



Instructions for Office Depot

Log on to <https://odpbusiness.com>. Do not register.
(email Emily Deska if you need a login and password)

**No administrative office supplies or furniture may be ordered from Office Depot.
Orders must be shipped; you can't pick your order up from the local store.**

In the Checkout screen:

User Information:	Check for errors.
Email Options:	Keep box checked to receive email confirmation of order
Account Information:	Enter "XX" in PO Number field. (PO Number will be entered by Purchasing)
Payment Information:	Be sure "Account Billing" radio button selected
Delivery Options:	Do not change the information

If you made changes within the cart, be sure to click , if not, Click 

If order was successfully submitted you will get a confirmation page.

Print This Page; you will need the ORDER NUMBER for your REQUISITION.

When entering a requisition:

You must list each item as a separate line. One requisition per order number. There is a 25-line limit per requisition.

Vendor:	23001405 (Office Depot)
Comment Line:	NIPA R190303
Commodity:	300-(XXX) ; choose code most appropriate for <u>instructional supplies</u> (see "Coding Guidelines for Technology & AV" sheet for technology items)
Account Code:	6399 for <u>instructional supplies</u> (see "Coding Guidelines for Technology & AV" sheet for technology items)
Description Lines:	Item # followed by description
Notes:	"Online Order #...." (if multiple, you will need one requisition per order #)
Ship To:	Warehouse – 727W

***Attach the quote to the requisition**

Reminders:

- Minimum amount for free shipping is \$50.00
- Shipping must be to the warehouse
- You can have a **maximum of 25 lines per order**

Contact Buyer Emily Deska in purchasing with questions.