

Office DEPOT® OfficeMax®

Office Supply Ordering

- A new purchase requisition for office supplies must be submitted each year and must indicate names of individuals authorized to place online orders.
- Blanket PO's are valid only through June 10 of each fiscal year. PO's expire after June 10th and orders/returns cannot be processed after that date.
- New users will receive an email from Office Depot with a new username & password. Existing users will have the same username and password the following year if they are again listed as an authorized user.
- The website address is Office Depot Business Solutions at <https://business.officedepot.com>
- Current year PO # must be entered on the online order in the Purchase Order and Release Fields.
- Each office supply PO contains an applicable ship to & cost center code (consignee code). Please ensure that you select the correct PO and corresponding ship to and cost center code for each order.
- There are various video demos available on the Office Depot Business Solutions website to assist users with browsing, order creation, shopping lists, etc. After logging in, visit:
<https://business.officedepot.com/customerservice/videodemos/index.do>
- The following items are *prohibited* from being ordered on a blanket PO: oral medications, liquid cleaners, food, beverages, foodservice equipment, computers, laptops, printers, furniture or equipment over \$250
- There is a minimum order amount of \$50
- The Office Depot online budget tool is provided to assist users in tracking spend. It is the responsibility of each Department to track activity against a blanket PO to ensure they do not overspend.
 - To check your PO balance on the Office Depot website after log logging in:
 - Select My Account (next to the search bar at the top)
 - Click on My Profile from the drop down menu
 - Your profile overview will be displayed
 - At the right of the line that says Accounting Fields/Shipto, click on VIEW
 - At the right of the line that says PO Number, click on VIEW
 - That will show your PO #, PO Budget, Amount Used, Available Balance
- Printing *cannot* be ordered using a blanket office supply PO. Printing services requests through the Office Depot Impress division are separate from office supply blanket po's and requestors need to submit a separate requisition.

QUESTIONS:

- For questions regarding login id, login profile, PO, or authorized users, contact the SMC Purchasing Dept office supply buyer, Sandy Franke at franke_sandra@smc.edu or 310-434-4509
- For questions regarding item exchange, return, backorders, contact Office Depot Business Solutions Customer Service via the website link or various contact methods on the Office Depot Business Solutions website.