DOCUMENT CONTENTS – (CONTROL & CLICK TO ACCESS)

OFFICE DEPOT CONTRACT FOR OFFICE SUPPLIES AND OFFICE FURNITURE ........................................................ 2

REGISTRATION: ............................................................. 2

If you are a new customer ............................................ 2
If your department has a P-Card .................................. 2
Upon receipt of your login ID and password from Office Depot ............................................................................ 2
If you have any questions or you are having difficulty placing your order ........................................................ 2

SPECIAL NOTE FOR USF OFFICE DEPOT CUSTOMERS WITH ACCOUNTS BEFORE JUNE 2008 NEW USF/OFFICE DEPOT CONTRACT WAS ESTABLISHED ......................................................... 2

If you were an existing Office Depot customer before June 2008 ..................................................................... 2
If you do not remember your login ID and/or PASSWORD or unable to login ...................................... 2

SPECIAL NOTE REGARDING SELECTION OF PAYMENT OPTIONS FOR ONLINE ORDERS; .................................................... 2

There are two payment options when placing online orders at the USF/Office Depot Ordering site .......... 2
P-Card Payments .............................................................................. 2
See selection of P-Card Payment Example below........... 3
Purchase Order Payments ............................................................. 3
See selection of Purchase Order Payment Example below .............................................................................. 3

ORDERING OFFICE DEPOT (Business Solutions Division (BSD)) CATALOGS ON-LINE: .................................................... 3

MAKING IN-STORE PURCHASES WITH YOUR USF P-CARD: .............................................................................. 3

If you need to make an in-store purchase at any Office Depot store location ..................................................... 3

USF P-CARD: .............................................................................. 4

The USF P-Card is the preferred method for placing orders with Office Depot ..................................................... 4

THE FOLLOWING ITEMS HAVE BEEN APPROVED FOR ORDERING: .................................................................................. 4

• Best Value .............................................................................. 4
• Plain stationary & envelopes ........................................... 4
• Copier paper, toner, and ink cartridges ....................... 4
• Break room and cleaning supplies ............................... 4

THE FOLLOWING ITEMS ARE RESTRICTED FROM ORDERING: .................................................................................. 4

• No food items ........................................................................ 4
• No Technology Items ..................................................... 4
• *Shredders .......................................................................... 4
• No USF Letterhead, Stationery, Envelopes and Business Cards ...................................................... 4

If there is an item that you believe was restricted in error on the USF/Office Depot Ordering site ................. 4

OFFICE DEPOT & USF CONTACTS .............................................................. 4

OFFICE DEPOT CONTACTS

• Daniel Musto, Office Depot Account Manager: via phone at (727)-798-8741 or via email: daniel.musto@officedepot.com. ................................... 4
• Bobbi Simons, Service Consultant: (813) 621-1389 ext. 337 or via email: bobbi.simons@officedepot.com 4
• Sonia Johnson, Project Furniture: (813) 334-9718 sonia.johnson@officedepot.com .................................. 4

USF CONTACTS

• George Cotter gcotter@usf.edu ........................................... 4

USF EMPLOYEE, STUDENT & ALUMNI DISCOUNT: ...............4

Employees, Students & Alumnus of the University of South Florida will receive special pricing of an average of 7% below Office Depot retail pricing on purchases with their registered credit card at Office Depot retail stores. To register your personal credit card (please do not register the USF P-CARD), go to the following ....... 4
In an effort to maximize efficiencies, reduce costs, and enhance services, a contract has been awarded to Office Depot for Office Supplies. Office Depot is the exclusive vendor for office supply products to USF. This means that Office Depot is absolutely the exclusive supplier of office supply products and all other sources will be denied unless Office Depot cannot fulfill the order.

The Office Depot contract became effective July 1, 2008. The updated Core List (Best Value) can be accessed by clicking here → USF Core List (Best Value) & Pricing Information. The Core List (Best Value) will be updated on a semi-annual basis. The next update to the Core List (Best Value) will take place in January 2014.

REGISTRATION:
If you are a new customer, you must register before you can logon to the USF/Office Depot website. In order to complete the registration process, click on the USF/Office Depot Registration website link: https://odams.officedepot.com/registrations/USF.php.

If your department has a P-Card then it must also be registered to ensure that you receive the USF contract pricing and the sales tax exemption when making in-store purchases. The USF/Office Depot Registration website link can also be found at the USF Portal.

If you have any questions or you are having difficulty registering, email USF@Officedepot.com with your first & last name, and registration/update information. Please allow 5-7 business days for account setup. Office Depot will contact you by email to confirm your registration and provide you with your new login ID and password.

PLACING ON-LINE ORDERS:
Upon receipt of your login ID and password from Office Depot you can begin placing on-line orders with Office Depot by clicking on the USF/Office Depot Ordering website link: https://bsd.officedepot.com.

If you have any questions or you are having difficulty placing your order, please contact the Office Depot representative, Daniel Musto at Daniel.musto@officedepot.com.

SPECIAL NOTE FOR USF OFFICE DEPOT CUSTOMERS WITH ACCOUNTS BEFORE JUNE 2008 NEW USF/ Office Depot Contract was established
If you were an existing Office Depot customer before June 2008, you will continue to use your existing login ID and PASSWORD to access the USF/Office Depot Ordering website: https://bsd.officedepot.com.

If you do not remember your login ID and/or PASSWORD or unable to login to the USF/Office Depot Ordering site, please re-register by clicking on the following USF/Office Depot Registration website link: https://odams.officedepot.com/registrations/USF.php. This link can also be found at the USF Portal.

SPECIAL NOTE REGARDING SELECTION OF PAYMENT OPTIONS FOR ONLINE ORDERS;
There are two payment options when placing online orders at the USF/Office Depot Ordering site. Payments can be made with a USF P-Card or a valid USF Purchase Order. You will be prompted at the Checkout phase of your order to select a payment option.

P-Card Payments: When paying with a P-Card, you must enter “P-Card” in the PO Number field and select your Payment Type: as “Credit Card” at checkout. This will ensure that you receive the charges for your order on your monthly credit card statement. SEE P-CARD
See selection of P-Card Payment Example below:

**Checkout**

<table>
<thead>
<tr>
<th>Order Options</th>
<th>Payment Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number *</td>
<td></td>
</tr>
<tr>
<td>PCARD</td>
<td></td>
</tr>
</tbody>
</table>

Payment Type: Credit Card

Credit Card Number: 00000000000

Expiration Date: 01/11 (mm/yy)

Purchase Order Payments: When paying with a valid USF Purchase Order, you are required to input the entire purchase order # (all 10 digits) in the PO Number field and select your Payment Type: as “Account Billing”. This will ensure that you receive an invoice from Office Depot. Before emailing your Office Depot invoice to Accounts Payable, make sure that all items invoiced have been received; enter the receipt in FAST; and write the receipt and PO# on the invoice.

See selection of Purchase Order Payment Example below:

**Checkout**

<table>
<thead>
<tr>
<th>Order Options</th>
<th>Payment Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Number *</td>
<td></td>
</tr>
<tr>
<td>7000034567</td>
<td></td>
</tr>
</tbody>
</table>

Payment Type: Account Billing

ORDERING OFFICE DEPOT (BUSINESS SOLUTIONS DIVISION (BSD)) CATALOGS ON-LINE:
The NEW BSD Office Depot Catalogs are available, to order a new free catalog use item code: **514-417**.

MAKING IN-STORE PURCHASES WITH YOUR USF P-CARD:
If you need to make an in-store purchase at any Office Depot store location, you will be required to use your USF P-Card at check-out. Make sure your P-Card is registered before making in-store purchases doing so will ensure that you receive the USF contract pricing and the sales tax exemption.

NOTE: If you receive a P-Card after you completed the Office Depot registration process, or you forgot to register your P-Card at the time of your initial registration, the system will not allow you to update your P-CARD information. Please contact Daniel Musto at Office Depot via phone only to manually update your PCARD information for you. Please do not send your credit card information via email to Daniel Musto. Daniel Musto can be reached via phone (727)-798-8741. Upon receipt of your call, Daniel Musto will contact you personally to manually register your P-Card.
**USF P-CARD:**
The USF P-Card is the preferred method for placing orders with Office Depot. If you do not have a USF P-Card please apply at [http://usfweb2.usf.edu/pcard/index.html](http://usfweb2.usf.edu/pcard/index.html) or contact the P-Card Administrator, Jim Scull at (813) 974-3334 or jscull@usf.edu for more information. Refer to the Expenditure Matrix for allowable P-Card purchases.

**THE FOLLOWING ITEMS HAVE BEEN APPROVED FOR ORDERING:**
- Best Value - You can access a listing of Best Value products, broken down by category, one of three ways. 1. By clicking on the “Bulletin Board” tab and then clicking on the “USF Best Value Items” hyperlink, 2. By clicking on the “My Shopping Lists” found on the Shopping tools menu, or 3. By clicking here: [USF CORE LIST (BEST VALUE) & PRICING INFORMATION](#).
- Plain stationary & envelopes
- Copier paper, toner, and ink cartridges
- Break room and cleaning supplies
- Furniture listed in the Office Depot Catalog

**THE FOLLOWING ITEMS ARE RESTRICTED FROM ORDERING:**
- No food items: soda, water, coffee products
- No Technology Items: Computer hardware, pc’s, laptops, monitors, key boards, mice, copiers, printers, cabling, surge protectors, software, computer supplies and related items. All technology items must be ordered from the USF Computer Store: [USF Computer Store](#), 813- 974-1779. If the technology item is not available in stock at the USF Computer Store and cannot be ordered through the USF Computer Store, please contact George Cotter at gcotter@usf.edu and provide the item number, brief description of the item and your contact information. The technology item will be reviewed by purchasing you will be contacted directly if the technology item is approved for purchase through the Office Depot BSD online Website. *In an effort to allow the USF Computer Store to provide technology items, please allow 7 business days for delivery of items that are not in stock at the USF Computer Store, if the item cannot be received by delivery within 7 business days, Office Depot will then be used for the technology purchase.*
- *Shredders – The purchase of a shredder requires prior approval from Purchasing & Property Services regardless if the item is purchased from Office Depot or the USF Computer Store.
- No USF Letterhead, Stationery, Envelopes and Business Cards: (All USF Stationary must be purchased via the existing USF Bid with Allegra Printing & Imaging. Click on link below to find out how to order USF letterhead, Stationary and Business Cards: [http://USFweb2.USF.edu/printing_services/USF_stationery_.html](http://USFweb2.USF.edu/printing_services/USF_stationery_.html)

If there is an item that you believe was restricted in error on the USF/Office Depot Ordering site, please contact: George Cotter gcotter@usf.edu.

**OFFICE DEPOT & USF CONTACTS:**

**OFFICE DEPOT CONTACTS:**
If you have any questions regarding your Account with Office Depot, please contact:
- Daniel Musto, Office Depot Account Manager: via phone at (727)-798-8741 or via email: daniel.musto@officedepot.com.
- Bobbi Simons, Service Consultant: (813) 621-1389 ext. 337 or via email: bobbi.simons@officedepot.com
- Sonia Johnson, Project Furniture: (813) 334-9718 sonia.johnson@officedep.com. If you are in need of Office Depot Customer Service, please call 1-888-777-4044. Please remember to have the following USF Office Depot Account number ready when contacting Office Depot Customer Service: USF Office Depot Account # 27632864.

**USF CONTACTS:**
- George Cotter gcotter@usf.edu or via phone at 813-974-3340.

**USF EMPLOYEE, STUDENT & ALUMNI DISCOUNT:**
Employees, Students & Alumnus of the University of South Florida will receive special pricing of an average of 7% below Office Depot retail pricing on purchases with their registered credit card at Office Depot retail stores. To register your personal credit card (please do not register the USF P-CARD), go to the following registration link. Cards will be ready to use within 48 hours after submission to Office Depot.