



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Toner	Contract #: ITN 5547-0
Vendor: Office Depot	Effective Date: 08/23/2012 - 06/30/2015
OMNI Vendor ID: # 0000000671	DMBE Certified:
Address: 7817 Nilo Lane Tallahassee, FL, 32317	Payment Terms: Net 40
Contact: Allen Shiflett	Purchasing Card Can Be Used: YES
Phone: 850-878-4605	Fax: 850-878-4608
E-Mail: Allen.Shiflett@officedepot.com	Website: https://business.officedepot.com/
Purchasing Specialist: Geneva Miller 850-644-9723	Procure to Pay Team: Purchasing: Geneva Miller gamiller@admin.fsu.edu . Accounts Payable: 644-5021.

Contract Information: 1. Use ONLY the Office Depot contract site for pricing. 2. Next day delivery for orders of in stock items received by 4pm local area time.

Note:

* **Entering an E-Market requisition is the first way to order from this vendor.**

* **The P-Card is the second way to purchase from this vendor.** If the order is under \$50 and you have a p-card this is the way you should order. The web site for ordering with the p-card is <https://business.officedepot.com/>

*In addition to ordering via the FSU EMarket, you can still order directly from the contract site once you have a User Id set up. If you are interested in obtaining a User ID to utilize the FSU Office Depot contract using your purchasing card, go to https://odams.officedepot.com/registrations/fsu_internet_reg.php and fill in the required information. You will need your OMNI Employee ID number (found on pay stub) and your OMNI Ship To code (if unsure what this is, ask your departmental Requester) to complete the registration form.

If you want to use your p-card at the local stores, you must register the card with Office Depot. To do this, cardholders must send an email to Nancy Milburn at nmilburn@admin.fsu.edu or Phyllis Sullivan at pwsullivan@admin.fsu.edu requesting that your p-card be registered on-line. **YOU DO NOT HAVE TO REGISTER IN ORDER TO USE THE FSU EMARKET!**

https://odams.officedepot.com/registrations/fsu_internet_reg.php

*When purchasing consumable office supplies using a Special Request requisition, you must select Vendor ID 0000000671, Location 001.

*Do not purchase computer parts/accessories from Office Depot (with the exception of toner and copy paper) they are on contract with GovConnection.

* Limited furniture items are available from this contract.

*Make sure when doing your requisition that you change the "ship to" to your address so that you receive desktop delivery.

*If you can't find an item in the catalog please contact Allen Shiflett directly or the purchasing specialist. Be sure to give them a complete description of the item and they may be able to either find the item or an equivalent.

*If ordering office supplies for a lab please code as "office supplies" not "lab supplies" even if the supplies are to be used in a lab.

*When receiving the order in OMNI make sure to do a receipt for each invoice, **do not** combine invoices as AP will not be able to pay.

*For personal purchases, click here:

http://odams.officedepot.com/registrations/fsu_student_employee_alumni_welcome.php