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Santa Ana College | Santiago Canyon College

Office Depot

BUSINESS

ONLINE ORDERING PROCEDURES FOR BLANKET PURCHASE ORDERS

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1.0 INTRODUCTION

All employees utilizing the Office Depot Business online ordering system should purchase office and instructional supplies aiming to fulfill business necessities, comply with all applicable laws and District's Board Policies and Administrative Regulations, and align with the Purchasing Services mission to obtain the lowest available acquisition costs consistent with the specified features, functions, quantity, quality, level of service and required delivery time and methods for all goods.

The ordering of office and instructional supplies is accomplished by utilizing the District's blanket purchase order mechanism allowing departments to order directly online through the Office Depot Business website. Registered access to the Office Depot Business website provides the capability of browsing the catalog, accessing contract pricing, checking stock, viewing order details, and placing orders. Registered users can also view order status and previous orders, and Utilizing the online ordering system reduces processing time behind individual purchase orders, speeds up the direct delivery time and consolidates deliveries made by the Warehouse staff.

Office Depot Business provides next business day delivery on most items ordered online by 5:00 p.m. Non-stock items are normally delivered within two business days, based on availability.

A Bulletin Board with messages for Rancho Santiago CCD users is displayed upon logging onto their website.

2.0 GETTING STARTED

2.1 To access the Office Depot Business website, you will need a Login Name and Password. For the initial set-up to occur, you must complete an Office Depot Online User Application (Figure 1). To obtain a copy of this form, click [here](#).



2323 N. Broadway, Room 109, Santa Ana, California 92706-1640
Purchasing Services • Phone (714) 480-7370 • Email: Purchasing@rsccd.edu

Account #: 89024976

Office Depot Business Online User Application

ACCOUNT SET UP/CHANGE:

New
 Password Setup
 Change
 Delete

TYPE OF USER ID (THIS PORTION IS TO BE COMPLETED BY DEPARTMENT ADMINISTRATOR):

Order Entry Only (User is Classified Staff)
 Approval Only (User is Department Administrator)

Name of User: _____

Approving Administrator (Signature): _____ Date: _____

Printed Name: _____

SITE CODE:	<i>Purchasing will assign site code</i>
SITE ADDRESS, BLDG, & RM # (LIST ALL APPLICABLE SITES FOR ORDER DELIVERY):	
DEPARTMENT:	
PURCHASE ORDER # :	
DOLLAR LIMIT:	
USER NAME:	
PASSWORD:	
PHONE # :	
E-MAIL ADDRESS:	

Figure 1 (User Application)

- 2.2 When completed, forward the application via email to the Purchasing Services Department at Purchasing@rsccd.edu. The Purchasing staff will review and forward the application to Office Depot for set up in the Office Depot Business online ordering system.

- 2.3 An Office Depot representative will notify you via email with your login name and password (Figure 2).

New Account Notification

Your new Office Depot Account has been setup with the Login ID shown below. Please keep the information for your records. You will be receiving a second email which will give you the temporary password and instructions needed to complete your registration process. Please contact your Office Administrator if you have questions or do not receive a second email.

Login ID:

Thank you for shopping with Office Depot.

Figure 2 (Confirmation from Office Depot)

- 2.4 Prior to receiving this email (Figure 2) from Office Depot, you must enter an online blanket purchase requisition in the District's Colleague (Datatel) financial system. Once the purchase order is issued and sent to Office Depot Business, you may begin ordering supplies against the purchase order on the Office Depot Business website.

3.0 SEARCHING THE CATALOG/VERIFYING PRICE AND STOCK/ORDERING

- 3.1 To begin, go to the Office Depot Business website <https://business.officedepot.com/>. On the Website Screen (Figure 3), enter your login name and password and press "Enter" or click "Login".

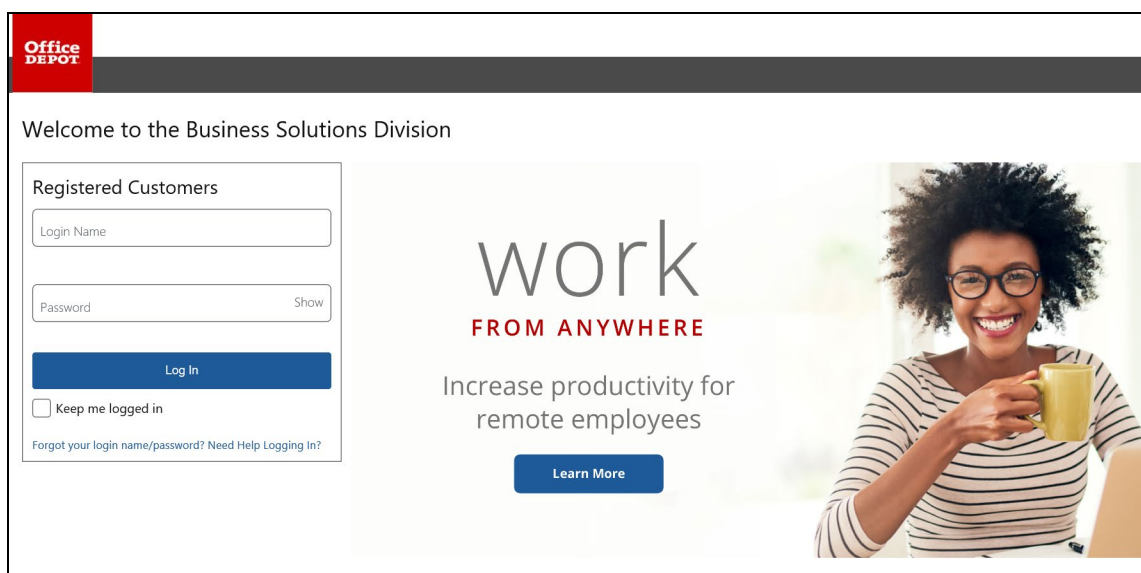


Figure 3 (Website Screen)

- 3.2 At the Search Screen (Figure 4), you can either "Search by Keyword or Item #" (top screen) or if you know the item number, click on "Order by Item #" located under the "Search" field on the top of the screen. The system will direct you to the Ordering Screen (Figure 5). If you order by item number, enter the Office Depot item number(s) in the "Item Number" field and the quantity in the "Quantity" field for each item(s) you want to purchase. As you are entering the information, the field will update to display the complete description, unit price and inventory. The "Comments" field allows you to enter a name or project name at the time of the order. This information will print on the packing list you receive with your order and individual invoices, and will remain in your online order history as a reference tool. To add more items, click on the next line and continue. If you need additional lines, click on "[+] Enter More Items" towards the bottom left of the screen.

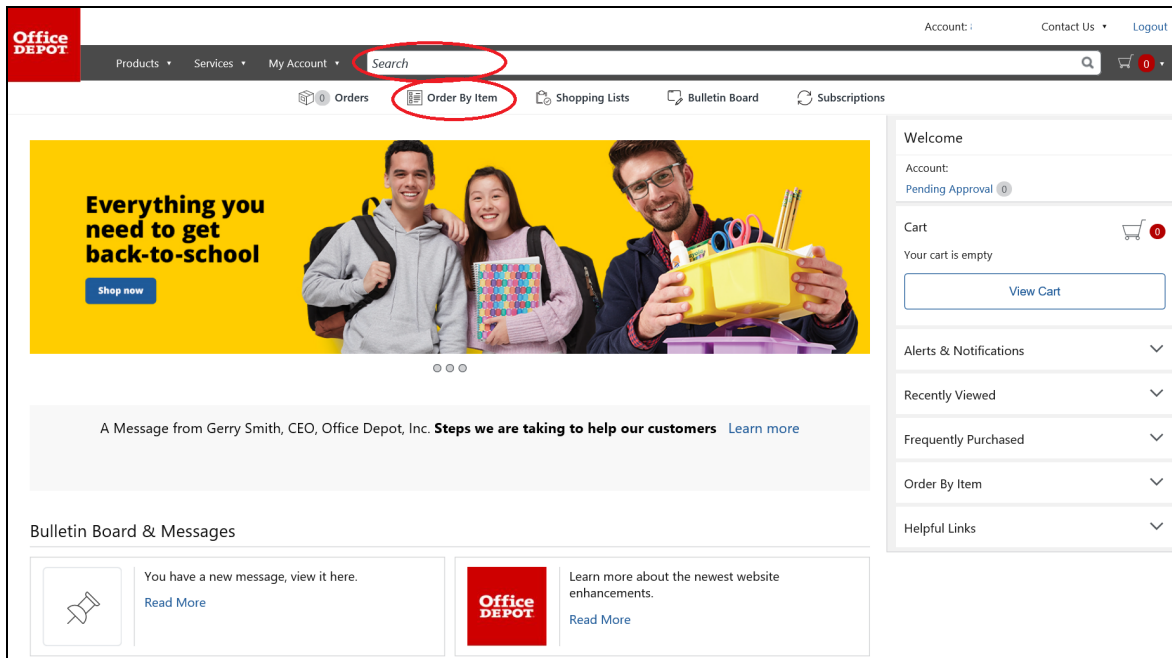


Figure 4 (Search Screen)

- 3.3 To view contract pricing, stock, and product details, click on the item itself from the Ordering Screen (Figure 5) or from the “Search by Keyword or Item #” search results. The system will direct you to the Product Details and Availability Screen (Figure 6). This screen displays a complete description of the item you entered, discounted price and availability. If you have more pricing to verify, continue entering the information in the “Search” field or select the next item from the Ordering Screen (Figure 5).

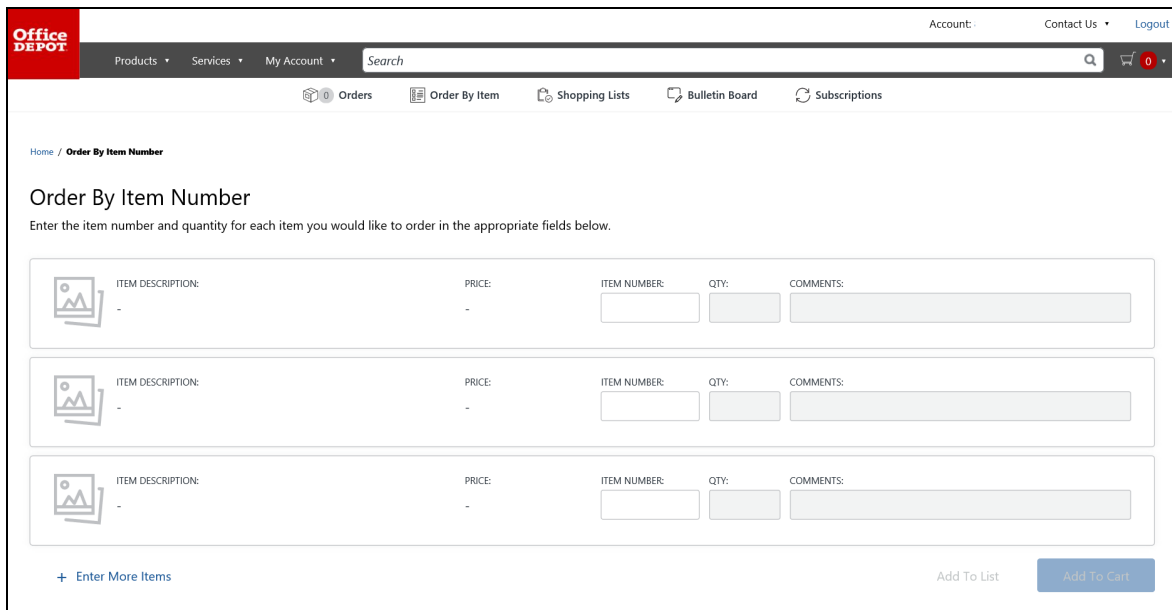


Figure 5 (Ordering Screen)

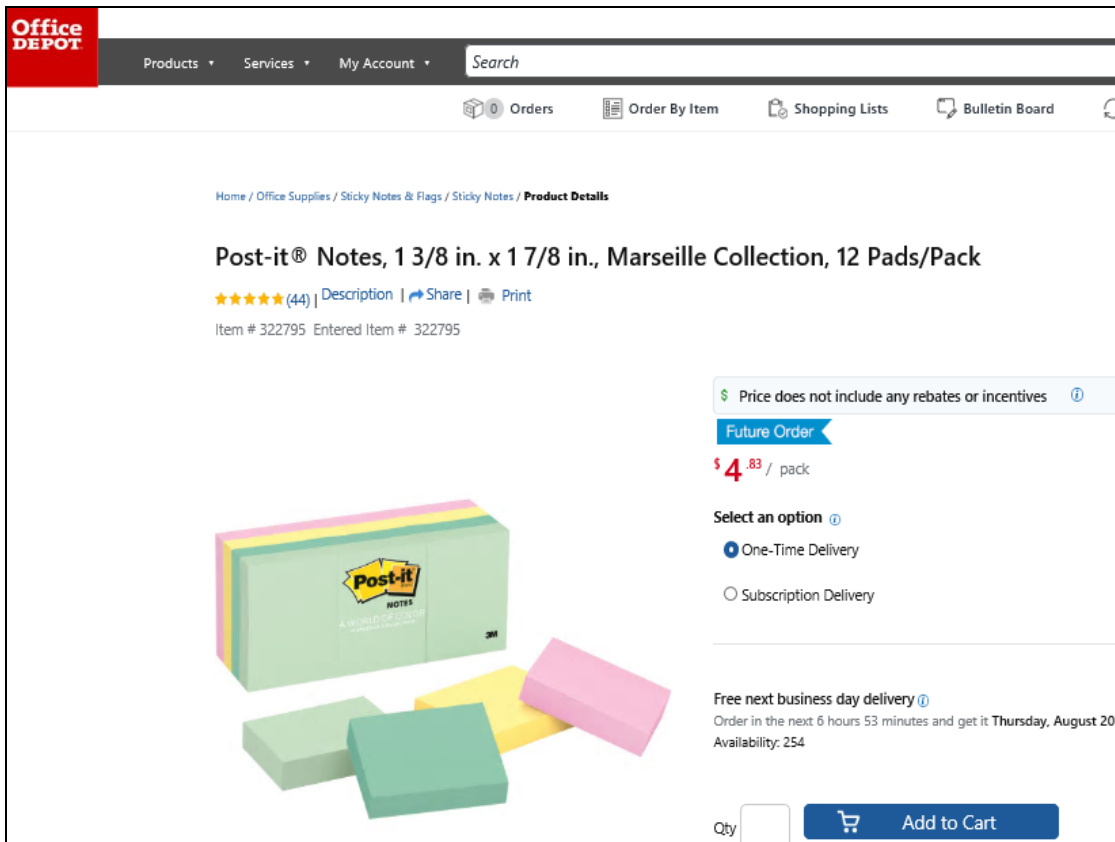


Figure 6 (Product Details & Availability Screen)

- 3.4 When you finish, click on “Add to Cart”. The system will redirect you to the Shopping Cart (Figure 6) from the Ordering Screen (Figure 5) or you can click on the shopping cart (top right corner). The Shopping Cart displays a list of all the items you entered on the previous screen.

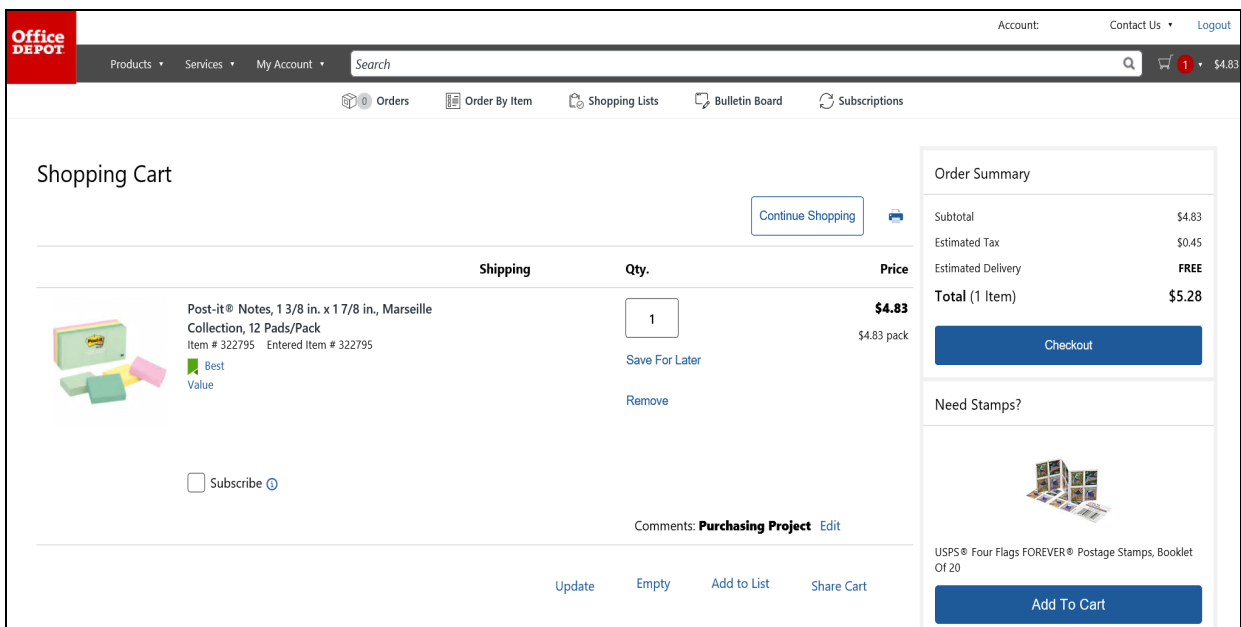


Figure 6 (Shopping Cart Screen)

- 3.5 You may choose to continue shopping or click “Checkout” to advance you to the Checkout Screen (Figure 7).

Office DEPOT Account

Products Services My Account Search

Orders Order By Item Shopping Lists Bulletin Board Subscriptions

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

ESTHER FLORES [Change](#)

(714) 480 - 7375
flores_esther@rscsd.edu

Delivery information

RANCHO SANTIAGO COLLEGE

(Taxable)
Your company limited your permissions. To add or update shipping addresses, contact your superuser or administrator.

Email options

Send me an email confirmation of this order

Send a copy of order confirmation to

Order summary

Delivery order 1 # Estimated delivery 08/19/2020

Account information

* PO Number Select

SITE #
DISTRICT OFFICE #109

Desktop

 Make these my default values, if permitted

* Contact

Contact Phone Ext

Comment: Not used by our delivery carriers.

* 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:

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](#)

Delivery order : # 118209175-001

Estimated delivery 08/19/2020

	Price	Qty.	Total	Remove Item
 Post-it® Notes, 1 3/8 in. x 1 7/8 in., Marseille Collection, 12 Pads/Pack Item # 0322795 Entered Item # 322795	\$4.83 / pack	1	\$4.83	<input type="checkbox"/>

Best Value

Comments: **Purchasing Project**

Subtotal \$4.83

Delivery fee FREE

Adjustments \$0.00

Taxes \$0.45

Total \$5.28

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](#)
[Save Order](#)
[Place Order](#)

Figure 7 (Checkout Screen)

3.6 At the Checkout Screen, review your shopping cart by verifying the PO number, shipping information and items entered. If you wish to make changes to your

shopping cart, you have the opportunity to do so on this screen. If you make changes, remember to click on “Update Cart” at the bottom of the screen. Always review all the information on your order before advancing to the next screen. When you are ready to proceed with your purchase, click “Place Order” at the bottom, right-hand corner of the screen.

- 3.7 The Order Confirmation Screen (Figure 8) displays your order summary details such as the order number and shipping information. You will receive an email confirmation shortly. Please save this email for your records. Always click “Logout” located at the upper right-hand corner of the screen to securely exit from the site.

The screenshot displays the Office Depot Order Confirmation Screen. At the top, there is a navigation bar with the Office Depot logo and links for Products, Services, My Account, and a search bar. Below this, there are icons for Orders, Order By Item, Shopping Lists, Bulletin Board, and Subscriptions. The main content area starts with a 'Thank you for your order!' message and a 'Print This Page' link. A note states that an order confirmation email will be sent shortly. The 'Shipment Summary' section shows two shipments with their respective order numbers and estimated arrival dates. The 'My Account' section provides links to view order details, print the order, view order history, and account information. The 'Order Information' section lists account and order numbers, company name, and contact details. The 'Shipping Information' section provides the full shipping address. The 'Payment Information' section shows 'Account Billing'. The 'Order Summary' section includes a table of items and a final summary of costs.

Description	Your Price/unit	Qty.	Available	B/O	Total	Comments
Tombow® Mono® Correction Tape, Mini, 1/8" x 315", 60% Recycled, White, Pack Of 10 Entered Item # 915730	\$9.33 / pack	1	1	0	\$9.33	
Avery® High-Visibility Permanent Laser ID Labels, 5972, 1" x 2.5/8", Yellow, Pack Of 750 Entered Item # 963561	\$8.50 / pack	1	0	1	\$8.50	
					Available:	\$9.33
					Backorder:	\$8.50
					Subtotal:	\$17.83
					Delivery Fee:	FREE
					Taxes:	\$1.65
					Total:	\$19.48

Figure 8 (Order Confirmation Screen)

- 3.8 For your convenience, an Order Sheet (Figure 9) is available to record and keep track of your purchases. To obtain a copy of this form, click [here](#).

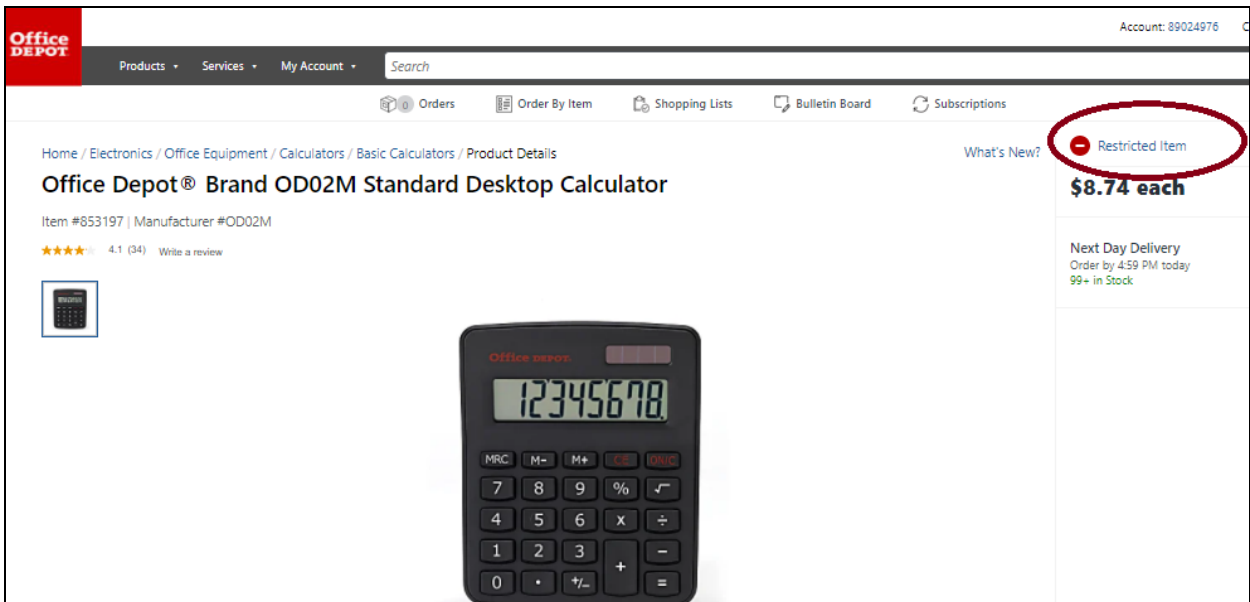


Figure 10 (Restricted Item)

5.0 CHECKING STATUS

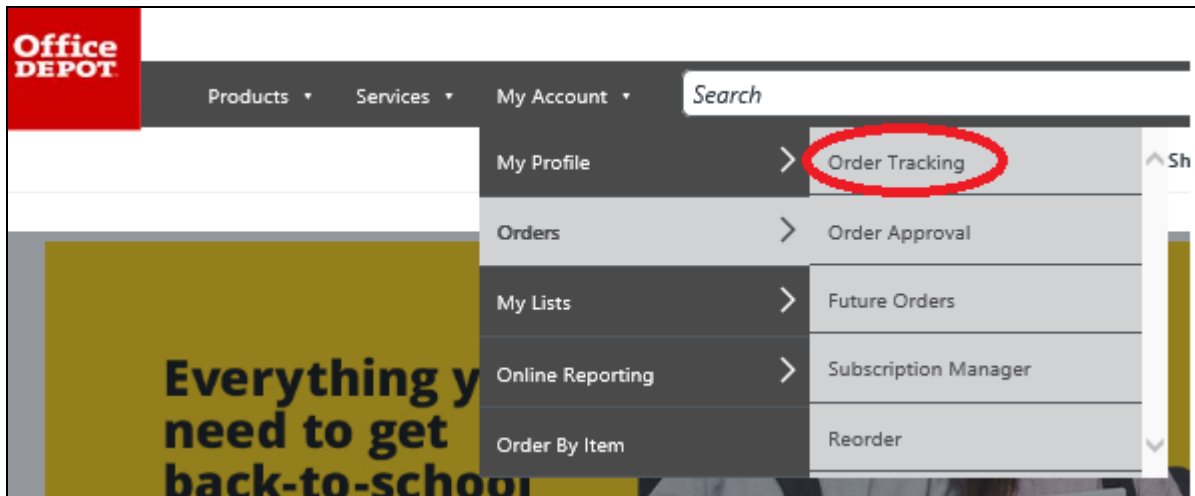


Figure 11 (Search Screen)

- 5.1 To view the status of an existing order, log into the website and on the Search Screen, click on “Order Tracking” located under “My Account” (Figure 11) on the top of the screen.
- 5.2 The system will advance to the Order Tracking/History Screen (Figure 12). This screen will display the status of your current orders and other pertinent information. To locate a specific order, you can search by PO or order number, item number or ordered by.

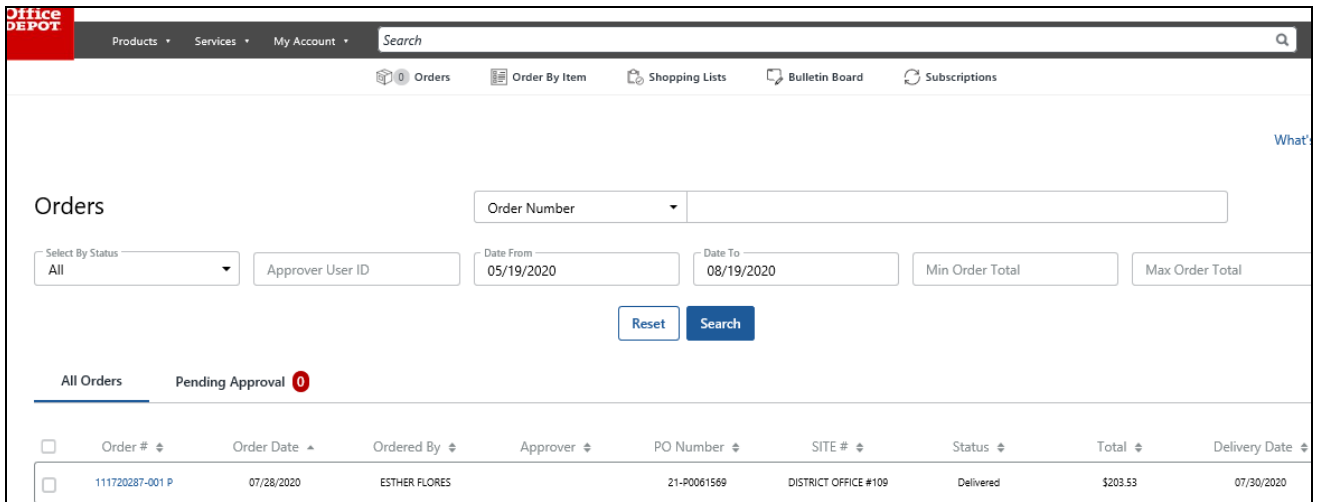


Figure 12 (Order Tracking/History Screen)

6.0 MERCHANDISE RETURNS FOR BLANKET PURCHASE ORDERS

- 6.1 It is the responsibility of the end-user to make all the necessary arrangements with Office Depot for the return of merchandise ordered on a blanket purchase order. The Purchasing Services Department does not handle any blanket purchase order returns.
- 6.2 The end-user must first contact the Office Depot Business inside sales representative to schedule a pickup time and obtain a return merchandise authorization (RMA) number which is required by Office Depot for any item(s) being returned. The end-user is responsible for contacting the District's Accounts Payable Department regarding returns and exchanges.
- 6.3 Office Depot Business contacts:

Outside Representative: Collin Frandsen Phone: (801) 643-7166 Email: collin.frandsen@odpbusiness.com	Inside Representative: Phillip Horn Phone: (717) 719-9028 Email: Phillip.Horn@odpbusiness.com
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7.0 MERCHANDISE RETURNS FOR ITEMIZED PURCHASE ORDERS

- 7.1 For merchandise originally delivered to the Warehouse address, an email must be sent to the Warehouse/Receiving Department indicating the purchase order number, item(s) being returned, the reason for the return, and whether or not a replacement item is required prior to merchandise being returned. Additionally, the email should indicate the location of the merchandise (site, building, room number, contact name, email address and their extension number). The Warehouse/Receiving Department will contact the vendor and obtain the RMA number for the return to take place. Once the RMA number is available, Warehouse/Receiving notifies Purchasing Services to generate the change order to record the return and/or replacement item details, picks up the merchandise from the department, and returns it to the vendor.

- 7.2 For merchandise originally delivered directly to the end-user department, an email must be sent to the Purchasing Services Department indicating the purchase order number, item(s) being returned, the reason for the return, and whether or not a replacement item is required. Additionally, the email should indicate the location of the merchandise (site, building, room number, contact name, email address and their extension number). The Purchasing Services Department will contact the vendor and obtain the RMA number for the return to take place. Once the RMA number is available, Purchasing Services will generate the change order to record the return and/or replacement item details, and forward the RMA number and instructions to the end-user to prepare the return for vendor pick up from their department.