



**PLEASE NOTE THAT BULL MARKETPLACE IS THE PREFERRED METHOD OF PROCUREMENT FOR ALL OFFICE DEPOT SUPPLIES AND FURNITURE**

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Office Depot Account Manager,  
Strategic Account Manager - Public Sector,  
**Christine Kelly**  
Phone (954) 914-5575  
E-mail: [christine.kelly@officedepot.com](mailto:christine.kelly@officedepot.com)

Project Furniture,  
**Sonia Johnson**  
Phone (813) 263-5667  
E-mail: [sonia.johnson@workspaceinteriorsOD.com](mailto:sonia.johnson@workspaceinteriorsOD.com)

Facilities  
**Tim LaBrie**  
Phone (678) 232-5748  
E-mail: [tim.labrie@officedepot.com](mailto:tim.labrie@officedepot.com)

Technology, Strategic Account Manager  
**Jason Moore**  
Phone (404) 444-1017  
E-mail: [jason.moore@officedepot.com](mailto:jason.moore@officedepot.com)

Technology, Strategic Accountant TSR- Technology,  
**Chris Bombela**  
Phone (512) 651-2773  
E-mail [chris.bombela@officedepot.com](mailto:chris.bombela@officedepot.com)

**Strategic Customer Care:** 8am - 8pm EST Mon-Fri\*.  
Phone 800-279-1528  
Email [StrategicSupport@officedepot.com](mailto:StrategicSupport@officedepot.com)

**USF BullMarketplace Account # 23377112;**  
**USF PCARD/CREDIT Orders: 27632864**

**USF CONTACTS..... 4**

**Robert Robinson, Sr.** Purchasing Agent  
Phone (813) 974-3346  
E-mail [robinsonr@usf.edu](mailto:robinsonr@usf.edu)

## OFFICE DEPOT CONTRACT FOR OFFICE SUPPLIES

In an effort to maximize efficiencies, reduce costs, and enhance services, a contract has been awarded to Office Depot for Office Supplies. **Office Depot is the exclusive vendor for office supply products to USF.** This means that Office Depot is absolutely the exclusive supplier of office supply products and all other sources will be denied unless Office Depot cannot fulfill the order.

The Office Depot contract became effective July 1, 2008. The updated Core List (Best Value) can be accessed by clicking [Best Value](#). The Core List (Best Value) will be updated on a semi-annual basis.

### **REGISTRATION: PLEASE NOTE THAT PURCHASING THROUGH BULL MARKETPLACE IS PREFERRED**

If you are a new customer, you must register before you can logon to the USF/Office Depot website. In order to complete the registration process, click on the USF/Office Depot Registration website link:

<https://business.officedepot.com/userprofile/registerPCard.do?billTold=27632864>

If your department has a P-Card then it must also be registered to ensure that you receive the USF contract pricing and the sales tax exemption when making in-store purchases. The USF/Office Depot Registration website link can also be found at the USF Portal.

If you have any questions or you are having difficulty registering, email [USF@Officedepot.com](mailto:USF@Officedepot.com) with your first & last name, and registration/update information. Please allow 5-7 business days for account setup. Office Depot will contact you by email to confirm your registration and provide you with your new login ID and password.

### **PLACING ON-LINE ORDERS: PLEASE NOTE THAT PURCHASING THROUGH BULL MARKETPLACE IS PREFERRED**

Upon receipt of your login ID and password from Office Depot you can begin placing on-line orders with Office Depot by clicking on the USF/Office Depot Ordering website link: <https://bsd.officedepot.com>.

If you have any questions or you are having difficulty placing your order, please contact the Office Depot representative, **Christine Kelly at [christine.kelly@officedepot.com](mailto:christine.kelly@officedepot.com)**.

### **SPECIAL NOTE FOR USF OFFICE DEPOT CUSTOMERS WITH ACCOUNTS BEFORE JUNE 2008 NEW USF/OFFICE DEPOT CONTRACT WAS ESTABLISHED**

If you were an existing Office Depot customer before June 2008, you will continue to use your existing login ID and PASSWORD to access the USF/Office Depot Ordering website: <https://bsd.officedepot.com>.

If you do not remember your login ID and/or PASSWORD or unable to login to the USF/Office Depot Ordering site, please re-register by clicking on the following USF/Office Depot Registration website link:

<https://odams.officedepot.com/registrations/USF.php>. This link can also be found at the USF Portal.

### **SPECIAL NOTE REGARDING SELECTION OF PAYMENT OPTIONS FOR ONLINE ORDERS PLEASE NOTE THAT PURCHASING THROUGH BULL MARKETPLACE IS PREFERRED**

There are two payment options when placing online orders at the USF/Office Depot Ordering site. Payments can be made with a USF P-Card or a valid USF Purchase Order. You will be prompted at the Checkout phase of your order to select a payment option.

P-Card Payments: When paying with a P-Card, you must enter "P-Card" in the PO Number field and select your Payment Type: as "Credit Card" at checkout. This will ensure that you receive the charges for your order on your monthly credit card statement. SEE P-CARD

See selection of P-Card Payment Example below:

## Checkout

### Order Options

<a href="#">PO Number</a> *	PCARD	<b>Payment Info</b>
		Payment Type: Credit Card Credit Card Number: <input type="text" value="000000000000"/> Please enter your credit card number without spaces or dashes (i.e. 000000000000) Expiration Date: <input type="text" value="01"/> <input type="text" value="11"/> (mm/yy)

Purchase Order Payments: When paying with a valid USF Purchase Order, you are required to input the entire purchase order # (all 10 digits) in the PO Number field and select your Payment Type: as "Account Billing". This will ensure that you receive an invoice from Office Depot. Before emailing your Office Depot invoice to Accounts Payable, make sure that all items invoiced have been received; enter the receipt in FAST; and write the receipt and PO# on the invoice.

See selection of Purchase Order Payment Example below:

## Checkout

### Order Options

<a href="#">PO Number</a> *	7000034567	<b>Payment Info</b>
		Payment Type: Account Billing

ORDERING OFFICE DEPOT (BUSINESS SOLUTIONS DIVISION (BSD)) CATALOGS ON-LINE:

The NEW BSD Office Depot Catalogs are available, to order a new *free* catalog use item code: **514-417**.

### **MAKING IN-STORE PURCHASES WITH YOUR USF P-CARD: PLEASE NOTE THAT PURCHASING THROUGH BULL MARKETPLACE IS PREFERRED**

If you need to make an in-store purchase at any Office Depot store location, you will be required to use your USF P-Card at check-out. Make sure your P-Card is registered before making in-store purchases doing so will ensure that you receive the USF contract pricing and the sales tax exemption.

**NOTE:** If you receive a P-Card after you completed the Office Depot registration process, or you forgot to register your P-Card at the time of your initial registration, the system will not allow you to update your P-CARD information. Please contact **Christine Kelly** at Office Depot via phone **(954-914-5575)** only to manually update your PCARD information for you. Please do not send your credit card information via email to **Christine Kelly**. Upon receipt of your call, **Christine Kelly** will contact you personally to manually register your P-Card.

**USF P-CARD:**

**PLEASE NOTE THAT PURCHASING THROUGH BULL MARKETPLACE IS PREFERRED**

If you do not have a USF P-Card please apply at <http://usfweb2.usf.edu/pcard/index.html> or contact the P-Card Administrator, Charlotte Eppich at (813) 974-5785 or [ceppich@usf.edu](mailto:ceppich@usf.edu) for more information. Refer to the Expenditure Matrix for allowable P-Card purchases.

**THE FOLLOWING ITEMS HAVE BEEN APPROVED FOR ORDERING:**

- Best Value - You can access a listing of Best Value products, broken down by category, one of three ways. 1. By clicking on the "Bulletin Board" tab and then clicking on the "USF Best Value Items" hyperlink, 2. By clicking on the "My Shopping Lists" found on the Shopping tools menu, or 3. By clicking here: [USF CORE LIST \(BEST VALUE\) & PRICING INFORMATION](#).
- Plain stationary & envelopes
- Copier paper, toner, and ink cartridges
- Break room and cleaning supplies
- Furniture listed in the Office Depot Catalog

**THE FOLLOWING ITEMS ARE RESTRICTED FROM ORDERING:**

- No food items: soda, water, coffee products
- Technology Items: May be purchased. All technology needs to comply with IT UTSB standards (University Technology Standards Board) including; computer hardware, pc's, laptops, monitors, key boards, mice, copiers, printers, cabling, surge protectors, software, computer supplies and related items. Technology items may be ordered from the USF Computer Store: [USF Computer Store](#), 813- 974-1779.
- USF Letterhead, Stationery, Envelopes and Business Cards

If there is an item that you believe was restricted in error on the USF/Office Depot Ordering site, please contact: Jeff Elliott at [jelliott3@usf.edu](mailto:jelliott3@usf.edu)

**OFFICE DEPOT CONTACTS:**

If you have any questions regarding your Account with Office Depot, please contact:

- Office Depot Account Manager, Strategic Account Manager - Public Sector, **Christine Kelly**  
Phone (954) 914-5575 E-mail: [christine.kelly@officedepot.com](mailto:christine.kelly@officedepot.com)
- Project Furniture, **Sonia Johnson**  
Phone (813) 263-5667 E-mail: [sonia.johnson@workspaceinteriorsOD.com](mailto:sonia.johnson@workspaceinteriorsOD.com)
- Facilities: **Tim LaBrie**  
Phone (678) 232-5748 E-mail: [tim.labrie@officedepot.com](mailto:tim.labrie@officedepot.com)
- Technology, Strategic Account Manager, **Jason Moore**  
Phone (404) 444-1017 E-mail: [jason.moore@officedepot.com](mailto:jason.moore@officedepot.com)
- Technology, Strategic Accountant TSR- Technology, **Chris Bombela**  
Phone (512) 651-2773 E-mail: [chris.bombela@officedepot.com](mailto:chris.bombela@officedepot.com)
- **Strategic Customer Care:** 8am - 8pm EST Mon-Fri\*. Call 800-279-1528 or Email [StrategicSupport@officedepot.com](mailto:StrategicSupport@officedepot.com)  
USF BullMarketplace Account # 23377112; USF PCARD/CREDIT Orders: 27632864

**USF CONTACT:** Robert Robinson, Sr. Purchasing Agent: (813) 974-3346 [robinsonr@usf.edu](mailto:robinsonr@usf.edu)

**USF EMPLOYEE, STUDENT & ALUMNI DISCOUNT:**

Employees, Students & Alumnus of the University of South Florida will receive special pricing of an average of 7% below Office Depot retail pricing on **personal purchases with their own registered credit card** at Office Depot retail stores. To register your personal credit card (please do not register the USF P-CARD), go to the following [registration link](#). Cards will be ready to use within 48 hours after submission to Office Depot.