



OFFICE DEPOT – QUICK REFERENCE GUIDE

<http://www.business.officedepot.com/>

- ***Always*** order online. ***Never*** go to a store front unless you have a one-time emergency. In the case of emergencies, please contact Contracts & Purchasing to retrieve a contract card to use in the store in order to receive contract prices.
- Once the username and password are emailed to you, you may begin shopping!
- When logging in for the first time, please change your password.

FAQs

1. How do I get setup with an Office Depot account?

Complete and return Contracts & Purchasing's Office Depot Account Request Form. The Form can be found on The Exchange (<http://internal.sanjac.edu/node/5902>) or requested from Contracts & Purchasing.

2. What do I do when an item is restricted?

At times, there may be items you try to purchase that show up as "restricted". Usually, these are computer related items or furniture where the College holds separate contracts for those purchases. Email Contracts & Purchasing with the item number, description and price. Depending on what the item is, it may or may not be unrestricted.

3. What do I do if I forget my password?

Click on the "Forgot password" link under the log in section of the website. A validation code will be sent once the username is verified.

4. What do I do if I get locked out of my account?

Email Contracts & Purchasing to unlock your account.

5. Why do I have to order through Office Depot?

Office Depot is part of a cooperative purchasing contract program. The College has negotiated terms with Office Depot that give the College discounted prices and rebates on all items purchased through their website.

6. Do I have to order toner through Office Depot?

It is encouraged that you order toner through Office Depot because the College receives an additional rebate on all toner purchased. Please notify Contracts & Purchasing if the toner you find on the Office Depot website is much more expensive than other competing stores, as we may be able to provide you with alternate sources for the toner. ITS recommends you purchase the same brand toner to match the make of the printer instead of off-brand products.

7. Can I use my P-card to place an order online?

Yes, you may use your P-card to place an order online. During checkout, enter "P-Card" in the box that states "PO Goes Here".

Provide (generate) an invoice for pcard purchases. An order acknowledgement and packing slips are no longer accepted as documentation.

8. When using a requisition, what information should be included in the document text for Office Depot orders?

- PSA Contract # 16-208 (found on Board Approval summary on [The Exchange](#))
 - Board Approved 8/2017 (or current date which is usually the August before each fiscal year).
 - Description of items for [xxxx] Department on [xxxx] Campus.
 - Send PO to [Requestor's Name]. PO is valid through 8/31/xxxx or until funds are depleted.
 - Amount not to exceed \$[requisition/PO amount].
- Authorized users: [List the names of those authorized to place orders using this PO.]

9. Do I have to recycle my empty toner and ink cartridges?

It is recommended that empty cartridges and toner be recycled. **Bring your cartridges to the following location** at each campus in order to participate and give back to the community and the College:

- South Campus Print & Mail Center (S11.104)
- Central Campus Print & Mail Center (C14.106)
- North Campus Print & Mail Center (N12.107)

Remember to put your empty cartridges back in their original box. If the original box is not available, wrap the cartridges in bubble wrap or newspaper to minimize damage while shipping. Note: All personal cell phones can also be donated, **except** SJC issued cell phones.

SJC Purchasing contact:

Patsy Laredo
Buyer
281-998-6106
patsy.laredo@sjcd.edu or contracts.purchasing@sjcd.edu

Backup if Patsy is not available:
Lauri Moser
Senior Administrative Assistant
281-998-6117
Lauri.moser@sjcd.edu or contracts.purchasing@sjcd.edu

Customer Service contact information:

Phone: 888-263-3423

Vendor contact:

Shari K. Woodward
Vertical Marketing Manager | Office Depot, Inc.
6225 West By Northwest Blvd | Houston, Texas 77040
Tel: 281.798.1565 | shari.woodward@officedepot.com

Resources:

- The Exchange <http://internal.sanjac.edu/>
The Exchange > College Resources > Forms/Documents > Purchasing Forms
- Contracts & Purchasing Services Website <http://sanjac.edu/purchasing>