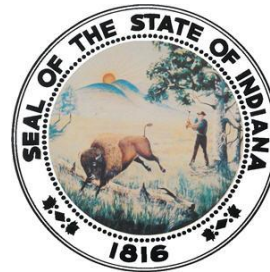


Contacts and Program Information

Office DEPOT® OfficeMax®

Office Supply Program Quick Guide for the
State of Indiana



CUSTOMER SERVICE

Office Depot's Customer Service Department is available to assist you with any questions you may have concerning product, pricing, ordering, delivery, or support services. Monday-Friday 8:00 A.M. to 8:00 P.M. call toll-free - 888.777.4044.

ADDITIONAL CONTACT INFORMATION

State of Indiana Office Depot Mailbox – stateofindiana@officedepot.com

This mailbox will be monitored from 8:00 A.M. to 5:00 P.M.

Account Manager - Dennis Delong

SPECIAL ORDERS

Please email the State of Indiana Office Depot Mailbox for products not found in our comprehensive online punch out catalog.

Special order products are often delivered directly from the manufacturer. Because of this, a minimum of 3 business days is required for special order delivery.

**Special order products may not be returned or exchanged unless damaged or defective upon arrival. This includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER.*

ITEM INQUIRY SITE (Use this information to inquire on items and pricing outside of Peoplesoft)

You can utilize the Office Depot Business website to review all State of Indiana program items and pricing. Simply open your web browser and go to [HTTPS://BUSINESS.OFFICEDEPOT.COM](https://business.officedepot.com). Enter **State of Indiana** as the login name and **Indiana1** (capital I with the number 1 at the end – no spaces) as the password, and you will be able to access the contract catalog. Please remember that item restrictions are not perfect, and not every unrestricted item is eligible to be purchased through the QPA. If you are unsure if an item falls under the office supplies category, please refer to the "Awarded Categories and Common Items on Other QPAs" PDF on the "supplemental QPA information" page on the IDOA website.

RETURN PROCESS AND POLICY

If you are dissatisfied with your purchase for any reason, you may return most items in their original packaging within 30 days of purchase for a replacement or full refund. You can place a return by calling Customer Service at 888.777.4044. Please be sure to have your **Office Depot order number, as provided by Office Depot on the order confirmation and/or packing list (this is not your Purchase Order number but the Office Depot order requisition number)**, and the information for the item you are returning ready to provide to the representative.

BACKORDERS

All catalog items are in-stock, diminishing the chance of backorders. In-stock backorders are automatically filled from automatic replenishment of inventory and a re-order is not necessary. Your packing slip will identify backordered items. The ordering system will notify you immediately of any possible low-stock condition. Customer service can update you on the status of a backorder at any time.

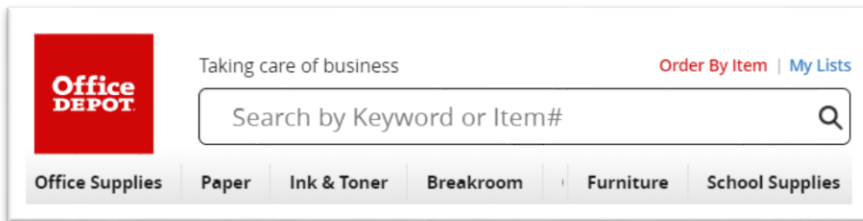
TRAINING VIDEO

[2018-06-05 12.20 Indiana Office Depot Training.wmv](#)

Thank you for shopping with Office Depot!

Site Navigation

Once you have accessed the Office Depot shopping site from your PeopleSoft application you may build your cart using several popular features.



From the landing/home page you may choose **Order By Item** or **My Lists** (my lists will take you to the State of Indiana preferred items lists)

Order By Item Number

The image shows the "Order By Item Number" form. It has a title "Enter Item Number(s) & Quantities" and instructions: "Enter the 6, 9 or 10-digit item number and quantity for each item." There is a link "Where do I find this?" and a checkbox "Show Images" which is checked. A note says: "Note: Please make your Show Images selection prior to entering products on this page." Below this is a table with two columns: "Item Number" and "Qty". There are three rows for input. At the bottom right is an "ADD TO CART" button. A link "Enter more items [-]" is also present.

Order by Item will open a page that allows you to enter multiple item numbers and quantities and add them to the cart.

Shopping Lists

The image shows the "Shopping Lists" page. It has a search bar with the placeholder "Name, Description" and a "SEARCH" button. There are radio buttons for "All", "Personal", and "Company Wide". Below this is a table with the following columns: "Select Default", "Name", "Comments", "Type", "Reminders", and "Updated".

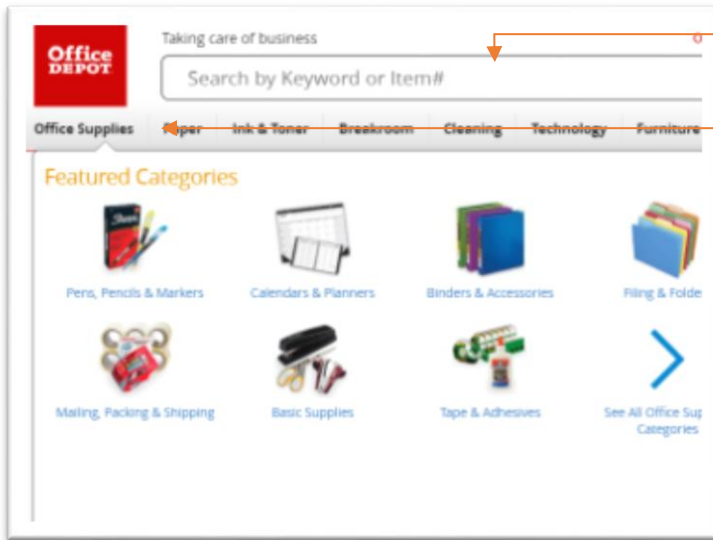
Select Default	Name	Comments	Type	Reminders	Updated
	BINDERS	Items	Company Wide	None	2018-05-10
	BOARDS	WHITE BOARD & BULLETIN BOARD	Company Wide	None	2018-01-23
	DESK ACCESSORIES	Items	Company Wide	None	2018-01-23

Shopping Lists will take you to categorized lists of the State of Indiana's market basket (best value) items.

The image shows the "Items In Your List" page. It has a title "BINDERS & ACCESSORIE" and a link "Edit My List". There is a "Select all" checkbox and an "Add by Item" button. Below this is a list of items. Each item has a product image, a star rating, a title, a description, an item number, a manufacturer, and a quantity. There are "Add to Cart" and "Remove" buttons for each item. The first item is "Avery® Permanent Self-Adhesive Reinforcement Labels, White, Pack of 200" with item number 113167 and manufacturer 5729. The second item is "Wilson Jones® Presto® Data Binder With Retractable Hooks, 11\"

Once you open the Shopping List page simply choose a category list to review the market basket (best value) items and add to your cart. Quantities may be changed by highlighting and updating the number.

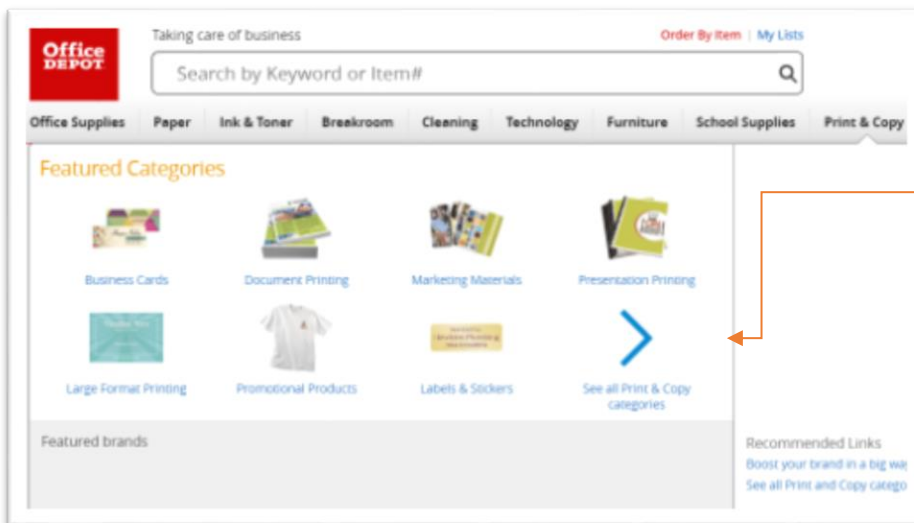
Site Navigation (continued)



Utilize the **SEARCH** feature and enter keywords to search the site.

To search by category, click **Office Supplies** in the upper toolbar for a window of Office Supplies categories.

Ordering Custom Items

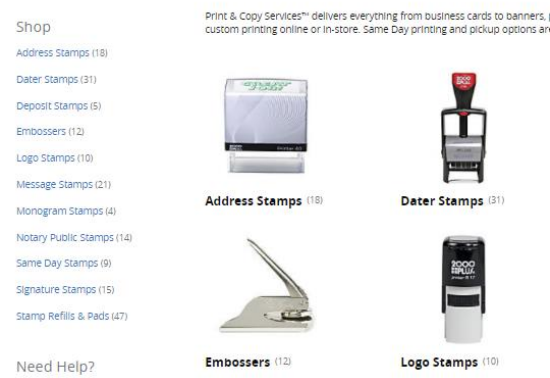


To find custom items, click **Print/Copy** in the upper toolbar for a window of categories.

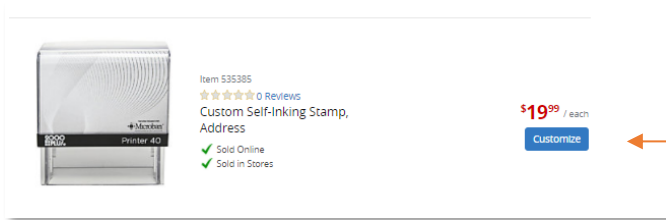
Customizable categories will then open. Choose see all Print & Copy and then choose name plates, stamps etc...

Once you choose the category a list and grouping of options will open for you to choose from.

Custom Stamps



Ordering Custom Items (cont.)



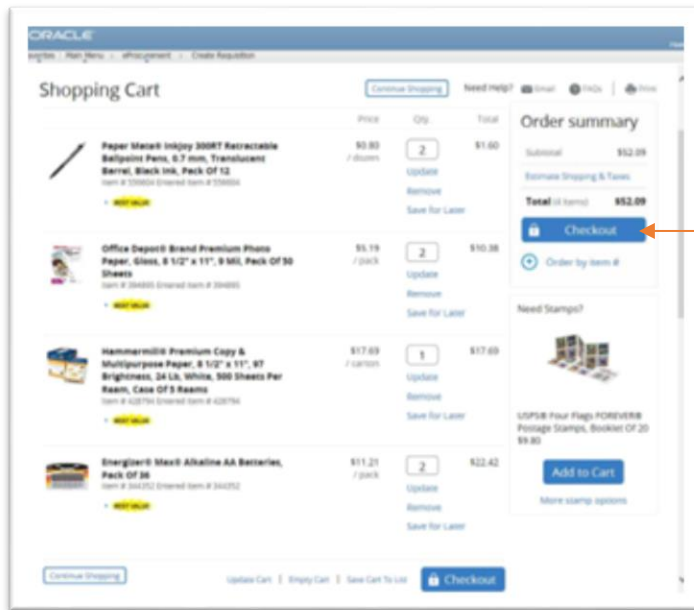
Choose the item you wish to order and click customize.



Follow the instructions to complete the customization and review the imprint data and then click Proceed to finalize the order.

Check Out

Once you have your cart filled and are ready for check out follow these steps.



Once you have completed the building of your cart review the items in the cart and click CHECKOUT. The items will then be pulled back into your requisition in Peoplesoft where you will complete your order request.

Additional Program Information

RESTRICTED ITEMS

If an item that you would like to order is marked as restricted, please make sure that it is not in a category that is covered by another QPA. A list of "Awarded Categories and Common Items on Other QPAs" is available on the [supplemental QPA information page](#) on the IDOA website. If, after reviewing this resource, you believe that your item should fall under the office supplies QPA, then email the IDOA contract manager, Dan Wanee, at dwanee@idoa.in.gov. Include the Office Depot item number and justification for purchasing this item.