

Ordering Best Practices

The Office Depot Web-site Bulletin Board provides the contact information for Office Depot Account Manager, Customer Service and Workday. Document links are provided for Workday, Best Practices, Guide for Returns and the LSU Affinity Program flyer.

LSU has a contract with Office Depot, save on purchases by searching for products with the “Best Value” icon and Office Depot Private Brand products. Hot List items are listed on the Shopping List, to view click the “Shopping List” icon located below the search bar.

 **BEST VALUE** The Best Value icon identifies products on the LSU Core Hot List.

Office Depot® Brand – National Brand quality products at a great value.
Office Depot Private Brands: TUL, Highmark, WorkPro, Ativa, Realspace, Brenton Studio, FORAY

 **Shopping List** Click the Shopping List icon to view Hot List items by category. For ease in ordering, you can create a custom shopping list for frequently ordered products.

Sustainable Purchasing-

Office Depot can assist in meeting Campus sustainability goals. Shop 14,000+ products with eco-attributes, including multiple options per category. View products with “Green” attributes on the site, scroll to bottom of the Home Page and click “Green Office Products”.

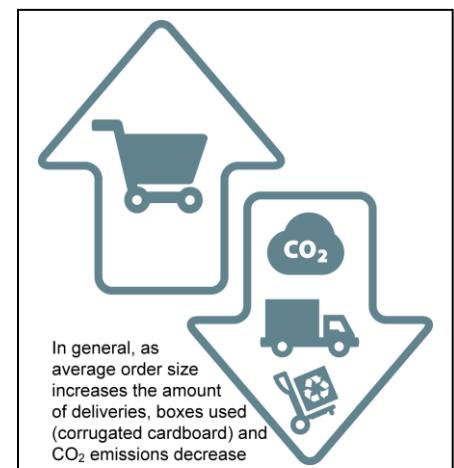
Search for items with green attributes noted by green icons:

 **Eco-conscious** - Indicates item with one or more meaningful eco-attribute or eco-label, details of which are provided in the item description or detail.

 **Recycled Content** – Indicates the item contains post-consumer and/or post-industrial recycled materials.

GreenerOffice™ Ordering & Delivery Service

- **Consolidate Orders** – You can help reduce packaging waste by consolidating orders and placing larger orders each week, month or quarter based on your department needs.
- Consolidating orders means fewer deliveries, fewer stops and fewer miles to drive, all actions that help to lower our shared carbon footprint.
- With our greener delivery service, you will receive many supplies in a paper bag with a convenient handle instead of cardboard box.
- Bags contain 40% post-consumer recycled content and are easily reusable and recyclable.



Diversity Purchasing –

Office Depot is proud to have been recognized extensively as a corporate leader in supplier diversity. We offer 2,000+ products sourced from Diverse Suppliers.

Diverse Supplier - Icon Indicates item was sourced from a third-party certified diverse-owned or small business enterprise, which include businesses owned by Women, Minorities, Veterans, persons with Disabilities, LGBTs and/or small business as defined by the Small Business Administration.

Restricted Items –

Contact Sonya Prendergast for assistance with restricted items. The item may be approved for purchase using your LaCarte Card.

▶  **Restricted Item** Icon indicates item that LSU chose to be restricted from purchase.

LaCarte Card Purchases:

Contact Sonya Prendergast for assistance with LaCarte Card Purchases. I will assist with purchase to assure you receive LSU contract pricing and tax exemption. The order must be processed on the LSU account to receive contract pricing and tax exemption.

***DO NOT** email LaCarte card information.

For Expedited Delivery:

- Choose the correct delivery address for your order with Room #. The order will be delivered to the room/location listed on the shipping label.
- If your address changes contact Office Depot to update address, an address change in Workday does not automatically update on the Office Depot site.
- Update your contact phone number in Workday to assure that it processes on order. The phone number will allow the driver to contact you if there is a question on delivery.

Customer Service:

Phone: 800-521-3939

Email: ecsupport@officedepot.com

Office Depot Account Manager:

Sonya Prendergast

Email: sonya.prendergast@officedepot.com

Phone: 601-829-0509

LSU Workday

For questions related to Workday, please submit a ticket through ServiceNow at <http://www.lsu.edu/servicenow>. If you need immediate assistance, please contact the LSU Procurement Services at 225-578-2176 or purchase@lsu.edu.