

VAPHS Office Supply Ordering Guide



How to use the ODP Business Solutions Federal Purchasing Program designed for VAPHS

Enter the New Website URL to your browser: www.odpbusiness.com

Once at the page below Select “Log In”.



At the login page, enter your Login Credentials provided to you.



Welcome to ODP Business Solutions.
Please Log In To Your Account

1.) Enter Your
Login Name and
Password here

2.) Remember:
Passwords
are case sensitive

3.) Select "Log
In"

A screenshot of the login form with red arrows pointing to specific elements. The form is titled 'Registered Customers' and contains a 'Login Name' field with the text 'VAJOHNTEST', a 'Password' field with masked characters and a 'Show' link, a blue 'Log In' button, and a checkbox labeled 'Keep me logged in'. Below the checkbox is a link that says 'Forgot your login name/password? Login FAQ's'.

Registered Customers

Login Name
VAJOHNTEST

Password
..... Show

Log In

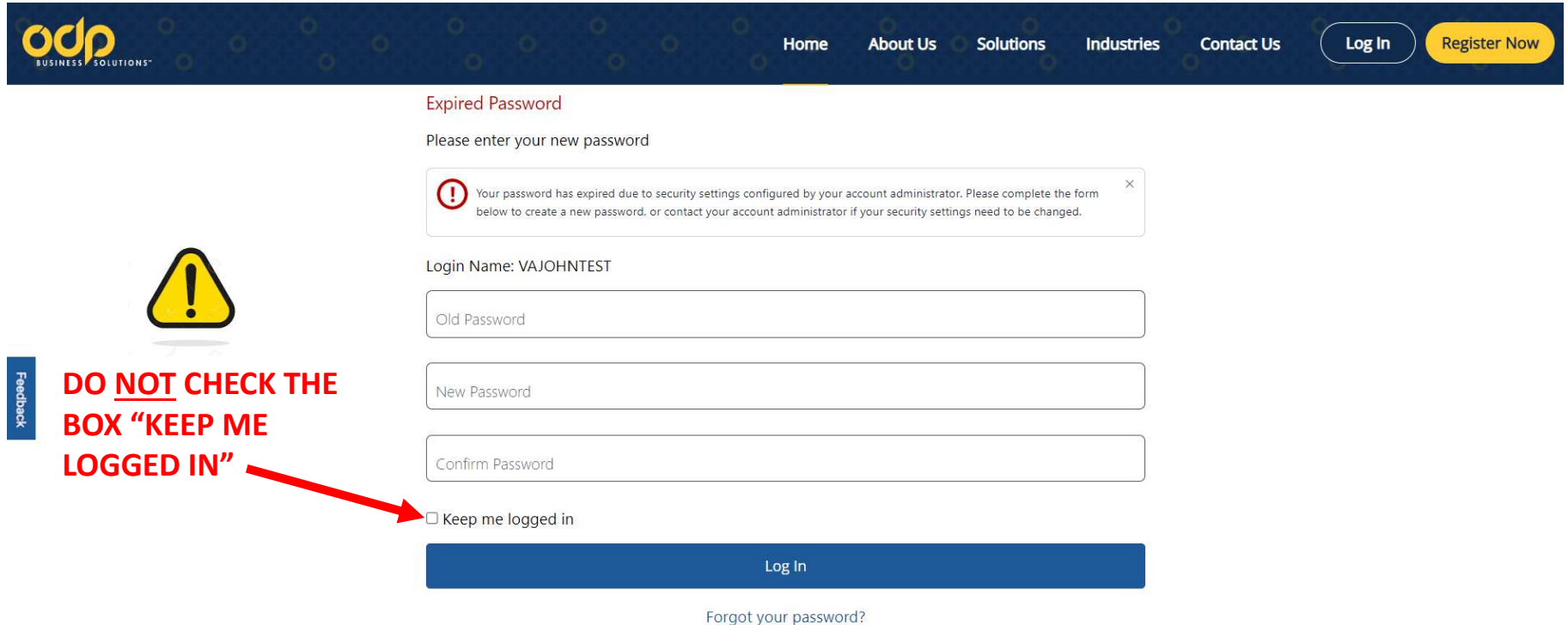
☐ Keep me logged in

[Forgot your login name/password? Login FAQ's](#)



**DO NOT CHECK THE BOX
"KEEP ME LOGGED IN"**

Upon logging in for the first time you will be prompted to change your password. The initial/temporary password you received is the “Old Password”. Input it below and then change your password for security purposes. **Passwords must be between 8-30 characters long and have at least one capital letter, one lower case letter, one number combination.**



The screenshot shows the ODP Business Solutions login page. At the top is a dark blue navigation bar with the ODP logo and links for Home, About Us, Solutions, Industries, Contact Us, Log In, and Register Now. Below the navigation bar, a message states "Expired Password" and asks the user to enter a new password. A yellow warning icon with an exclamation mark is positioned to the left of the form. The form includes a message box stating: "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." Below this message, the login name "VAJOHNTTEST" is displayed. The form contains three input fields: "Old Password", "New Password", and "Confirm Password". At the bottom of the form, there is a checkbox labeled "Keep me logged in" and a blue "Log In" button. A red arrow points from the text "DO NOT CHECK THE BOX 'KEEP ME LOGGED IN'" to the checkbox. Below the "Log In" button is a link for "Forgot your password?".

Feedback

DO NOT CHECK THE BOX "KEEP ME LOGGED IN"

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.

Login Name: VAJOHNTTEST

Old Password

New Password

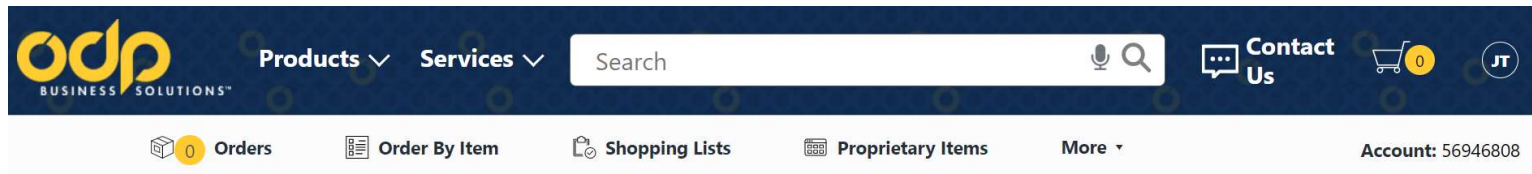
Confirm Password

☐ Keep me logged in

Log In

[Forgot your password?](#)

***** IMPORTANT – The First Screen you will see is your Bulletin Board – MUST READ!!!! *****



Bulletin Board & Messages

Feedback

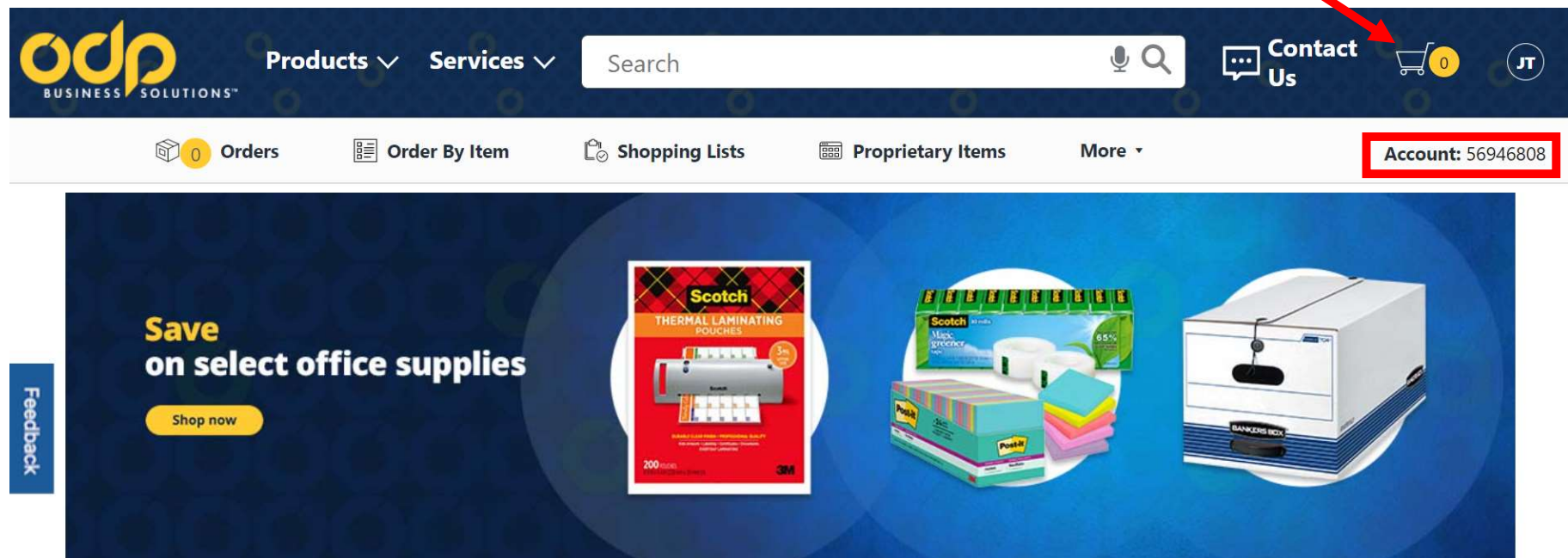


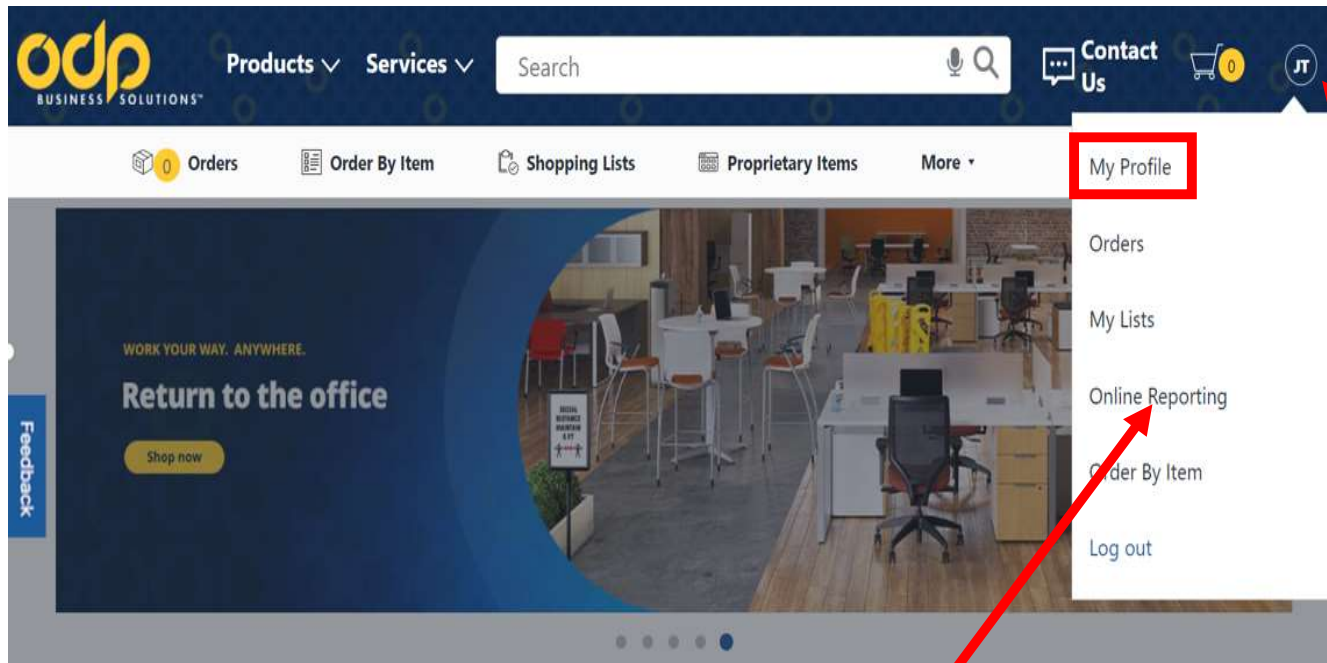
NEVER CONTACT ODP Business Solutions DIRECTLY...You should contact me with any and all order inquiries...THIS INCLUDES RETURNS, SHORT SHIPMENTS, DAMAGED GOODS, ETC...THESE ARE ALL CONSIDERED UNAUTHORIZED COMMITMENTS AND ARE REPRIMANDABLE. Only I can authorize any activity on my purchase card.

NOTE THAT ANYTHING ON BACKORDER MORE THAN A WEEK WILL HAVE TO BE CANCELLED FROM YOUR ORDER...

PLEASE CONTACT ME VIA EMAIL...THOMAS.CHERRY@VA.GOV...WITH ANY QUESTIONS AT ALL...THANKS.

After reading the Bulletin Board updates, notice the account number in the upper right-hand corner of your screen along with the Shopping Cart with the yellow circle showing the number of items in your cart.





After logging in successfully you can view your profile, by hovering your cursor over your initials in the circle at the top right of the page. Here you can also check your orders placed and view your shopping lists and Log out.

Note: You do not have access to online reporting.

You can also access your User Profile by using the menu on the left by selecting “My Profile Overview” when shown. You will want to ensure that your Contact Information and Shipping Address is correct on this screen and if your Building #/Room# information requires updates. If changes are required notify your administrator – Thomas Cherry. Also, you can change your password by selecting Edit Login Info & Password.

The screenshot displays the ODP Business Solutions user interface. At the top, a dark blue header contains the ODP logo, a 'Products' dropdown, a search bar, and icons for 'Contact Us', a shopping cart with '0' items, and a user profile icon 'JT'. Below the header, a navigation bar shows 'Orders', 'Order By Item', 'Shopping Lists', and 'Subscriptions', with the account number '56946808' on the right. The main content area is titled 'Home / My Account / My Profile Overview'. On the left, a 'My Profile' sidebar menu lists options: 'My Profile Overview', 'Select Contacts', 'Select COMMENT', 'Select PO#', 'Select BLDG/RM', 'Select CAMPUS', and 'My Proxy Approver'. The 'My Profile Overview' item is highlighted with a red box. The main content area shows a welcome message for 'JOHN TEST!' and a prompt to verify account information. It features three main sections: 'Your User Settings' (Manage your contact information, subscriptions and logins), 'User Info' (JOHN TEST, (888)777-4044, VAJOHN.TEST@VA.GOV) with an 'EDIT' button, and 'Subscriptions & Settings' (Edit User Info & Communication Preferences, Edit Login Info & Password). Below these are sections for 'Accounting Fields/Shipto', 'Permissions', 'Custom Catalogs', 'Associations', 'Workflows/Approvals', and 'View' links. A red arrow points from the 'My Profile Overview' menu item to the 'Edit User Info & Communication Preferences' link. Another red arrow points from the top text to the 'My Profile Overview' menu item. A third red arrow points from the top text to the 'Subscriptions & Settings' section. A blue 'Feedback' button is visible on the left side of the page.

Home / My Shopping Lists

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	Updated
For a better shopping experience please select your default shopping list.					

Shopping Lists

Click on the shopping list link to begin your order.

Notice various shopping lists available.

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

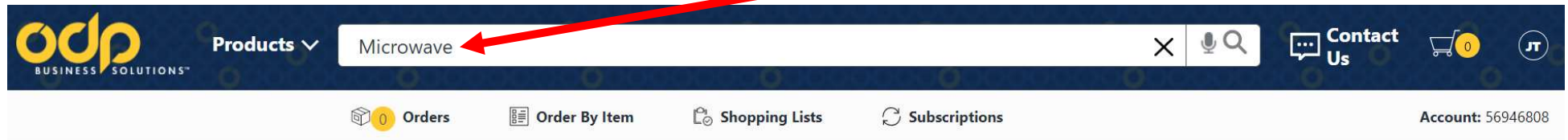


THE SHOPPING LISTS FOR PAPER AND TECH ACCESSORIES MUST BE ACCESSED SEPARATELY FROM OFFICE SUPPLIES.

☒ All
☐ Personal
☐ Company Wide

Select Default	Name ↕	Comments ↕	Type ↕	Reminders ↕	Updated ↕
	Copy and Print paper	VA Pittsburgh	Company Wide	None	2022-02-22
	Reproduction Items	VA Reproduction Items list	Company Wide	None	2022-04-21
	Save For Later	Save For Later List	Save for Later	None	2019-02-09
	Tech Accessories	VA Pittsburgh small technology items	Company Wide	None	2021-03-31
	VA OFFICE SUPPLIES	LIST OF OFFICE SUPPLIES FOR PITTSBURGH VAMC	Company Wide	None	2022-03-07
Save Default					Result 1 - 5 of 5

Note: If you try to search or order an item that is not part of your authorized Shopping List you will not be able to access the item.



EITHER The search field was left blank OR The item(s) you are searching for is not included in this custom catalog



Sorry, no results found for your request

Try another search term or browse categories



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

Feedback

☐



\$7.09 / each

★★★★★ 7 Reviews

Just Basics® Economy Nonview 3-Ring Binder, 2" Round Rings, 64% Recycled, Blue

Item Number 472024 Entered Item # 472024

Manufacturer # OD03369EA

▶ Not on GSA Contract

 Eco-conscious

 Recycled content

Add to CartRemove

Update

Category BindersGroup

☐



\$24.49 / each

★★★★★ 1 Review

Cardinal® EasyOpen™ SuperLife™ Slant 3-Ring Binder, 3" D-Rings, Black

Item Number 777349 Entered Item # 777349

Manufacturer # CRD14032

▶ Not on GSA Contract

Add to CartRemove

Update

Category BindersGroup

To organize your items, check boxes in the right column then choose one of these actions: [Remove](#) | [Move](#) | [Copy](#) | [Share Items](#)

Result 1 - 25 of 182 **1** 2 3 4 5 6 7 8 [Next ▶](#) | [Last](#) [Show All](#)

Page 1 Subtotal: **\$329.04**

Total **\$3,241.12**

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

The Office Supply List has multiple pages of items. To view all items on a single page, click the “Show All” hyper text which is located at the very bottom of the page.

Home / My Lists / **Edit My List**

VA OFFICE SUPPLIES

Items In Your List

☐ Select all

Add by Item #

10

Update

Add to List

Email List

Settings

☐

\$6.46 / 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

FSSSI

Diverse Supplier

10

Update

Added

Remove

Category Art Markers Group

☐

\$6.73 / 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

FSSSI

Diverse Supplier

Eco-conscious

1

Update

Add to Cart

Remove

Category Ballpoint Pens Group

☐

\$10.31 / dozen

★★★★★ 0 Reviews

SKILCRAFT® Retractable Ballpoint Pens, Bold Point, 1.4mm, Blue Barrel, Blue Ink, Pack Of 12

Item Number 888782 Entered Item # 307944

Manufacturer # NSN6451147

GSA Schedule

FSSSI

Diverse Supplier

Eco-conscious

1

Update

Add to Cart

Remove

Category Ballpoint Pens Group

☐

\$49.69 / box

★★★★★ 0 Reviews

Business Source Small Coin Kraft Envelopes - Coin - #3 - 2 1/2" Width x 4 1/4" Length - 20 lb - Gummed - Kraft - 500 / Box - Brown Kraft

Item Number 7727982 Entered Item # 7727982

Manufacturer # 85N04441

Not on GSA Contract

1

Update

Added

Remove

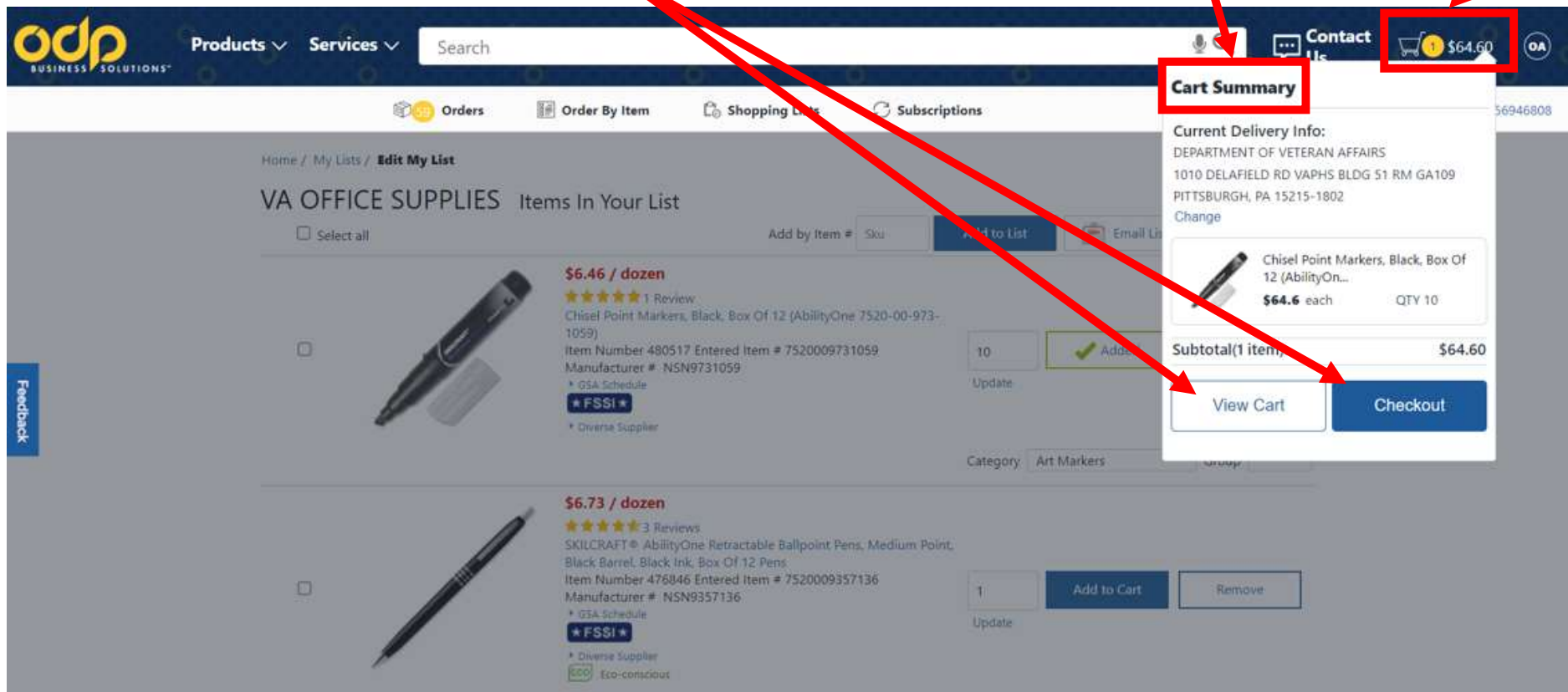
Category Banking & Money Handlr Group

After clicking on a Shopping 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 click on the Description to learn more about the item specifications.

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. It will turn green with a check mark "Added" and the items can be accessed by clicking on the Shopping Cart icon at the top right corner of the page which is highlighted in a red box above.

Once you have added items to your cart you can click on the Cart Icon to View Cart. Also, notice the number of items you've added in the yellow circle and there will be a dollar amount listed next to it. Another feature is that you can hover your cursor over the Shopping Cart icon and a Cart Summary will provide you with an option to View Cart or go straight to Checkout.

Shopping
Cart Icon



In your Shopping Cart, you can review the items that you are looking to order, change the quantities, or continue shopping. Once you are ready to place your order you will select the “Checkout” tab in blue.



Products ▾ Services ▾

Search



 Contact Us

 1 \$64.60



Orders Order By Item Shopping Lists Subscriptions Account: 56946808

Shopping Cart

Continue Shopping



	Shipping	Qty.	Price
 Feedback Chisel Point Markers, Black, Box Of 12 (AbilityOne 7520-00-973-1059) Item # 480517 Entered Item # 480517 - GSA Schedule ★ FSSI ★ - Diverse Supplier	Delivery In-store pickup not available. Estimated delivery 1-3 business days	10 Save For Later Remove Comments Save	\$64.60 \$6.46 dozen

Update Empty Add to List Share Cart

Order Summary

Subtotal	\$64.60
Estimated Tax	\$0.00
Estimated Delivery	FREE
Total (1 Item)	\$64.60

Checkout

Need Stamps?



USPS® Four Flags FOREVER® Postage Stamps, Booklet Of 20

14

Checkout

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
 BDG51/1A159D

* CAMPUS
 HEINZ CAMPUS

* PHONE#
 412.822.5000

* Contact
 VAJOHN TEST

Contact Phone Ext
 (412) 822-1500

Comment:
 Not used by our delivery carriers.

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.

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.

Very Important!



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 03/16/2019
Delivery order 2 # 288276198-001 Estimated delivery 03/16/2019

Account information

PO#

PO# field is required

BLDG/RM

BDG51/1A1500

CAMPUS

HEINZ CAMPUS

PHONE#

412.822.5000

Contact

VAJOHN TEST

Contact Phone

(412) 822-1500

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: Business Name View only your Ship To List

☐ Beginning With

☒ Containing

ID	Name	Address	City	State	Zip Code	Current	Default
PA1628	DEPARTMENT OF VETERAN AFFAIRS	1010 DELAFIELD RD VAPHS BLDG 51 RM 6A109	PITTSBURGH	PA	15215-1802	SELECT	DEFAULT
UNIVERSITY DRIVE	VA PITTSBURGH HEALTH SYSTEM	1 UNIVERSITY AVE VA MEDICAL CENTER	PITTSBURGH	PA	15260-1003	SELECT	DEFAULT
H J HEINZ CAMPUS	VA PITTSBURGH HEALTH SYSTEM	1010 DELAFIELD RD HEINZ CAMPUS	PITTSBURGH	PA	15215-1802	SELECT	DEFAULT

Payment information

☒ Payment Pending

☐ Office Depot Credit Card

☐ Credit Card

You are required to select the Payment Pending option for payment which will allow your order to facilitate to your approver for review.

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

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:

 05/17/2022

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](#)

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.

Delivery order : # 245549647-001

Estimated delivery 05/17/2022

	Price	Qty.	Total	Remove Item
 Chisel Point Markers, Black, Box Of 12 (AbilityOne 7520-00-973-1059) Item # NSN9731059 Entered Item # 480517 ★ GSA Schedule ★ FSSI ★ Diverse Supplier	\$6.46 / dozen	10	\$64.60	☐

Delivery order : # 245549647-001

Estimated delivery 05/17/2022

	Price	Qty.	Total	Remove Item
 Chisel Point Markers, Black, Box Of 12 (AbilityOne 7520-00-973-1059) Item # NSN9731059 Entered Item # 480517 GSA Schedule ★ FSSI ★ Diverse Supplier	\$6.46 / dozen	10	\$64.60	☐

After you ensure that your Contact Name, Address information, Account Information and Payment Pending is all populated correctly, you can now proceed to place your order. Simply page down to the bottom of the page and then select the Place Order button in the lower right of the screen.

Subtotal	\$64.60
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$0.00
Total	\$64.60

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](#)

[Save Order](#)

[Place Order](#)

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.

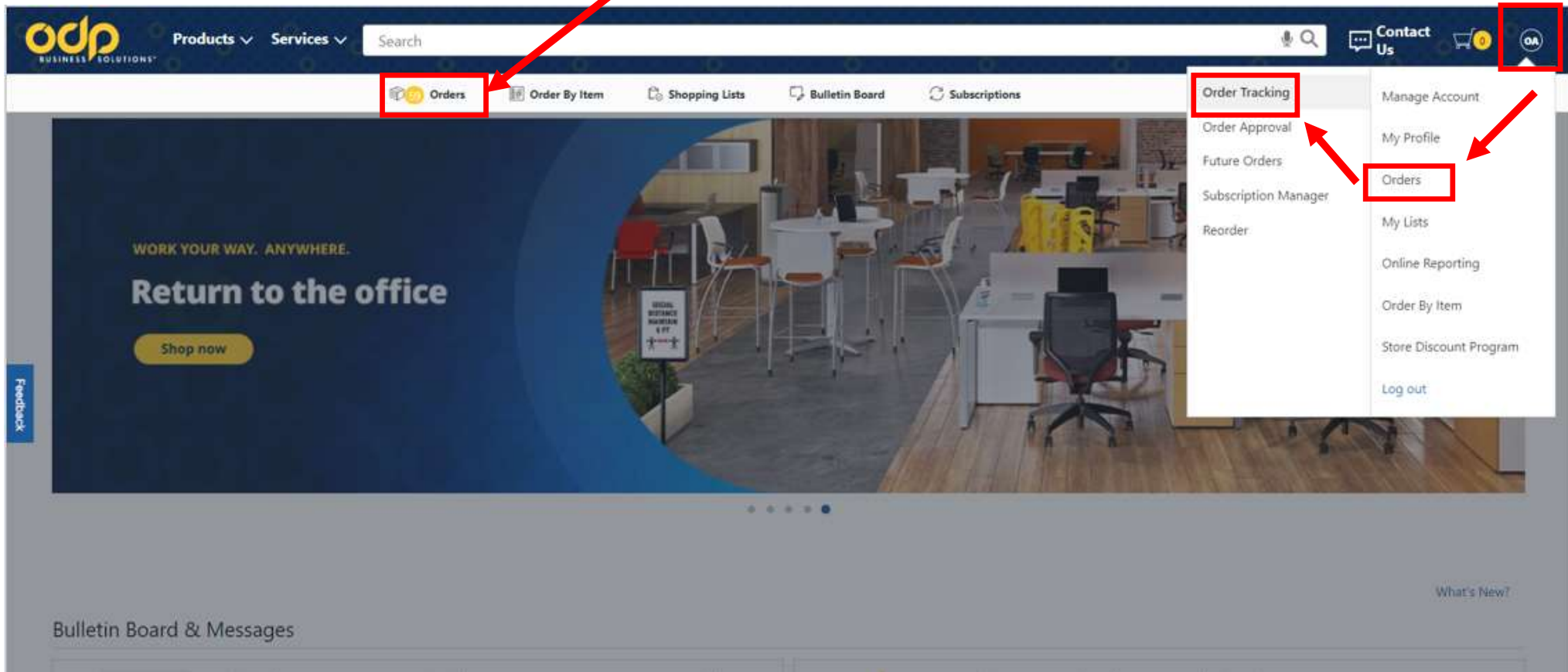
Order Information

Account #: 56946808	ROOM#: GA109
Your Order Number is: 273849434	DEPT: ACQSTNS-HZ
Company Name: VETERANS ADMIN PITTSBURGH	BLDG #: BLDG 51
	PHONE#: 412.822.8000
Contact: Contact: VAJOHN TEST	
	Contact Phone: (412)822-1500

After you click on the “Place Order” 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. Simply hover your cursor over your initials in the circle in the upper right-hand corner of the page. Go to Orders and then Order Tracking and select. You can also simply click on the Orders tab here.



IMPORTANT: All returns will be handled 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 address any issues, process a return and remove the item promptly if required.



Products ▾ Services ▾

Search



Contact Us



0



OrdersOrder By ItemShopping ListsBulletin BoardSubscriptionsAccount: 56946808

Shipping & Returns

Most Popular Published Answers

How do I return or exchange an item?

Returns & exchanges for delivery and online orders can be processed online via Order Tracking. Items purchased at an Office Depot Store must be returned to a store, they cannot be...

Delivery Options

Delivery Options

How do I cancel my order or return?

Note | ODP Business begins processing orders very quickly after they are placed to allow us to ship items to you sooner and shorten delivery times. This means that often within a...

Wrong item received on order

You may create a return request online by following these steps: • Open Orders page to view orders. • Click on the desired Order Number to place a return. • Click on 'Return Order' from the Order...

Carrier Instructions

Customer service can submit instructions to the carrier if your business is closed on a certain day, if the order needs to be delivered to a certain area or if you need to be called prior to...

Bulletin Board & Messages

Access the Bulletin Board here. Please note that there are also Important Reminders at the bottom of the page and Training Guides.

Important Reminders !

- REMEMBER-1 OFFICE SUPPLY ORDER PER WEEK MAXIMUM...NOTHING NEW HERE!
- MUST ENTER EE#'S WITH ALL VA TECH ITEM ORDERS IN COMMENTS SECTION (4 ITEMS=4EE#'S)
COMPUTER EE# FOR MOUSE PADS AS AN EXAMPLE (SEE ORDERING GUIDE)
- MUST ENTER PRINTER EE# WITH ALL PAPER ORDERS IN COMMENTS SECTION...3 CASES MAXIMUM PER ORDER
- TELEPHONE HEADSET REQUESTS REQUIRE: NAME, PHONE EXTENSION, & ROOM NUMBER IN COMMENTS SECTION
- ORDERS ARE ONLY CANCELLED IF ITEM IS OUT OF STOCK OR NO EE# WAS ENTERED IN COMMENTS FOR PAPER OR VA TECH ORDERS...
- EVERYONE SHOULD BE USING THE BALL POINT GOVERNMENT PENS...ONE BOX OF GEL PENS (STOCK PERMITTING) CAN BE REQUESTED BUT ARE NOT FOR OUR USE...THE ARE APPROVED FOR WRITING ON BLUE PRINTS ONLY.
- CUSTOM STAMP ORDERS SHOULD BE SEPARATE FROM OTHER ORDERS.

For VAPS Frequently Asked Questions: [Click here](#)

For the revised VAPHS Custom stamp Ordering Guide: [Click here](#)

For the revised VAPHS TRAINING GUIDE (3-14-19): [Click Here](#)

Click here to access the Custom Stamp Ordering Guide and this VAPHS Training Guide!

A background image showing four business professionals (three men and one woman) sitting around a table in a modern office setting, engaged in a meeting. The image is slightly blurred and has a dark overlay.

Elevate the success of your business
with ODP Business Solutions™



Custom Stamp Ordering Guide
Prepared for VAPHS

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Our Difference

Helping you write the next chapter in your success story.



Thank You for your business partnership!