

Office DEPOT

*Taking Care
of Business*



Process of Ordering Office Supplies for
Antelope Valley Community College District

Office DEPOT

Starting the 13/14 fiscal year, our District will be implementing a new ordering process with **Office Depot** for the procurement of office supplies.

This new process will benefit the District in the following ways:



- Quicker processing of orders – Items ordered through computer by requester.



- Quicker delivery of orders – No waiting for budget check; in stock items delivered to requester within 2-3 days.



- Ability to view spending limits, view usage, & to track orders on Office Depot's site.

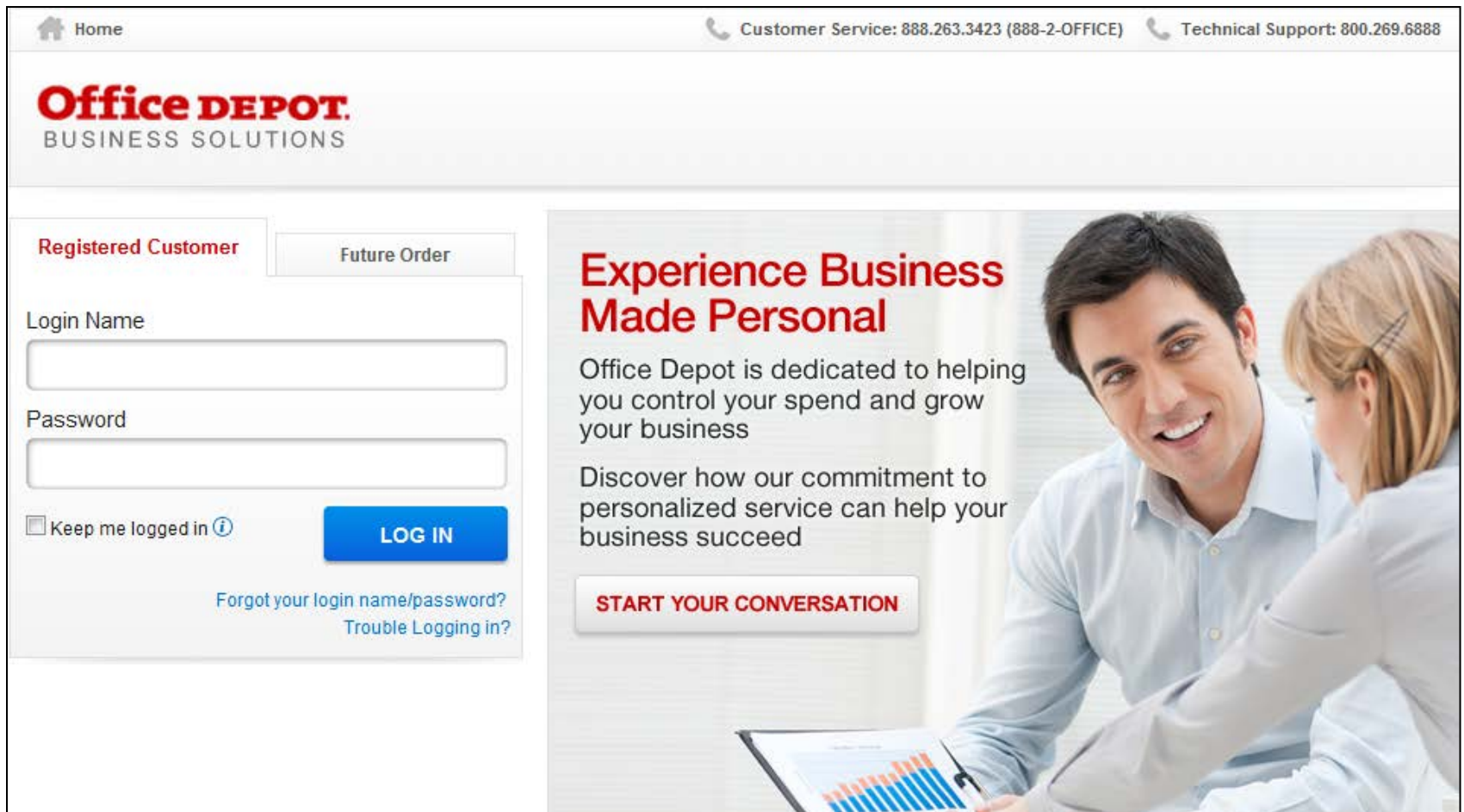
Office DEPOT

Ordering Process

1. Requester submits a Requisition to the Purchasing Department for an “OPEN PO TO OFFICE DEPOT ONLINE.” Note a NTE (not to exceed) amount and the authorized users.
2. Purchasing processes Requisition into a PO and loads the PO into the Office Depot site.
3. Purchasing sends each authorized user a Log-in for the Office Depot site.

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4. User's log into the Office Depot ordering site, **business.officedepot.com**.



The screenshot shows the login page for Office Depot Business Solutions. At the top, there is a navigation bar with a 'Home' link, a customer service phone number (888.263.3423), and a technical support phone number (800.269.6888). Below the navigation bar is the Office DEPOT logo and the text 'BUSINESS SOLUTIONS'. The main content area is divided into two sections. On the left is a login form with two tabs: 'Registered Customer' (selected) and 'Future Order'. The form includes fields for 'Login Name' and 'Password', a 'Keep me logged in' checkbox, and a blue 'LOG IN' button. Below the button are links for 'Forgot your login name/password?' and 'Trouble Logging in?'. On the right is a promotional banner with the headline 'Experience Business Made Personal'. The banner features a photograph of a smiling man and woman in business attire looking at a tablet displaying a bar chart. Below the headline is the text 'Office Depot is dedicated to helping you control your spend and grow your business' and 'Discover how our commitment to personalized service can help your business succeed'. At the bottom of the banner is a button labeled 'START YOUR CONVERSATION'.

Home Customer Service: 888.263.3423 (888-2-OFFICE) Technical Support: 800.269.6888

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BUSINESS SOLUTIONS

Registered Customer Future Order

Login Name

Password

Keep me logged in [i](#) **LOG IN**

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

Experience Business Made Personal

Office Depot is dedicated to helping you control your spend and grow your business

Discover how our commitment to personalized service can help your business succeed

START YOUR CONVERSATION

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5. User's click on **My Shopping Lists** (above the search box) and select the **Office Supplies** list.


The screenshot displays the Office Depot website interface. At the top, there is a navigation bar with links for Home, Store Locator, Tech Depot, Copy & Print, Customer Services, and contact information. Below this is the Office Depot logo and a search bar with the placeholder text "Search by Keyword or Item#". To the right of the search bar, there is a shopping cart icon showing "0 item(s): \$0.00" and a "View Cart" button. A blue arrow points to the "My Shopping Lists" link, which is circled in blue. Below the search bar, there is a navigation menu with categories: Office Supplies, Paper, Ink & Toner, Breakroom, Cleaning, Technology, Furniture, Our Services, and My Account. The main content area features a "Bulletin Board" with a "welcome to Office Depot" message. On the right side, there are two sections: "My Orders" with links for My Recent Orders, Order Tracking, and Orders Pending Approval; and "My Tools" with links for My Shopping Lists, Order by Item#, My Profile Overview, and Online Reporting. At the bottom, there is a "My Messages" section with a "Need To Know" and "Catalogs & More" button, and a "HOME PAGE" button.

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7. User's add items to their cart.
8. User's click on the Check Out icon, review the items in the cart, and click **"Put This Order On Hold."**
9. The order is sent to the Purchasing Department for review and release.

Shopping Cart [Hide Images](#)

Estimated Delivery Date: 04/12/2013 **Order #: 652959260-001**

Description	Your Price/unit	Qty.	Available	B/O i	Total	Remove Item
 Sharpie® Permanent Ultra-Fine Point Markers, Assorted, Pack Of 12 Item # 0270776 Entered Item # 270776	\$7.95 / pack	<input type="text" value="8"/>	8	0	\$63.60	<input type="checkbox"/>

Comments: 330840

Subtotal:	\$63.60
Delivery Fee:	FREE
Miscellaneous:	\$0.00
Taxes:	\$5.72
Total:	\$69.32

[Back To Top](#) Have you made changes to your cart or delivery option? [UPDATE CART](#)
By submitting this order, you agree to the [Terms and Conditions.](#)

[Continue Shopping](#) [SAVE CART TO LIST](#) [Put This Order On Hold](#)

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The Following Office Supplies will still be processed by Requisition:

- Ink/Toner

The Following Office Supplies will still be processed via a Warehouse Requisition:

- Batteries
- Copier Paper (regardless of size/color)
- File Storage Boxes
- Preprinted Paper (letter head, envelopes, etc)
- First Aid Supplies

A separate PR will need to be submitted to use the Office Depot Procurement Card.



View the Ordering Office Supplies Procedure page for step-by-step instructions.

Thank you,
The Purchasing Department