ORDERING BEST PRACTICES

The ODP Business Solutions website Bulletin Board provides contact information for your ODP Business Solutions account manager, Customer Service and Workday. LSU has negotiated a contract with ODP Business Solutions. Save on purchases by searching for "Best Value" icons and ODP Business brand products. Hot List items are provided by clicking on "Shopping Lists" under the Search bar. Custom shopping lists can be created for your unique frequently ordered items.

Best Value Icon identifies Core Contract priced items

SUSTAINABLE PURCHASING

ODP Business Solutions can assist in meeting LSU Campus sustainability goals. Shop over 14,000 products with eco-attributes, including multiple options per category. View products with green attributes on the website by clicking the "Greener Office Products" link at the bottom of the "Products" link near the Search bar.

ECO Icon identifies items with one or more meaningful eco-attributes or eco-label, details of which are provided in the item descriptions or detail

Icon identifies items that contain post-consumer and/or post-industrial recycled materials

GreenerOffice™ Ordering and Delivery Service

- Consolidate Orders – Help reduce packaging waste by consolidating orders and placing larger orders each week, month or quarter based on your departmental needs
- Consolidating orders means fewer deliveries, stops and mileage, all actions that help to lower our shared carbon footprint
- Our GreenerOffice™ delivery service provides bag delivery with convenient handles instead of cardboard boxes, bags containing 40% post-consumer recycled content that are easily reusable and recyclable

Diversity Purchasing

ODP Business Solutions is proud to have been recognized as a corporate leader in supplier diversity. We offer over 2,000 products sourced from Diverse Suppliers.

Diverse Supplier Icon identifies product sourced from a third-party certified diverse-owned or small business enterprise, including businesses owned by Women, Minorities, Veterans, Persons with Disabilities and/or LGBTs and small businesses as defined by the Small Business Administration

RESTRICTED ITEMS

Restricted Item Icon identifies product that LSU has chosen to be restricted from purchase. Items may be approved for purchase using your LaCarte Card. Contact Richard Merten for assistance (richard.merten@odpbusiness.com)

LaCARTE CARD PURCHASES

Contact Richard Merten (richard.merten@odpbusiness.com) for assistance with LaCarte Card purchases. We will work to ensure LSU contract pricing and tax exemption is provided. Order must be processed on the LSU account for contract pricing. Please do not email your LaCarte Card information with your request for security purposes.

DELIVERY INFORMATION

- Choose the correct delivery address for your order, including Room # when possible. Orders are delivered to the room/location listed on the shipping label.
- Notes made on the order at time of placement are for your internal purposes only and are NOT transmitted to the driver.
- If your address changes, contact Richard Merten (richard.merten@odpbusiness.com) for updates to your profile. Address changes made within Workday are not updated automatically in the ODP Business Solutions website or to your profile.
- Update your contact phone information in Workday to assure that it processes on the order. Correct information will allow the transportation team to contact you if there is a question on your delivery.

VENDOR CONTACT INFORMATION

Strategic Support - Customer Service Team - assistance with order status, delivery issues, backorders, returns, product replacements and questions relating to product information.

1.800.279.1528 (toll free) | strategicsupport@odpbusiness.com | M-F 8am - 9:30pm CST

LSU Contract Representative

Richard Merten | richard.merten@odpbusiness.com | 832.477.6118

LSU Workday

For questions related to Workday, submit a ticket through ServiceNow at http://www.lsu.edu/servicenow. For immediate assistance, reach out to the LSU Procurement Services team at 225.578.2176 or purchase@lsu.edu.