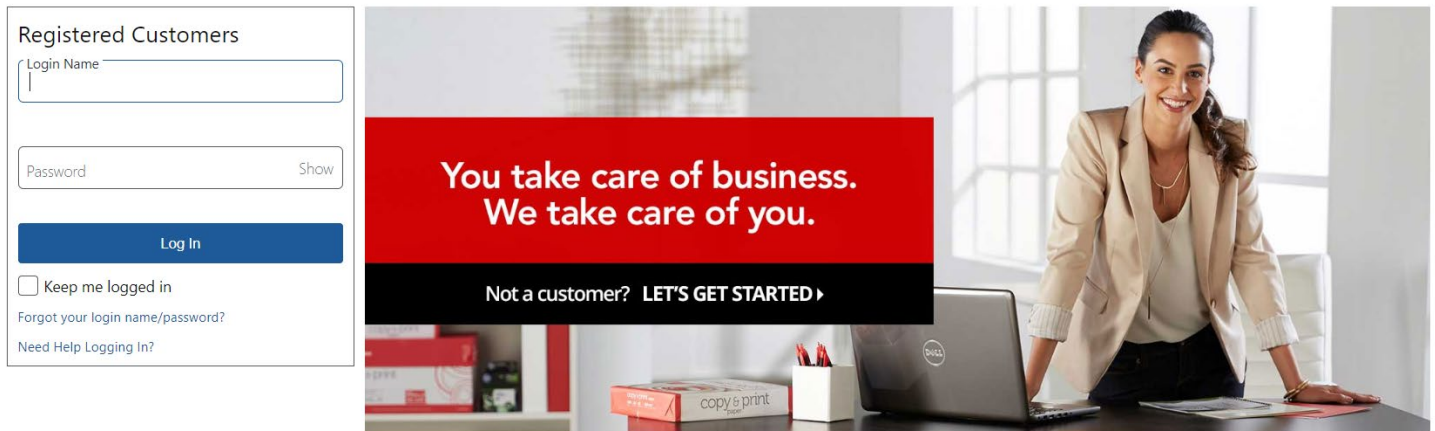


# ◇ Creating an Office Depot Order ◇

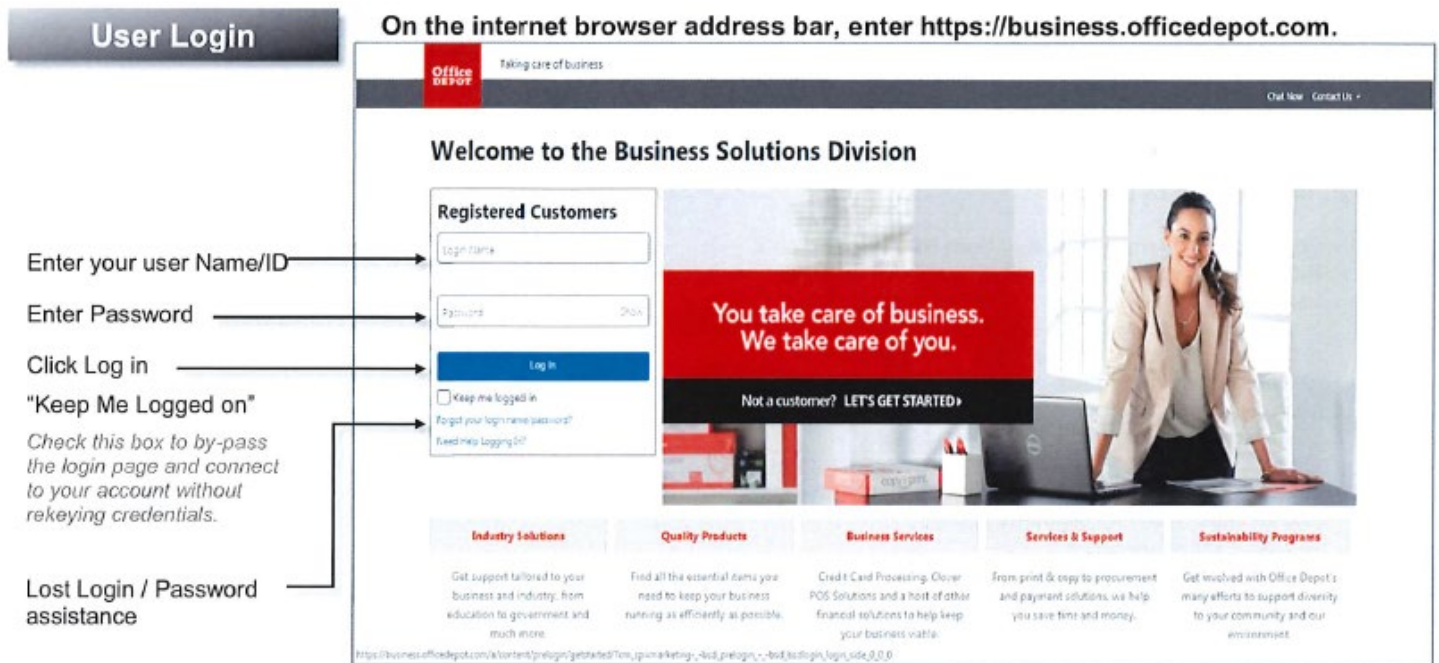
Office supplies should be purchased using the contract Las Positas College has with Office Depot whenever possible. In addition to the lower prices that Office Deposit provides in conjunction with our contract, Office Depot will also price match items found on Amazon and their main website. The Administrative Services office has established individual accounts for designated staff throughout the college. If an account needs to be set up for a new employee that needs an Office Depot account, please contact your department administrator to request.

## Step 1 | Access the Office Depot Business website – [www.business.officedepot.com](http://www.business.officedepot.com)

Welcome to the Business Solutions Division



## Step 2 | Log onto your Office Depot Account



**User Login**

On the internet browser address bar, enter <https://business.officedepot.com>.

Enter your user Name/ID

Enter Password

Click Log in

"Keep Me Logged on"  
Check this box to by-pass the login page and connect to your account without rekeying credentials.

Lost Login / Password assistance

Office Depot Taking care of business

Chat Now Contact Us

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password Show

Log In

Keep me logged in

[Forgot your login name/password? Need help logging in?](#)

You take care of business. We take care of you.

Not a customer? LET'S GET STARTED >

Industry Solutions Quality Products Business Services Services & Support Sustainability Programs

Get support tailored to your business and industry, from education to government and much more.

Find all the essential items you need to keep your business running as efficiently as possible.

Credit Card Processing, Clover, POS Solutions and a host of other financial solutions to help keep your business viable.

From print & copy to procurement and payment solutions, we help you save time and money.

Get involved with Office Depot's many efforts to support diversity to your community and our environment.

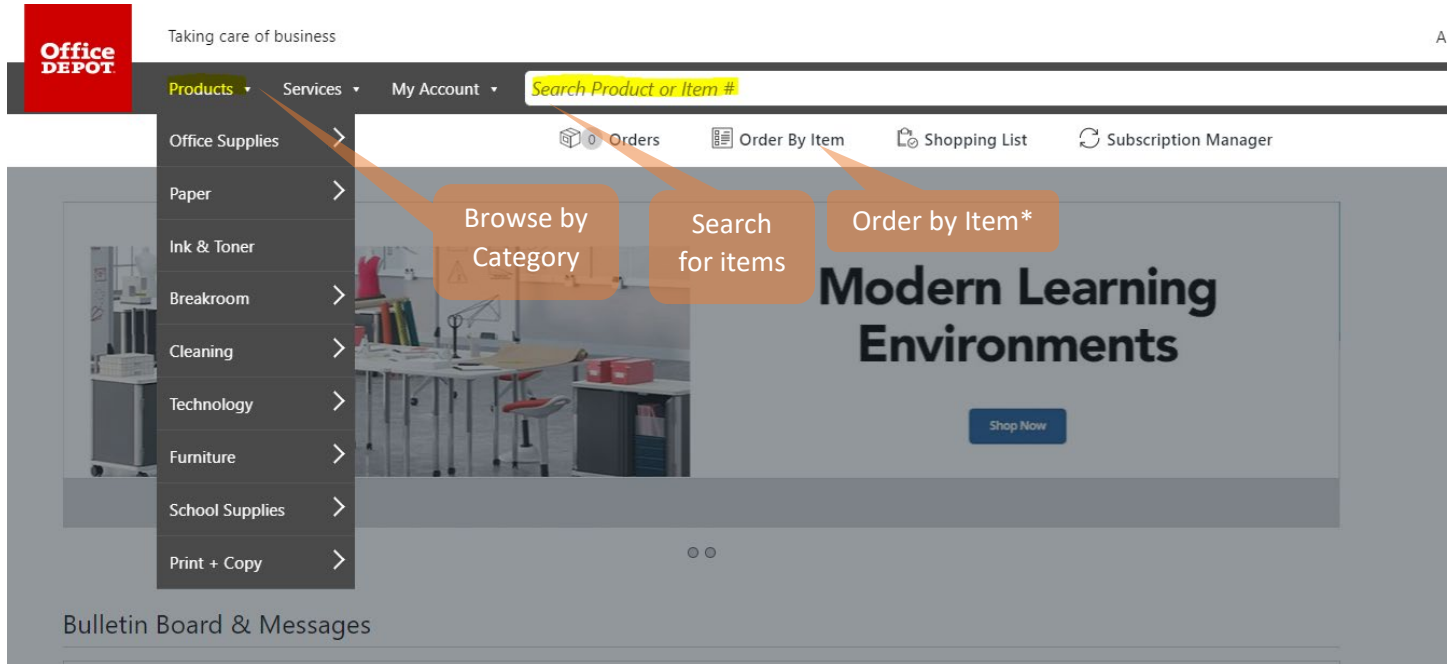
[https://business.officedepot.com/k/contents/nelogin/getstarted/Top\\_page/marketing/\\_4ed/nelogin/\\_4ed/nelogin\\_login\\_side\\_0\\_0\\_0](https://business.officedepot.com/k/contents/nelogin/getstarted/Top_page/marketing/_4ed/nelogin/_4ed/nelogin_login_side_0_0_0)

Your username is your college-issued work email account. Your initial password\* is "Welcome1" (no quotation marks).

\*Be sure to change your account password after logging in. Instructions available at the end of this document.

## Step 3 | Searching for Items

**Note:** You are encouraged to order Office Depot items that are listed as “Best Value” <sup>BEST VALUE</sup> or “School Item” <sup>SCHOOL ITEM</sup> as these are priced based on negotiated contract. This ensures you receive the best price for needed items. You may order items that are not on contract, however, you are encouraged to look for the items with an icon/tag that indicates it is the lowest price available. Office Depot will price match items that are available for a lower price on both their regular consumer website and Amazon. If a price is listed cheaper in one of these two places, please contact our Office Depot representative (contact information at end of document).



\*You can add items to your cart by item number for quick and easy re-ordering of commonly used items. This is useful if you create a list of recurring items with their Office Depot Item Number, as you save time on searching and ensure you order the exact same item you did before. See below:

Home / [Order By Item Number](#)

### Order By Item Number

[What's New?](#)

Enter the 6, 9 or 10-digit item number and quantity for each item you would like to order in the appropriate fields below.

ITEM DESCRIPTION:	PRICE:	ITEM NUMBER:	QTY:	COMMENTS:
-	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
-	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
-	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Enter More Items](#)

[Add To List](#)

[Add To Cart](#)

## Step 4 | Adding Items to Your Cart

Home / Paper / Copy & Printer Paper / Copy & Multipurpose Paper / **Product Details**

### Office Depot® Brand White Copy Paper, Letter Paper Size, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams

★★★★☆ 476 Reviews | [Description](#) | [Share](#) | [Print](#)

Item # 273646 Entered Item # 273646



\$ **34.99** / case


Select an option ⓘ


- One-Time Delivery
- Subscription Delivery

**NOTE:** this is our designated printer paper. Please only order Item #273646 for your printer.

#### Post-it

Complete your purchase

 Post-it® Notes, 3" x...  
\$16.42

 Post it® Notes Super...  
\$18.03



This item is on contract!

Free Delivery on qualifying \$49.99 orders ⓘ

Next Business Day Delivery ⓘ

Order in the next 1 hour 58 minutes and get it **Tuesday, July 30**  
Availability: 5,056

Enter quantity and click here

**BEST VALUE**

Recurring purchase? Click here for easy reordering

Qty


\*Inventory validated when item(s) is added to cart.

## Step 5 | Review Your Cart and Submit Your Order

Note: orders should be \$50 or more. Orders less than \$50 may result in a fee.

### Shopping Cart

[Continue Shopping](#)


Shipping	Qty.	Price
 <p>Avery® Top View Inkjet/Laser Hanging File Folder Tabs, 5567, 3" x 1 1/4", Pack Of 90 Item # 477408 Entered Item # 477408</p> <p><b>PREFERRED</b></p> <p><input type="checkbox"/> Subscribe ⓘ</p>	<input type="text" value="1"/> <a href="#">Save For Later</a> <a href="#">Remove</a>	<p><b>\$10.03</b> \$10.03 pack</p>
<input type="text" value="Comments"/>		<p>Save</p>

Look good? Click here

**Order Summary**

Subtotal	\$52.61
Estimated Tax	\$4.87
Estimated Delivery	<b>FREE</b>
<b>Total (6 Items)</b>	<b>\$57.48</b>

Need Stamps?



## Step 6 | Review Details, Enter the FOAP (Budget String), and Submit Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

<h3>User information</h3> <p>THOMAS ROTHMAN <a href="#">Change</a></p> <p>(925) 424 - 1636 trothman@laspositascollege.edu</p>	<h3>Delivery information</h3> <p>LAS POSITAS COLLEGE 3000 CAMPUS HILL DR 1689 - VP ADMIN SRVCS LIVERMORE, CA 94551 <b>(Taxable)</b> <a href="#">Change</a></p>
<h3>Email options</h3> <p><input checked="" type="checkbox"/> Send me an email confirmation of this order</p> <p><input type="checkbox"/> Send a copy of order confirmation to</p>	<h3>Order summary</h3> <p>Delivery order 1 # 377113709-001 Estimated delivery 09/12/2019</p>

Be sure to check this!

### Account information

* FUNDORG #####-#####	* Contact THOMAS ROTHMAN
* ACTPRGM 4301-#####	Contact Phone (925) 424-1636 Ext
* ROOM # Your room number	Comment: Not used by our delivery carriers.

\* Marked fields are required

These 3 fields are required. The account should be 4301 (office supplies), but enter your Fund, Org, and Program codes as well.

### Payment information

Account Billing

Redeem a Gift Card or Rewards Certificate

### Delivery options

#### Standard Delivery

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:

#### Schedule Future Delivery

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

Make sure delivery date is not on a day when the college is closed.

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

Click here to submit

[Place Order](#)

## Step 7 | Print the Order Submission Page

# Thank you for your order!

Please print this page for your records.

### Your Order has been placed on Hold pending approval.

You will receive an order confirmation email shortly. Please save this email for your records. Your Account Billing will be charged when the order ships.

Write all order numbers on the Requisition

### Shipment Summary

**Shipment 1**    Order Number: **377113709-001**    Estimated Arrival By: 09/12/2019    [View Order Details](#)

### My Account

[View Order Details for This Order](#)

**Print Order**

[View Your Order History](#)

[View Your Account Information](#)

[Reorder](#)

Click here to print this page for the Requisition.

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

### Order Information

**Account #:** 26212104

**Your Order Number is:** 377113709

**Company Name:** LAS POSITAS COLLEGE

**FUNDORG:** #####-#####

**ACTPRGM:** 4301-#####

**ROOM #:** YOUR ROOM NUMBER

**Contact:** Contact: THOMAS ROTHMAN  
Contact Phone: (925)424-1636

### Shipping Information

LAS POSITAS-1689  
LAS POSITAS COLLEGE  
3000 CAMPUS HILL DR  
1689 - VP ADMIN SRVCS  
LIVERMORE,  
CA  
94551-7709  
USA  
**(Taxable)**

### Payment Information

Account Billing

## Step 8 | Complete a Requisition

A sample is provided below. The highlighted fields should be completed with your relevant information, but ensure that all fields are appropriately completed before submitting your requisition for approval. Your order number and total must be listed on the requisition before submitting for approval. Staple your printed order confirmation behind the requisition, with the requisition on top.

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition					#R
FOR REIMBURSEMENT: List payee name & ssn.			TAX ID#		
SUGGESTED VENDOR <b>Office Depot</b>					FOR OFFICE USE ONLY
NAME OF STAFF MEMBER <b>Thomas Rothman</b>	DATE WRITTEN <b>29-Jul-19</b>	DATE REQUIRED <b>31-Aug-19</b>	DIVISION/ DEPARTMENT <b>Business Office</b>	For inventory purposes include room # where equipment will reside: <b>1689</b>	RETURN COPY OF REQUISITION TO: <b>Thomas Rothman</b>
DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	TOTAL	
<b>Office Depot Order # 351729973-001</b>				\$ <b>52.61</b>	
<b>FY 19-20</b>					
Vendor Information/ Remit To:			Deliver To, include room # (optional):		
<b>Office Depot</b>			<b>Las Positas College</b>		
			<b>Attn: Thomas Rothman, Bldg 1600, Rm 1689</b>		
			<b>3000 Campus Hill Drive, Livermore, CA 94551</b>		
			<b>(925) 424 - 1636</b>		
<b>Comments:</b>			Subtotal	\$	52.61
			Tax	9.25%	\$ 4.87
			Shipping (if available):	\$	-
			<b>BT#</b>		
Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.				TOTAL COST	\$ <b>57.48</b>
ACCOUNT #	<b>103001</b>	<b>31100</b>	<b>4320</b>	<b>671000</b>	
	FUND	ORG	ACCT	PROGRAM	Business Office
APPROVALS					
Supervisor/ Coordinator/ Director			Dean/ VP/ President		

THIS IS A SAMPLE FOAP. DO NOT COPY. Enter your FOAP here.

## Step 9 | Approvals and Process

Obtain signature approval from (1) the Supervisor/Coordinator/Director, then (2) the Dean of the Department, and finally (3) the Vice President of the department. Once it has been approved up to the VP level, submit the requisition packet to the Business Office. Before your order can be shipped, the Business Office will obtain signature approval of the Vice President of Administrative Services. Once final approval has been obtained, the Business Office will mark your order as “approved” on Office Depot, and you will receive a status update via email.

## Office Depot Support

**Representative:** Alona Galletti | Education Specialist | Cell: 925-464-6170 | [alona.galletti@officedepot.com](mailto:alona.galletti@officedepot.com)

If the representative is unavailable:

**Additional Support:** Sandy McGee | Sales Support | [sandy.mcgee@officedepot.com](mailto:sandy.mcgee@officedepot.com)

**Additional Support:** Tyler Smith | Sales Support | [tyler.smith@officedepot.com](mailto:tyler.smith@officedepot.com)

## ◇ Changing your Office Depot Account Password ◇

Step 1 | Log into your Account

Step 2 | Access your Account page

Taking care of business

Click here

Account: 24824544

Contact Us ▾

Account: 24824544

Products ▾

Services ▾

My Account ▾

Search Product or Item #



Step 3 | Click on My Profile Overview

Home / My Account

### My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select ROOM #
- Select FOA
- Select P
- My Proxy Approver

Click here

Step 4 | Click on Edit Login Info & Lost Password Prompt

**Welcome, THOMAS ROTHMAN!**

Please take a moment to verify the below information.

#### Your User Settings

Manage your contact information, subscriptions and logins

#### User Info

THOMAS ROTHMAN  
(925)424-1636

Click here

#### Subscriptions & Settings

Edit User Info & Communication Preferences  
Edit Login Info & Lost Password Prompt

Step 5 | Update your Password  
Account Settings

#### Login Name & Password

Login Name **TROTHMAN@LASPOSITASCOLLEGE.EDU**

Current Password

Welcome1

New Password

Enter new password

Confirm New Password

Retype password

Password Expires **Every 90 Days**

Keep me logged in (Cookies must be enabled for auto login.)

Click here

UPDATE

CANCEL

#### Update Security Question

Question

[Redacted]

Answer

[Redacted]

Confirm Answer

[Redacted]

Current Password

[Redacted]

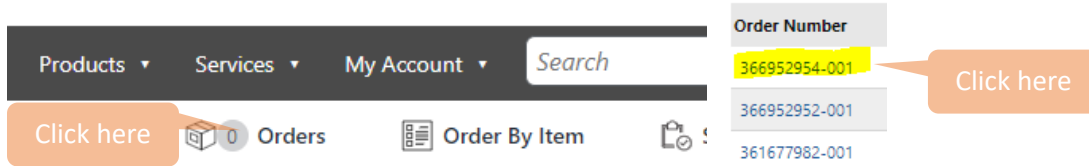
UPDATE

CANCEL

## ◆ Returning Ordered Item(s) ◆

Step 1 | Log onto your Office Depot Account

Step 2 | Click on the “Orders” Button, followed by the Order Number



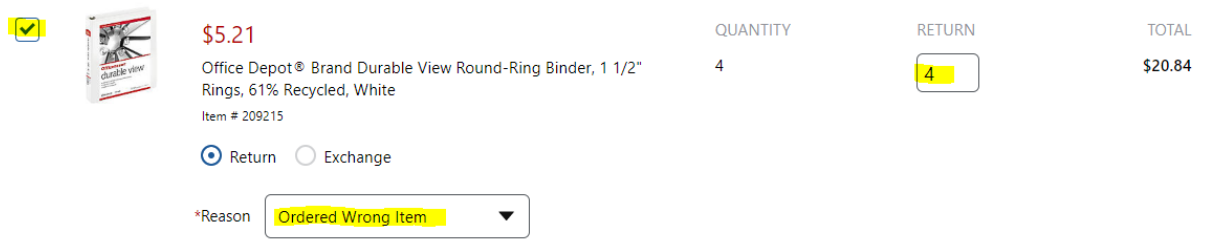
The screenshot shows the top navigation bar of the Office Depot website. It includes a search bar, a 'Products' dropdown, a 'Services' dropdown, and a 'My Account' dropdown. Below these are icons for 'Orders', 'Order By Item', and a shopping cart icon. An 'Order Number' list is displayed on the right, with the number '366952954-001' highlighted in yellow. An orange callout bubble with the text 'Click here' points to this highlighted number.

Step 3 | Click the “Begin Return” Hyperlink at the Bottom of the Order



The screenshot shows the 'My Account' section of the Office Depot website. It includes links for 'Print Order', 'Email Us', and 'Back to Order Tracking'. On the right, there are links for 'View Search Results', 'Begin Return' (highlighted in yellow), and 'ADD TO LIST'. Below these is a 'REORDER' button. A message states 'All selected items will be added to your shopping cart.' At the bottom, there is a 'RELATED ORDERS' section with a link to see a consolidated list of orders.

Step 4 | Select the Items, Quantity, and Reason to Return



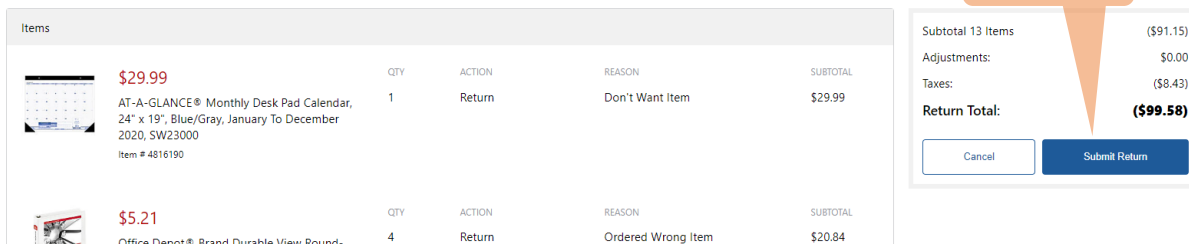
The screenshot shows the return selection interface for an Office Depot order. It displays a table with columns for 'QUANTITY', 'RETURN', and 'TOTAL'. The first row shows a quantity of 4 and a return amount of 4. Below the table, there are radio buttons for 'Return' (selected) and 'Exchange'. A dropdown menu for '\*Reason' is set to 'Ordered Wrong Item'.

	QUANTITY	RETURN	TOTAL
Office Depot® Brand Durable View Round-Ring Binder, 1 1/2" Rings, 61% Recycled, White Item # 209215	4	4	\$20.84

Step 5 | Confirm your Selected Returns and Submit

Home / My Account / Order List / Order Detail / Return

You are returning



The screenshot shows the return confirmation page. It displays a table of items to be returned, including a calendar and a binder. To the right, there is a summary box with a 'Submit Return' button. An orange callout bubble with the text 'Click here' points to the 'Submit Return' button.

Items	QTY	ACTION	REASON	SUBTOTAL
AT-A-GLANCE® Monthly Desk Pad Calendar, 24" x 19", Blue/Gray, January To December 2020, SW23000 Item # 4816190	1	Return	Don't Want Item	\$29.99
Office Depot® Brand Durable View Round-	4	Return	Ordered Wrong Item	\$20.84

Subtotal 13 Items (\$91.15)  
Adjustments: \$0.00  
Taxes: (\$8.43)  
**Return Total: (\$99.58)**

Step 6 | Follow the Return Instructions

Home / My Account / Order List / Order Detail / Return

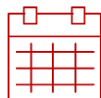
Thank you! Your order is being processed.

Print 

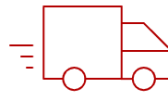
Here's what to do next for your return:



Step-1  
Package your Items



Step-2  
Check your email for scheduled pickup date.



Step-3  
Have your items ready for pickup