

OFFICE DEPOT PROCEDURES

Office Depot orders are to be entered online by authorized site personnel who have been issued a login name and password by HUSD Purchasing Dept. No phone or fax orders are allowed unless placed by HUSD Purchasing Dept.

To pickup items at a local Office Depot store, a **separate PO** must be setup to the local Office Depot store and the District's Office Depot Account Credit Card needs to pickup up in Purchasing prior to any purchases made at a local store.

Most orders placed before 4:00pm will be delivered the next business day directly to your school site. Large items/orders that will not fit on the UPS truck may be shipped on a freight truck and will take a few more days to arrive.

WEBSITE: <https://bsd.officedepot.com/>

Enter login name and password

If you have problems logging in contact Purchasing (Not Office Depot)

PLACING ORDERS (\$50.00 minimum order amount)

You can search for items by item number or description then add to your cart

Or click on 'Order by Item #'

Enter the item number and quantity

'Add to cart'

'Checkout'

Verify **all** your information, PO Number, Shipping Address, Items description, quantity, etc.

To place order, choose 'Put order on hold' (this sends the order to purchasing to review and release)

Print copy of order for your records

ITEMS OVER \$500.00

Individual items costing \$500.00 or more are not allowing on Open Purchase Orders and need to be itemized on a separate Purchase Requisition and coded to the correct object code for our asset inventory. These items will be ordered by the Purchasing Dept. Site personnel will not be able to place orders online for items costing \$500.00 or more.

CHOOSING A DIFFERENT PURCHASE ORDER NUMBER THEN YOUR DEFAULT NUMBER

Go to 'My Profile' on the left hand side

Click on 'My Profile Summary'

On the left you should see 'Current PO Number' in blue

Click on 'Select Other' next to 'Current PO Number'

Scroll Down and you should see a list of Purchase Orders

Click on the button (circle) under Current, next to the PO Number you would like to choose.

Click on 'Select', at the bottom of the page.

This will be your PO Number for your current order only. It will go back to your default the next time you order.

RETURNS

Note: You may return most items in their original packaging within 30 days (most technology items within 14 days). All returns must be in their original packaging. When returning merchandise in exchange for credit, you may take advantage of placing a return on-line. For ordering another item in exchange, receiving credit for your order, over shipments or any other type of return, please contact your Customer Service Representative.

Go to '*Order Tracking*' on the left hand side

You can either search for your order by the methods listed in the drop-down box or

Scroll down until you see the correct order number.

Click on the Order Number to open up that order

Click on '*Submit Return*'

Enter the Quantity to Return and Reason for each item that you wish to return.

Click '*Continue*'

Print your Return Authorization

Attach a copy to the items for Pick up by Office Depot or UPS truck, give to driver next time they are there, or you may return to the warehouse for pick up at the warehouse.

If you need replacement items, submit a new order for the different items.

MISSING ITEMS

Call Office Depot's Customer Service at 800-816-5222. Please have the packing slip handy for order/item number reference.

CONTACTS

If you have any problems logging in or placing your orders, please contact the Purchasing Dept, **not** Office Depot directly.

CHECKING DOLLAR AMOUNT USED

Go to '*My Profile*' on the left hand side

Click on '*Select PO*'

Scroll down to see PO's, Dollar Limit and Dollar Used

ORDERING OFFICE DEPOT CATALOGS

To order catalogs use the item number that is posted on the Office Depot's Home Page (once you login) under "Bulletin Board". As new catalogs are available, the new item number will be posted here. Enter this item number and the quantity that you wish to order the same as if you are ordering items. There is no charge for the catalogs and they will arrive with your shipment.