit Card

☐ Alternate Credit Card

☒ Redeem a Gift Card or Rewards Certificate

Delivery options

Standard Delivery

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:

02/14/2019

Schedule Future Delivery

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days)

[Click Here](#)

Delivery order : # 273771443-001

Estimated delivery 02/14/2019



Binder Clips, 1/4", Black/Silver, Box Of 12 (AbilityOne 7510-00-282-8201)

Item # NSN2828201 Entered Item # 810739

Not on GSA Contract

★ FSSI ★

Price

Qty.

Total

Remove Item

\$0.45
/ box

1

\$0.45



Please ignore the "Schedule Future Delivery" function on the website. This does not apply to VAPHS associates ordering on the website.



Please note the estimated delivery shown on the website at checkout does not apply to VAPHS. Lead time on deliveries will be managed by VAPHS supply personnel.

Your method of payment is already pre-loaded along with the order reference number (invoice) for each item when you add items to your cart.

Subtotal	\$5.99
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$0.00
Total	\$5.99

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#)

[Save Cart to List](#)



[Put This Order On Hold](#)

Your order profile is set to “Hold Only” and will automatically be placed on hold for approval.

After verifying your delivery information you must click one of the three buttons (“Continue Shopping”, “Save Cart to List”, or “Put This Order on Hold”). By clicking **“Put This Order on Hold”** the order is routed to your approving official for review and release. If you do not take action on this page your order will not be reviewed and processed for delivery. It will remain in your cart as an in process order.

Notice there is no charge for delivery or sales tax.



Let us know what you think

Take two minutes to help us improve our service

Provide Feedback



1 Orders



Order By Item



Shopping List



Bulletin Board



My Files

More ▾

[Home](#) / Thank you

[Print This Page](#)

Thank you for your order!

Please print this page for your records.

This order will be placed on hold.

You will receive an order confirmation email shortly. Please save this email for your records. Your Credit Card will be charged when the order ships.

Shipment Summary

Shipment 1

Order Number: 273849434-001

Estimated Arrival By: 02/14/2019

[View Order Details](#)

My Account

[View Order Details for This Order](#)

[Print Order](#)

[View Your Order History](#)

[View Your Account Information](#)

[Reorder](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

Order Information

Account #: 56946808

ROOM#: GA109

Your Order Number is: 273849434

DEPT: ACQSTNS-HZ

Company Name: VETERANS ADMIN PITTSBURGH

BLDG #: BLDG 51

PHONE#: 412.822.5000

Contact: Contact: VAJOHN TEST

Contact Phone: (412)822-1500

Shipping Information

H J HEINZ CAMPUS
VA PITTSBURGH HEALTH SYSTEM
1010 DELAFIELD RD
HEINZ CAMPUS
PITTSBURGH,

After you click on the “Place order on Hold” button you will receive this message. The order is routed to your approving official for review and release.

Once the order has been approved and released it can be tracked by using the order number displayed at checkout.

After your order has been processed you will be able to check the status of the order by checking your order history

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OFFICE DEPOT

Products ▾ My Account ▾

Search Product or Item #

Q

 0 ▾

 0 Orders

 Order By Item

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Home > Customer Services > Order History

Order History

Feedback

Helpful Links

Ordering

Browse and Search Merchandise

Order Verification

Order History & Tracking

Buying Merchandise

My Shopping Lists

PRODUCTS

PRIVACY & SECURITY

SHIPPING & RETURNS

CUSTOMER SERVICE CONTACTS

MY PROFILE

GENERAL HELP

BULLETIN BOARD

Need Help?

Email Assistance

Phone Support

FAQs

Talk with a Representative

Chat Now

Order Tracking

To track your orders, use the order number assigned during the checkout and purchase process.

Order History

Customers can use [Order History](#) for a powerful and easy way to refer to a chronological record of your purchases. Order History will show you all the orders that you have placed with us.

To see more information about a particular order, click on the order number.

Selecting a single order record from the list displays the details of the online transaction, including shipping and billing information, quantities, product numbers, short descriptions, and prices.

BACK TO CUSTOMER SERVICE

All returns will be handle by **VAPHS SUPPLY on the Heinz campus**. Please contact your administrator Thomas Cherry for assistance with items you received that are incorrect, damaged or not suitable for your application. Office Depot will work with Mr. Cherry to process a return and remove the item promptly.

business.officedepot.com

[Home](#) / [Customer Services](#) / [Returns / withdrawal](#)

Returns / withdrawal

Helpful Links

Ordering

- Browse and Search Merchandise
- Order Verification
- Order History & Tracking
- Buying Merchandise
- My Shopping Lists

PRODUCTS

- Product Information

PRIVACY & SECURITY

- Privacy Policy
- Terms & Conditions
- Terms of Use

SHIPPING & RETURNS

- Refunds & Exchanges
- Delivery Options

CUSTOMER SERVICE CONTACTS

- **Talk with a Representative**
- Chat Now
- Email Assistance
- Phone Support

MY PROFILE

- Auto Login
- Login/Password Help

GENERAL HELP

- Print And Copy Center
- Online Usage Reporting
- FAQ
- Find a Store
- Website Demos
- User Guide
- Store Purchasing Card Application

BULLETIN BOARD

- Bulletin Board

To arrange for a withdrawal, please fill out all fields in this form and click "Submit".

E-Mail Office Depot Business Solutions Division

Customer Information

* Name

* E-mail Address

Contact Phone Number:

Customer Account

Please enter for account related questions.

Reason for Return

Order Number

Please enter for order related questions.

* Reason for Return

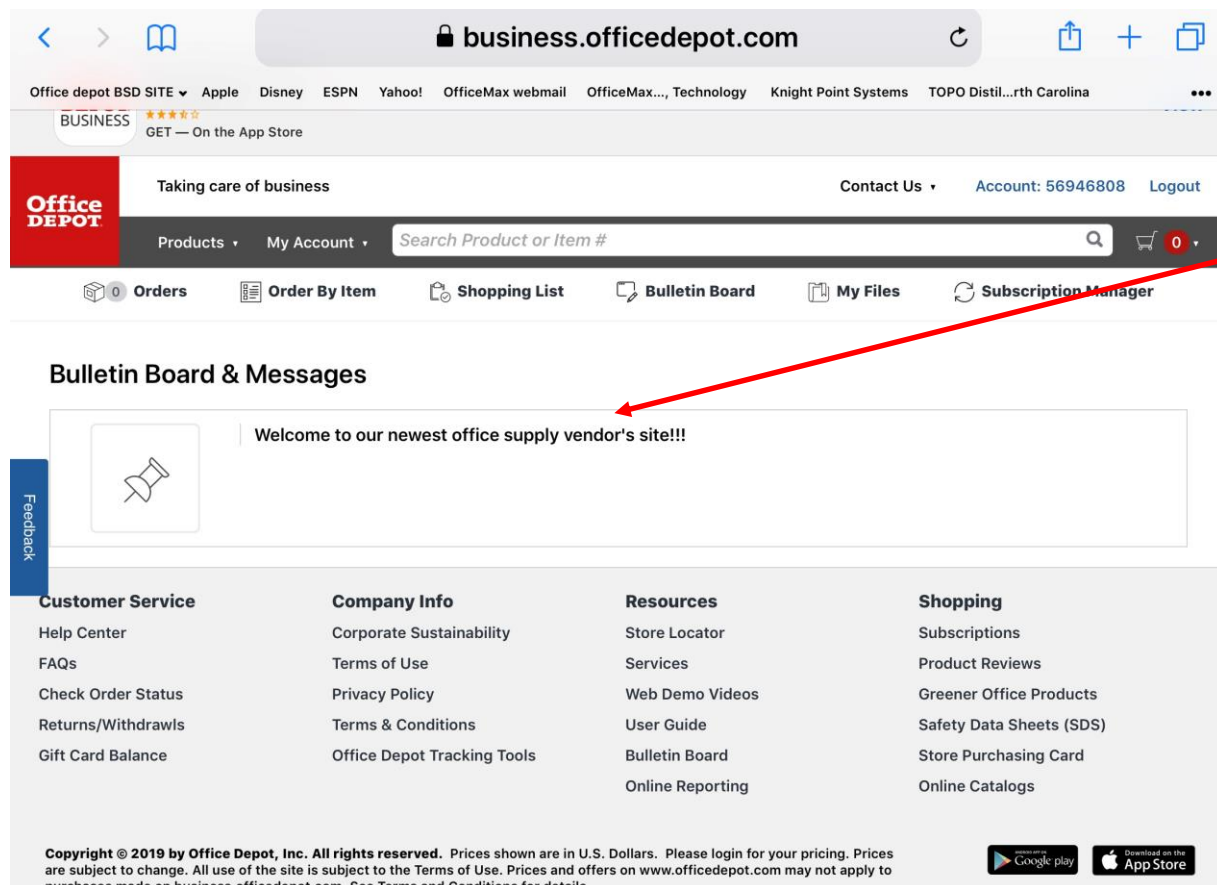
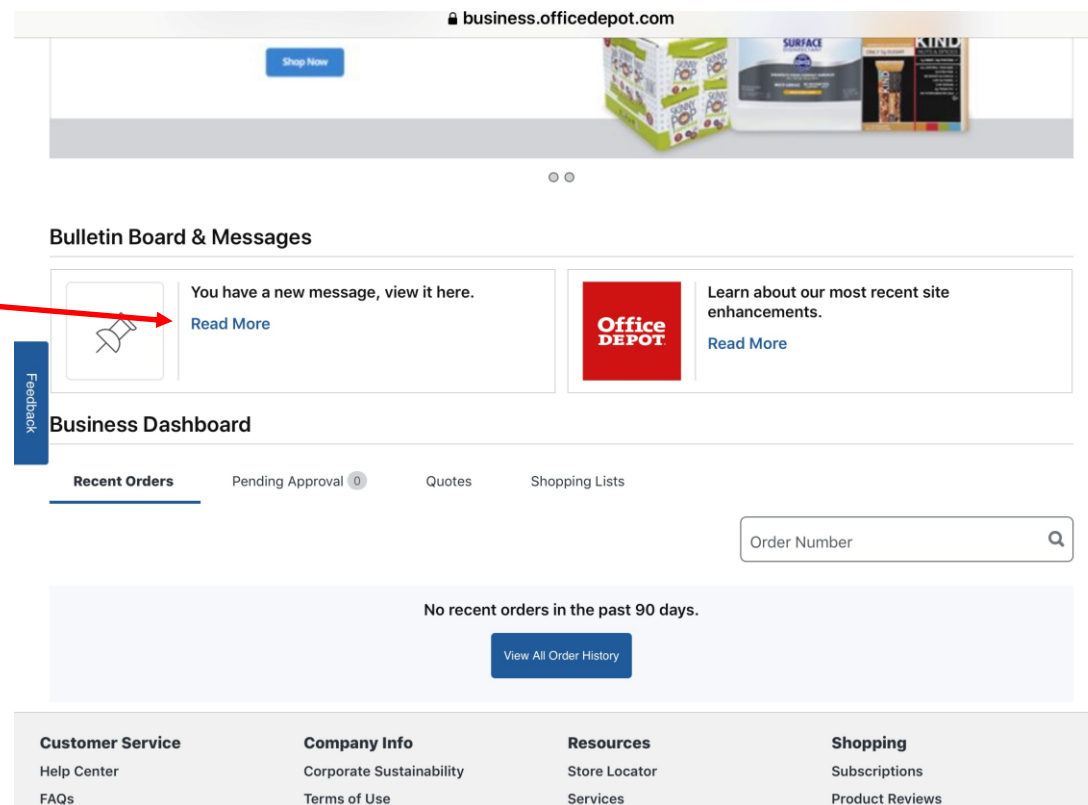
(*) Marked items are required.

* Please enter the article number in this box and the amount of the item you want to return. If you wish, you can specify more information!

Further information / data on return

SUBMIT

Click on the bulletin board link on the homepage to access pertinent information and announcements from your account administrators



The bulletin board is a convenient way to inform users of key developments regarding your account. Be sure to check it periodically.

By **clicking on the FAQs section on the homepage** you will be able access additional information regarding the website. There is also a separate FAQs document that is formulated specifically for VAPHS.

business.officedepot.com

0 Orders

Order By Item

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Bulletin Board

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Home / Frequently Asked Questions

My Account

What can be found in My Account?
[+ View More](#)

What do I do if I forget my login or password?
[+ View More](#)

Why do I have to change my password?
[+ View More](#)

How do I obtain my login information?
[+ View More](#)

I should have access to several addresses for shipping. How do I change the default choice?
[+ View More](#)

How can I update my new address and/or delete the old address?
[+ View More](#)

Why am I seeing only certain Contacts, Desktops, Cost Centers, POs, or Releases? How do I add them?
[+ View More](#)

When I log in, why do I get the error "page cannot be displayed"?
[+ View More](#)

Super Users

What is a Super User?
[+ View More](#)

What can a Super User do?
[+ View More](#)

How do I set up new users on the BSD site?
[+ View More](#)

How do I modify a user profile?
[+ View More](#)

Can I reset a password for a regular user?
[+ View More](#)

Is there a guide just for Super Users?
[+ View More](#)

Can I delete a user profile?
[+ View More](#)

What is a workflow and can I set them up for regular users?
[+ View More](#)

How do I manage Desktops, PO numbers, Releases & Cost Centers for my company?
[+ View More](#)

Feedback