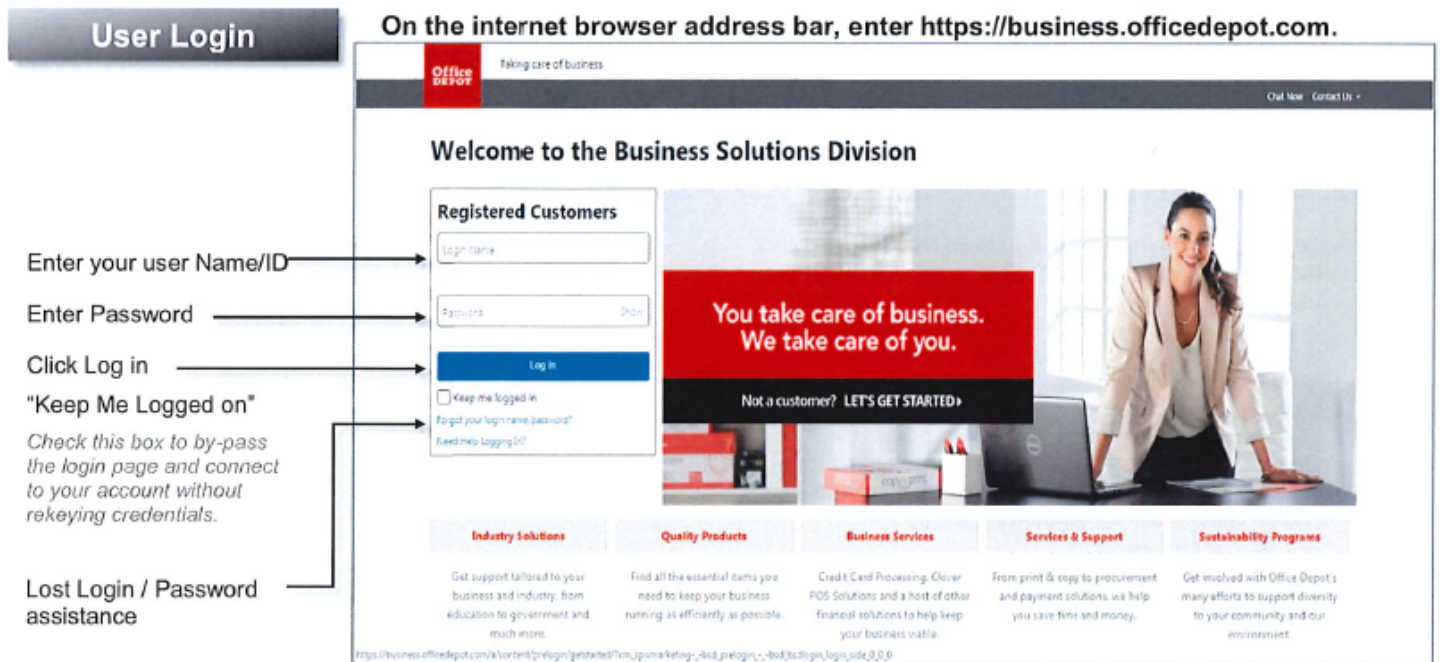# Creating an Office Depot Order

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.odpbusiness.com

Welcome to the Business Solutions Division

Step 2| Log onto your Office Depot Account

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 on page 5.

Step 3| Searching for Items

Note: You are encouraged to order Office Depot items that are listed as "Best Value" `BEST VALUE` or "School Item" `SCHOOL ITEM` 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).
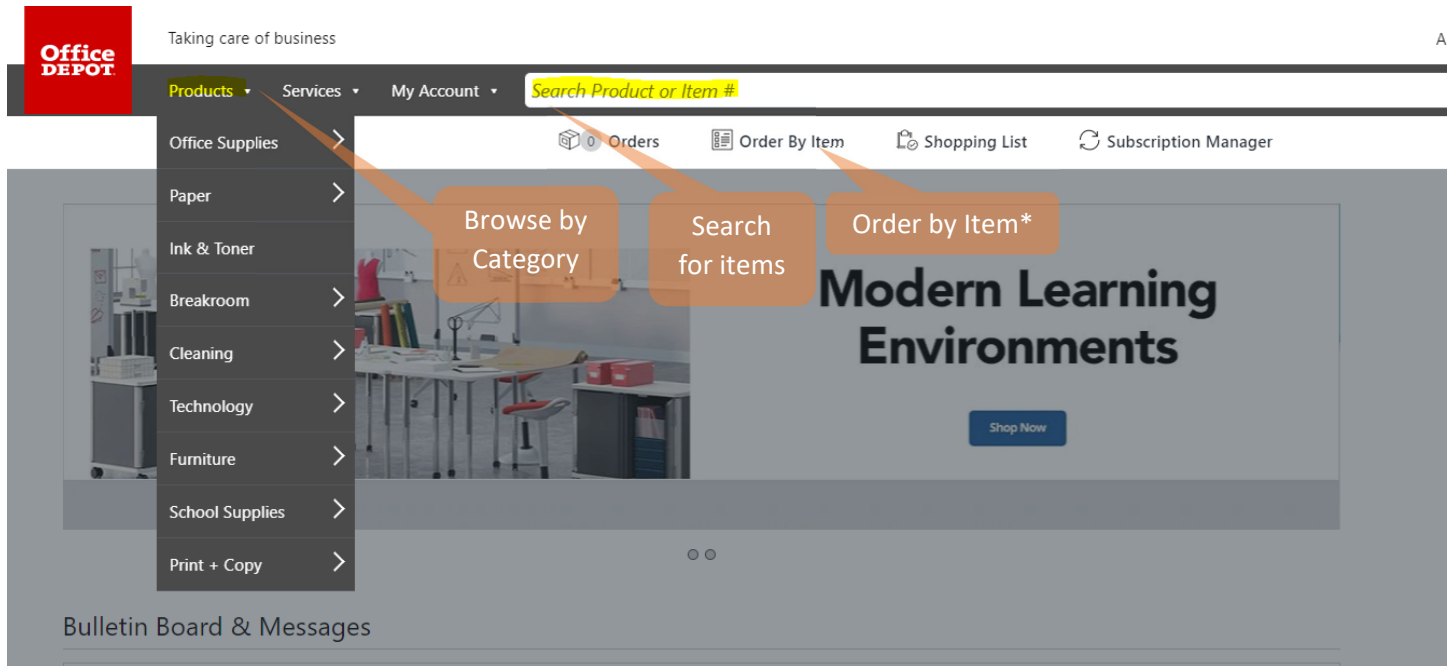
*You can add items to your cart by item number for quick and easy re-ordering of commonly used items. This is useful if you create a list of recurring items with their Office Depot Item Number, as you save time on searching and ensure you order the exact same item you did before. See below:

Step 4| Adding Items to Your Cart

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

★★★★½ 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

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

> This item is on contract!

BEST VALUE

> Recurring purchase? Click here for easy reordering

> Enter quantity and click here

Qty [ ]   🛒 **Add to Cart**

Add to Shopping List

*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
Avery® Top View Inkjet/Laser Hanging File Folder Tabs, 5567, 3" x 1 1/4", Pack Of 90 Item # 477408 Entered Item # 477408 PREFERRED		1 Save For Later Remove	$10.03 $10.03 pack

☐ Subscribe ⓘ

Comments [ ]   Save

> Look good? Click here

Order Summary

Subtotal	$52.61
Estimated Tax	$4.87
Estimated Delivery	FREE
Total (6 Items)	**$57.48**

Checkout

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.

User information

THOMAS ROTHMAN   [Change]

(925) 424 - 1636
trothman@laspositascollege.edu

Delivery information

LAS POSITAS COLLEGE   [Change]
3000 CAMPUS HILL DR
1689 - VP ADMIN SRVCS
LIVERMORE, CA
94551
(Taxable)

> Be sure to check this!

Email options

☑ Send me an email confirmation of this order

☐ Send a copy of order confirmation to

Order summary

Delivery order 1   # 377113709-001   Estimated delivery 09/12/2019

Account information

* FUNDORG

`######-#####`

* ACTPRGM

`4301-######`

* ROOM #

`Your room number`

* Contact

`THOMAS ROTHMAN`

Contact Phone   Ext

`(925) 424-1636`

Comment: Not used by our delivery carriers.

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

* Marked fields are required

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:

🗓 `09/12/2019`

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| Approvals

Once your order is placed, it is *automatically* sent to the next approver in the approval flow. Approvers will receive an auto-generated email from Office Depot and may also view pending orders by logging in to their business account. Orders under $1000 require <u>one</u> Administrator approval (Director, Dean, etc.) while orders of $1000 or more will require up to Vice President approval. All orders are then routed to Administrative Services for final approval before being released.

◊ 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 ← **Click here**
- Select Ship To
- Select Contacts
- Select ROOM #
- Select FOA
- Select P
- My Proxy Approver

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

[▬▬▬▬▬▬▬ ▾]

Answer

[▬▬▬▬▬]

Confirm Answer

[▬▬▬▬▬]

Current Password

[   ]

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

Order Number

366952954-001 *Click here*
366952952-001
361677982-001

Products ▾   Services ▾   My Account ▾   Search

Click here   📦 0 Orders   📑 Order By Item

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

Click here

My Account
Print Order
Email Us
Back to Order Tracking

View Search Results | Begin Return   ADD TO LIST

All selected items will be added to your shopping cart.

REORDER ▶

RELATED ORDERS   Click here to see a consolidated list of this order along with its corresponding related orders.

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

☑ $5.21
Office Depot® Brand Durable View Round-Ring Binder, 1 1/2"
Rings, 61% Recycled, White
Item # 209215

⦿ Return   ○ Exchange

*Reason Ordered Wrong Item ▾

QUANTITY: 4   RETURN: 4   TOTAL: $20.84

Step 5| Confirm your Selected Returns and Submit

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

You are returning

Click here

Items				
$29.99 AT-A-GLANCE® Monthly Desk Pad Calendar, 24" x 19", Blue/Gray, January To December 2020, SW23000 Item # 4816190	QTY 1	ACTION Return	REASON Don't Want Item	SUBTOTAL $29.99
$5.21 Office Depot® Brand Durable View Round-	QTY 4	ACTION Return	REASON Ordered Wrong Item	SUBTOTAL $20.84

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

Cancel   Submit Return

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 pick up date.

Step-3
Have your items ready for pickup

TR 4/19/23

◊ Modifying Placed Orders ◊

If your order has not yet been released, you may modify the placed order to change the items requested or update/correct the text entered in the required fields (such as the FOAP, room number, etc.). Modified orders will require re-approval.

Step 1| Access Your Order History
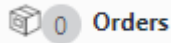
Click on the first button [📦 0 Orders] in the top navigation bar to open up your order history. In your order history, click on the blue order number that relates to the order you wish to modify.

	Order # ⬍	Order Date ▲	Ordered By ⬍
☐	200910771-001 P	09/23/2021	THOMAS ROTHMAN

Step 2| Opening the Modify Order Page

Near the bottom of the Order Detail page, click on the blue text that says "**Modify Order**."

Workflow Status

Approver	Status	Details	Comments
◯ ALESIA HIGH	Pending Release from	-	

ORDER NUMBER
200910771-001 - Parent Order

STATUS
Held for Restrictions

APPROVER
ALESIA HIGH

🖨

TOTAL
$15.31

$13.89 / pack

Pentel R.S.V.P. Super RT Retractable Ballpoint Pen - 1 mm Pen Point Size - Retractable - Translucent Barrel - 8 / Pack
Item #9838460

✅ Delivery only ⓘ

QUANTITY	BACK ORDER	SHIPPED	TOTAL
1	0	0	$13.89

COMMENTS:

Subtotal:	$13.89
Delivery Fee:	$0.00
Adjustments:	$0.00
Taxes:	$1.42
Total:	$15.31

Cancel Order | Modify Order

Step 3| Modify Your Order

Once you've selected to modify an order, the items in that order will be moved to your shopping cart. This will allow you to remove or add items in your cart, which will update the order. The fields related to your order details will also become editable, allowing you to change the values you've entered if information needs to be corrected.

Changing Items

You'll notice that by modifying an order, the items have been placed back in your cart.

You may click on this button , then click "**View Cart**" to pull up your shopping cart. On this page, you can either remove any unwanted items, update the desired quantity, or use the search bar to look up new items to add. Once you've made your changes, click on "**Checkout**" to get ready to re-submit your order.

Correcting Information

In the example below, the order was previously placed with an incorrect account code. Clicking on "**Modify Order**" allows these fields to be updated so that information can be corrected. This information is important, as it will indicate where District records these expenses. **The FOAPs shown below are for sample purposes only.**

Step 4| Submit Your Changes

Once you've finished updating your cart, review your order one more time to ensure your desired items have been modified and all fields are correctly filled out. This information is imperative to ensure that your order is delivered to the appropriate location and recorded appropriately in your budget.

If everything looks good, click on the button to re-place your order for approval.