



ConAm Management Property Internet Ordering Instructions

ACCOUNT # 39363918

LOGIN NAME Six Digit MRI Code Plus CA (example: VIL465CA)

PROPERTY PASSWORD Phone Number (example 8585551212)

Office DEPOT E-Commerce Support Desk 1-800-269-6888 Hours: 8 a.m.-8 p.m. EST, Monday– Friday

GETTING STARTED:

- The **ConAm Management Property** account number with Office DEPOT is **39363918**.
- Your account has been set up to order through the **Internet**. If the Internet is unavailable, contact Andy Daley or Scott Hemmerly to request your supplies.
- When searching for items not listed in the Office DEPOT catalog or Internet site, call Office DEPOT's National Customer Service Department at **888 777-4044**.
- **Be Green!** It is recommended you accumulate items you or your property may need to minimize the transaction and delivery expenses. Office DEPOT is providing additional discounts for larger orders. For orders totaling \$50-\$74 the discount is 0.75%, \$75-\$99 is 1.25%, \$100-\$124 is 1.75%, \$125+ is 2.25%.
- Refer to the Bulletin Board on the Internet for periodic updates.
- To request an Office Depot catalog, check the bulletin board for the correct item number to add to your shopping cart and a catalog will be delivered to you.
- If you have any questions about the **ConAm Management** office supplies program with Office DEPOT, please contact **Andy Daley (primary)** at adaley@conam.com or 858 614-7308 or **Scott Hemmerly (backup)** at shemmerly@conam.com or 858 614-7250.

RESTRICTED ITEMS:

- Restricted items are items other than standard office supplies including furniture, electronics, and office supplies with a restricted logo. These items will need to be approved by your Regional Office. Please check the Office Depot Internet (bulletin board) to see who your approver is.
- When you place an order for one of these restricted items, an approval request e-mail will be sent to the Regional Office by the Office DEPOT System. Your order will go on hold until your authorized approver has logged on to approve the purchase.
- Once the order has been approved, you will receive an e-mail notification.
- If you order an item on a regular basis that is restricted, please send the item# to Andy for review. We may be able to add it as unrestricted.

Note: If your authorized approver is unavailable to approve your request in an acceptable time frame (i.e. they're out of the office for a few days and you need your item ASAP), please email Andy Daley at the ConAm Corporate office at adaley@conam.com or Scott Hemmerly at shemmerly@conam.com if Andy is not available. Another option is to separate your Best Value items in a separate order so they will be delivered next day. If you combine restricted items with Best Value items your whole order will be held for approval. Please be conscious of taking advantage of the order size discount.

PLACING ORDERS:

- 1) Use browser to access the Internet
- 2) Type in <http://bsd.officedepot.com/>
- 3) Type in your Login-Name: MRI Code plus CA exp VIL465CA
- 4) Type in your Password: Phone Number (no spaces or dashes)
- 5) Click on: 
- 6) Select 
- 7) Select the item you wish to order change the quantity.
- 8) Select: 
- 9) Select  if you are not through or  you are done.
- 10) If you selected  then click on  or  to add more items.
- 11) If you selected  then validate and complete any required information.
- 12) Review your order and select  to complete the process.
- 13) When you see **Thank you for ordering with Office Depot Business Services Division** your order has been successfully completed.

Order Confirmation

Thank you.

Your order has been placed.

Your Order Number is: 143991469-001

TRACKING ORDERS:

To track an order, submit an on-line return, view the order detail and/or make changes to an order, click on '**Order Tracking**'.

THINGS TO REMEMBER:

- ◆ Real time inventory and 'your' contract pricing at your fingertips!
- ◆ **On-line Catalog** (15,000+ Items) to choose from as well as your Best Value Items shown on the web-site. They can also be listed in 'My Shopping Lists'.
- ◆ Place orders up to 5:00 PM to receive your order the next business day!
- ◆ **On-line Training** – Click on **Customer Services** on the red toolbar and go to the On-line training section to find your specific training need tutorial.
- ◆ **Find Printer Supplies** – Searches for ALL the right toner cartridges for your business machines. Just select the **manufacturer and model** number of the business machine.
- ◆ **On-line Returns** – Go into **Order Tracking** click on the blue underlined order number. Click on the '**Submit Return**' button to return items for credit only. Please note you may only do one on-line return per order. Please call customer service if you want to return an additional item from an order you had already submitted on on-line return.
- ◆ **Custom Printing/Office Depot Print Center**- Configure and order your custom/special order stamps, greeting cards, stationery, promotional items etc... on-line.
- ◆ **My Shopping Lists** - Create your own customized/personal **Shopping Lists** or shop from your Company created **Company Wide Shopping Lists** (if applicable).
- ◆ **Compare**- Compare items and all details side by side. Comparisons remain in **My Comparisons** under **My Profile**.