

## **ODP (formerly Office Depot) Information**

Link to website: <https://www.odpbusiness.com/index.do>

St Vrain's Account Code: 87003735

### **Representative Contact Information:**

Account Manager:

Marilyn Hill

858-361-5177

[marilyn.hill@odpbusiness.com](mailto:marilyn.hill@odpbusiness.com)

### **HELPFUL NUMBERS:**

Customer Service (place order, research items, returns): 888-777-4044

Billing: 800-721-6592

**St. Vrain View Account (items can be viewed but orders cannot be placed—this is helpful to give to your teachers so they can create shopping lists):**

USER NAME: stvrainview

PASSWORD: Welcome1

**When using the St. Vrain View account, please be very careful when logging in. If you enter the wrong user name and/or password too many times, it will lock you out and in-activate the account.**

If you do get locked out of the account, immediately contact Chelsey Axtell (X57769) and let her know so it can be reset.

**Create a SHOPPING LIST. Do not add to cart.**

## Placing an order

Once items have been placed in your cart, click on the cart icon at the upper right.



If everything in your order looks correct, click on Checkout at the right.

Order Summary	
Subtotal	\$32.99
Estimated Tax	\$0.00
Estimated Delivery	<b>FREE</b>
<b>Total (1 Item)</b>	<b>\$32.99</b>

**Checkout**

The delivery date will auto-populate. If you need a different date, you can change this.

Select a desired delivery date:

 03/20/2023

Scroll to the bottom and click on Place Order.

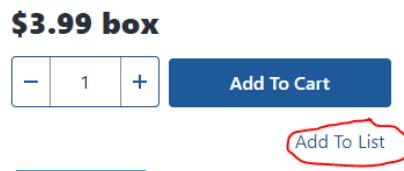
Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the Terms and Conditions.

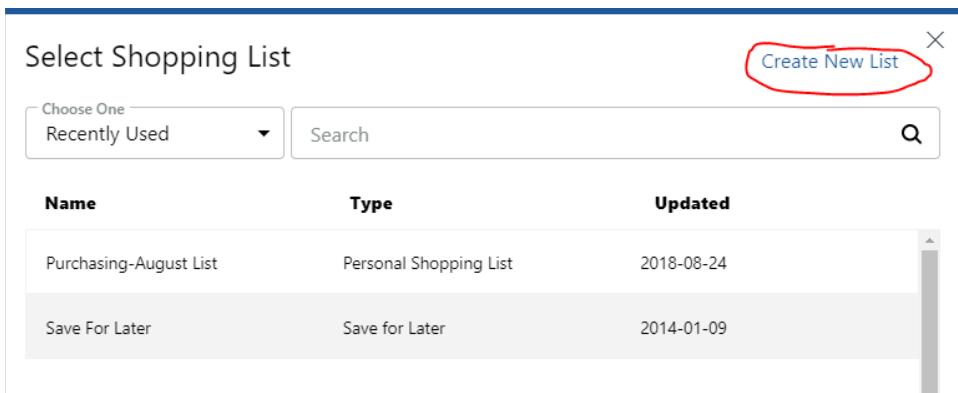
 Place Order

### Creating a Shopping List for StVrainView

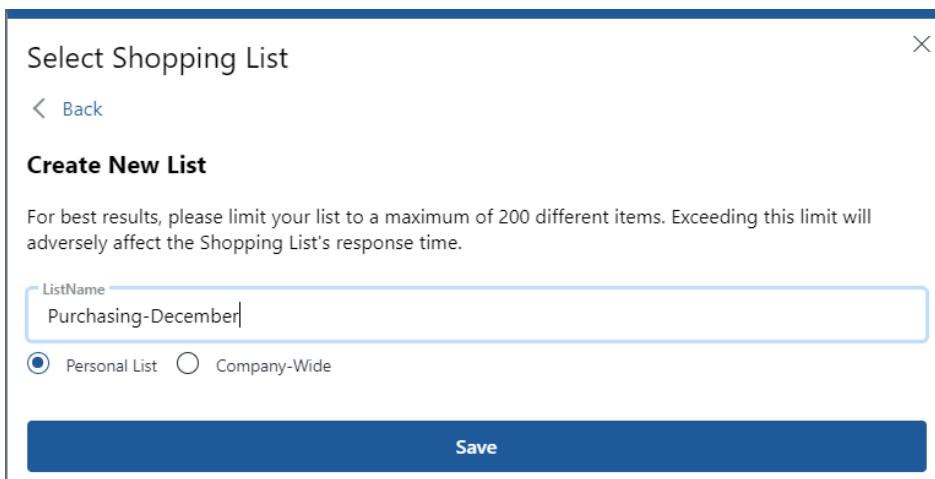
1) Search for the item that you need and add the quantity in the Qty box. Click on “Add to List”.



2) A box will pop up that gives you several options. Choose “CREATE NEW LIST”.



3) Create a name for your list then click “save”.



- 4) Once your list is created, another box will pop up. If you have more items to add to your list, click on “Continue Shopping”. If you are ready to email your list to your department/school, click on “View my List”.
- 5)
- 6) At the upper right, you will see an option for emailing your list. Click on this box.

Home / My Lists / [Edit My List](#)

Purchasing-December Items In Your List

Select all      Add by Item #  Sku      Add to List      [Email List](#) (circled in red)      Settings

<input type="checkbox"/>		<b>\$3.99 / box</b> ★★★★★ 678 Reviews BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens Item Number 664011 Entered Item # 664011 Manufacturer # GSM60-BLACK <span style="color: green;">Best Value</span>	<input type="text"/> 1      Add to Cart      Remove Update
		Category <input type="text"/> Ballpoint Pens      Group <input type="text"/>	
To organize your items, check boxes in the right column then choose one of these actions: <span style="float: right;"><a href="#">Remove</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Share Items</a></span>			

- 7) Type in your name and email address. Type in the email address of department/school secretary who will be placing the order for you. If you have any notes that you want to add, type them in the Comments box. If you want a copy of the email sent to you, check the “Send me a copy of this email” box. Click “Send” when you are finished. (Do not send your orders to Chelsey in Purchasing!)

Share your Items X

Please provide the details below to share your selection via email. \* Required Information

Your Name	<input type="text"/> CHELSEY AXTELL
Your Email	<input type="text"/> axtell_chelsey@svvsd.org
Recipient Email	<input type="text"/> example@svvsd.org
Comments:	<input type="text"/>
<input type="checkbox"/> Send me a copy of this email <a href="#">CANCEL</a> <a href="#">SEND</a>	

8) The department/school secretary will receive the following email (it will have your name in place of Chelsey Axtell):



### Chelsey Axtell shared a shopping list with you...

I would like you to review & order these shared items

View & shop this list in 3 easy steps:



You can see items of the shared list by clicking the "View Items" button.

You can select items from this list and add them to cart.

Once the items are in your cart, you can place an order.

[View Items](#)

9) They will be directed to the Office Depot website where they will see what you have on your shopping list. They can then click on "Add to Cart" to add your items to their shopping cart.

Chelsey Axtell would like you to order these items.

Select the items you would like to add to your shopping cart

Description	Your Price / unit	Qty.	Total	Select all
 BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens Item # 664011 Entered Item # 664011 Manufacturer # GSM60-BLACK 	\$3.99 / box	1	\$3.99	<input checked="" type="checkbox"/>

Subtotal \$3.99

[ADD TO CART](#)

## Copy & Print

Services (upper left) > Print & Copy

For items with SVVSD Logo, go to Brand Identity.

### For business cards and envelopes:

For District/Department logo business cards and envelopes, click on “school district”

For School logo business cards and envelopes, click on the level of school you need

If you do not see your school/department listed, you will need to work with our Office Depot contact to have them added. **All logos must be pre-approved by the District's Communications Department.**

### Print/Copy Solutions:

Marilyn Hill

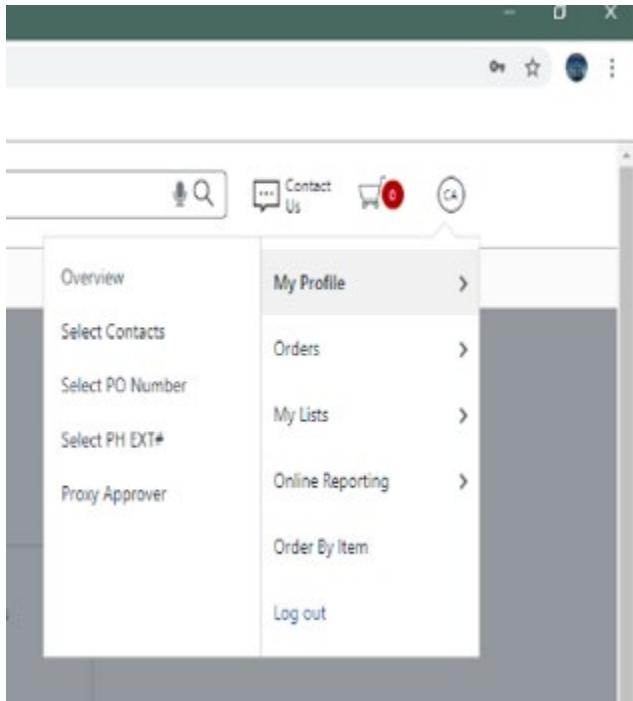
858-361-5177

[Marilyn.hill@odpbusiness.com](mailto:Marilyn.hill@odpbusiness.com)

**\*For large copy/print jobs and/or complicated jobs, contact our Office Depot representative directly to discuss turn-around/demand time and costs. (Large copy/print jobs will more-than-likely NOT have a next day turn-around).\***

## **Changing Password**

Hover over your initials in the upper right corner then click “My Profile”



Under Subscriptions & Settings, click on Edit Login Info & Lost Password Prompt

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### **Subscriptions & Settings**

[Edit User Info & Communication Preferences](#)  
[Edit Login Info & Password](#)

Type in your Current Password and then enter and confirm your new password and click “update”.

### **Printing a Receipt from Office Depot**

Log on to Office Depot website at <https://business.officedepot.com/index.do>

Hover over your initials in the upper right corner then click "Orders"

Type in your order number and change the date range if needed.

Orders

Order Number	
Select By Status	
All	Approver User ID
Date From	11/09/2020
Date To	12/09/2020
Min Order Total	Max Order Total
<input type="button" value="Reset"/>	<input type="button" value="Search"/>

Click on "Search". Your order information will populate. Click on the order number at the left.

All Orders	Pending Approval <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">0</span>
<hr/>	
<input type="checkbox"/> Order # ▾	Order Date ▲
<input type="checkbox"/> 142854106-001 P	12/08/2020

Under Summary, Shipping and Billing, you will see your order. At the right, you will see "Print This Order" as well as the order total. Click "Print This Order" to print your receipt.

### **Price Matching (regular Office Depot website)**

Sometimes the pricing on the regular Office Depot website will be lower than our contract pricing due to a sale. Office Depot will price match. The process for doing this is below:

From the regular Office Depot website, take a screen shot or Snippet of the item. On our District Office Depot website, place your order as you normally would. **On the checkout page, instead of clicking “place order”, select “save order”.**

Delivery order : # 189635229-001

Estimated delivery 08/23/2021

	Price	Qty.	Total	Remove Item
 Post-it® Super Sticky Easel Pads, 25" x 30", White, Pack Of 6 Pads Item # 0102015 Entered Item # 102015 ► 3 Day Delivery 	\$89.03 / pack	1	\$89.03	<input type="checkbox"/>
<hr/>				
Subtotal \$89.03				
<hr/>				
Delivery fee FREE				
<hr/>				
Adjustments \$0.00				
<hr/>				
Taxes \$0.00				
<hr/>				
<b>Total \$89.03</b>				
<hr/>				

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](#)

Email Marilyn (contact information on page one) that you have a saved order you need to have price matching on. In the email, include the screen shot or Snipped. She will modify the pricing, release the order, and send an updated copy.