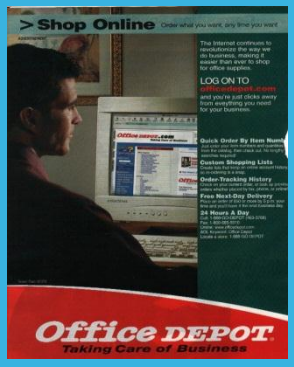
Office DEPOT.
Taking Care of Business

JIT/TABLE TOP ORDER AND DELIVERY GUIDE

JIT/TABLE TOP ORDER AND DELIVERY OBJECTIVE

- This District is implementing a desk top order and delivery system with Office Depot to purchase office supplies.
- The objective of this purchasing method is to get your office supply items to you exactly when you need them.
- Instead of warehousing all of the office supply products that the District needs, the office supply items are delivered in a timely manner for your immediate use.

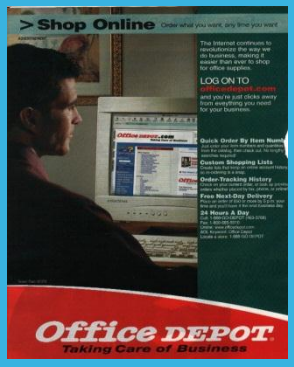


JIT/TABLE TOP ORDER AND DELIVERY GUIDE

- All orders for office supplies from Office Depot MUST be done by creating a Blanket Purchase Order (BPO), no exceptions.

- Purchases for furniture, computers and related peripherals, software, rentals, leases or other equipment items, are not allowed for purchase on your BPO.

- However, You may order most of the restricted items mentioned above on a regular Purchase Order (PO). These orders will be delivered to the warehouse. Restricted items cannot be charged against your BPO.

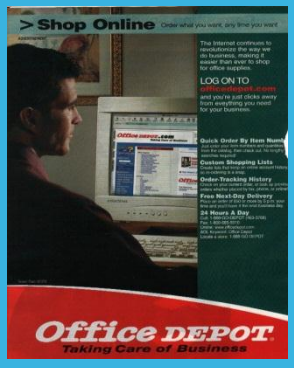


ORDER PROCESS

1. Prepare a blanket requisition for Office Depot in the Datatel financial system
2. Requisition is approved and a BPO is processed
3. Purchasing loads your BPO into the Office Depot System
4. Use the browser to access the internet and type in http://business.officedepot.com to began placing your order.
5. Type in your login Name and Password
6. Click on LOGIN
7. If you know the item number(s) for the product(s) you wish to order select

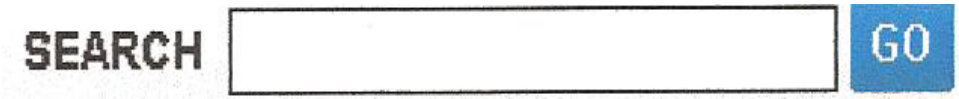
Order by Item #

Quick Order

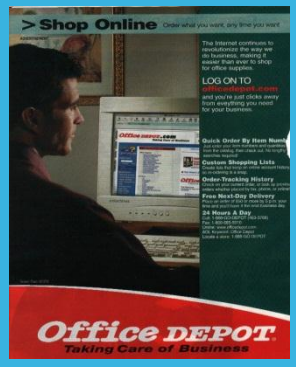


PLACING AN ORDER, CONTINUED

8. Type in Office Depot Item #, quantity, and comment, if desired
9. If you do not know the item number(s) for the product(s) you wish to order, you can:
   a. Search for the product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and the clicking Go

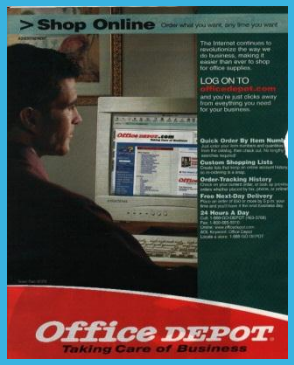


   b. Shop using the Office Depot online catalog. Click on Home in the upper left hand corner or View All Products A-Z in the grey toolbar and you will be directed to category listings in the catalog.
10. Select ADD TO CART to add your desired product to your shopping cart.



PLACING AN ORDER, CONTINUED

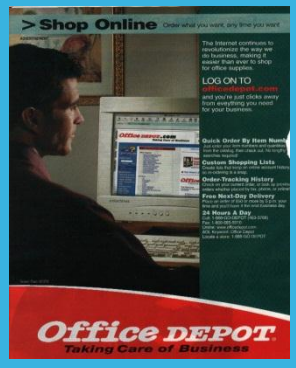
11. Select Continue Shopping to continue or Check Out from the shopping cart on the top left if you have finished shopping.
12. If you have selected Continue Shopping then click on Order by Item # Quick Order to add more items.
13. If your wish to save the items in a list but not create the order, select SAVE FOR LATER
14. If you selected Check Out, verify items in your cart and complete any required information.
15. Your order is now on hold. Office depot BPO's can only be released by Purchasing



RELEASING ORDERS

- The Purchasing Department reviews all orders for compliance with District Purchasing Policy(s)

- After reviewing the order, The District Buyer will release all orders that are "on hold" . All *Office Depot* BPO's are released daily.

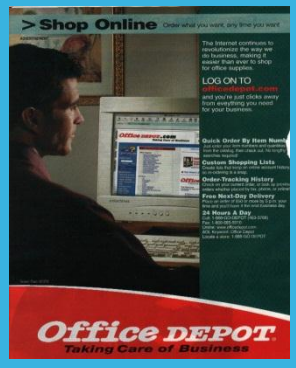


ADDITIONAL INSTRUCTIONS FOR THE OFFICE DEPOT WEBSITE

Here is how to *view PO#,* Limit and Usage:

1. Login at https://business.officedepot.com
2. Click on the header "My Account" on the top right.
3. Then click on "Select PO Number" (on the left), you'll find the current PO Limit and Usage

***If you have more than one PO---scroll down to choose the PO Number you want to use by clicking under current and/or default next to that PO.



ADDITIONAL INSTRUCTIONS FOR THE OFFICE DEPOT WEBSITE

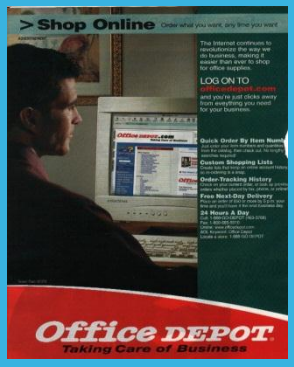
Here is how to do an online shopping list.

This feature saves you from having to look up order numbers every time you need to place an order on your most frequently used items.

1. Login as usual on website: https://bsd.officedepot.com.
2. Click on "Order By Item #'s" at the top center.
3. Type in Office Depot Item #, quantity, and comment, if desired.
4. Once your list is complete, click on "Add to List" (DO NOT CLICK ON "ADD TO CART")
5. Choose "Select an existing list" OR "Create New List"
6. Click on "Add to list" to complete.

Congratulations! You have completed your shopping list.

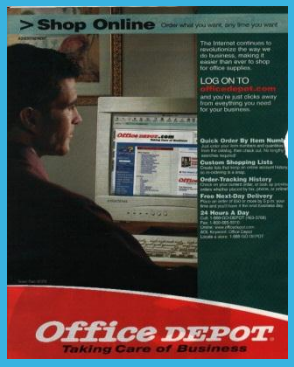
To review your shopping list in the future, Place cursor over "My Account", on the top right. Choose "My Shopping Lists," The lists are in alphabetical order, scroll down to find your list and click on it to review.



ADDITIONAL INSTRUCTIONS FOR THE OFFICE DEPOT WEBSITE

Here is how to *track* an *order* :

1. Login as usual on website: https://business.officedepot.com
2. Place cursor over "My Account", on the top right. Choose Order Tracking.
3. In the Search By Order Number box, type in your order #, then click on Search Order.
4. Your order detail should come up. You should see status of order or UPS tracking #



ADDITIONAL INSTRUCTIONS FOR THE OFFICE DEPOT WEBSITE CONTINUED.

Here is how to do an *online return*:

1. **For returns: Scroll all the way down and click on <Begin Return>**
2. **The system will walk you through making your return. You and the purchasing office will receive an email return authorization number once completed. Please keep that number for future reference.**
3. **Included in your email "return order" information is:**
   1. Order number
   2. Return request date
   3. Original order number
   4. Pickup-Estimated date
   5. Return Carrier
   6. Ship from address and billing information
   7. Item description

Office Depot has a 30-day supply return policy for stocked items**.** You may only place a return on orders that have already been delivered. All returns must be in their original packaging. Please contact Wilma Prine in Purchasing for assistance at ext. 6302, or by email at **prine.w@mccd.edu**.

- ❑ *****note - all UPS or FedEx shipments will be delivered and received at the MCCD warehouse. Your will receive those orders within 3-5 business days.**

DELIVERY PROCESS

Upon release of your order from Purchasing, your items will be delivered to your location within 1-2 business days.

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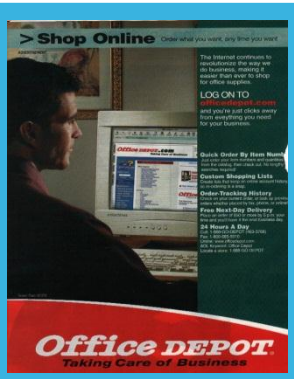
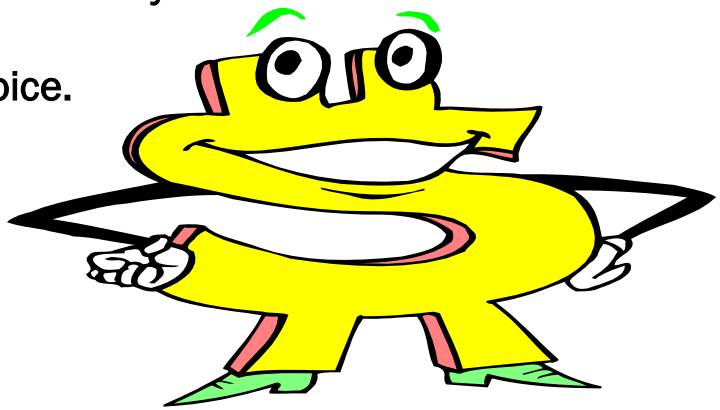
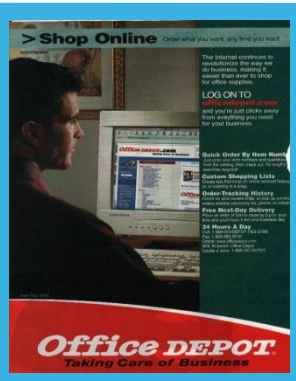


PAYMENT PROCESS

- Payment for your order cannot be processed unless you contact Purchasing with proof and confirmation of delivery.
- If the order is complete, you must contact Wilma Prine in Purchasing by email at prine.w@mccd.edu . Attach a signed scanned copy of your packing slip in your email message, or fax a copy to Purchasing at 384-6310.
- Purchasing will receive your order in the Datatel financial system.
- Accounts payable will proceed with paying your invoice.