



Welcome Rowan University
Office Depot Account Number: **90287612**
Banner ID# **910001389**



Ordering Method: **Online Orders**
Access the Office Depot Business website:
<https://business.officedepot.com/>

Log-In:

Login Name: Enter Your Workplace ID
Initial Password: **Welcome1**

Login Name
→

Password
→

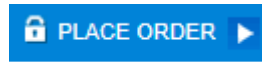
Keep me logged in

LOG IN

When you log in for the first time, you will be prompted to change your password and respond to a security question. Passwords are required to be approximately 8-10 characters in length, contain at least one upper case letter, lower case letter and a digit.

Ordering: Online

- Step 1:** From Bulletin Board, click link to access contract items. They are tagged with icon on the website.
- Step 2:** Check off box to right of the items you want to purchase & click on **"Add to Cart"** button at the bottom of page.
- Step 3:** Create your requisition in Banner (make sure your requisition total matches your total in your Office Depot order)
- Step 4:** Proceed to Checkout & verify enter necessary information (i.e. Requisition #, Cost Center, BLDG/FL#).
Note, these are required fields.



- Step 5:** Click on **"Place Orders"** to submit your order for processing.

Click to submit your order.

Order Tracking/Delivery:

- Step 1:** From the Bulletin Board, click on **"Order tracking"** located at the top of page under the **"Orders"** icon.
- Step 2:** Search Processed Order Section for your order number or by your name.
- Step 3:** Once you've located your order number, click to open & view all information regarding the status of your order.

Return Procedures:

- Step 1:** From Bulletin Board, click on **"Order tracking"** located under "My Orders".
- Step 2:** Locate the sales order number that you need to place a return on. Once the order detail appears, click **"Begin Return."**
- Step 3:** Fill in the return quantity, select the reason for the return and click **"Continue."**
A confirmation number for your return will appear. Please print this page and/or write the return authorization number on the package you are returning. Keep copy for your records.
- Step 4:** Place the merchandise in your standard delivery area for pick-up.