



Next Day Delivery of Office Supplies via ODP

Office Depot's "just in time" ordering program expedites delivery of office and classroom supplies while saving on costs for public schools. There is a \$50 minimum for each order. General office supplies and paper stored in the main office work room are ordered by Business Services. Other items needed by classrooms specific groups may be ordered by staff assigned by the department or site. Please have an open Purchase Order in place for any orders you will need to make throughout the year.

Setting Up Your Office Depot Online Account

- 1.** The Buyer for SLOCOE sets up a log-on ID for each person who orders for their site or work group. Contact Jacki Seibert at 782-7218 or by email at mruelas@slocoe.org for assistance with this. Requests for general office supplies that are stored in the copy/work room may be made to mruelas@slocoe.org or x218.
- 2.** Submit a requisition for an open ODP purchase order with the estimated dollar amount of expected purchases for the year, along with account lines to be billed. Be sure to indicate the correct delivery site and address for all deliveries.
- 3.** Orders can be made using your Purchase Order at ODPbusiness.com . Your log-on and password will be needed.
- 4.** You may locate your items by browsing through categories or by entering the item number.
- 5.** Items are delivered the next day, unless back-ordered.
- 6.** To request credit for items that need to be returned, access "My Account" and "Order Tracking." Select the item and quantity to be returned. A link to "Begin Return" appears at the bottom of each order.
- 7.** Submit packing slips that usually arrive with each order to Accounts Payable when your order arrives, noting the Purchase Order # and signing your approval to pay.
- 8.** Be sure there are adequate funds in account lines selected for payment on your Purchase Order.