
From: spo
Sent: Tuesday, March 03, 2015 1:54 PM
To: spo
Subject: SPO Alert: Account Creation Instructions for WSCA-NASPO Office Supplies and Equipment
Attachments: Details on Office Depot Dedicated Website.pdf; Details of WIST Dedicated Website.pdf
Importance: High

SPO ALERT

Date: March 3, 2015
To: State Agency Chief Procurement Officers and Cooperative Program Members
From: State Procurement Office
Re: Account Creation Instructions for WSCA-NASPO Office Supplies and Equipment

Attached are detailed instructions for how to create an account with the new Office Supplies and Equipment suppliers.

Effective March 10, 2015
ADSPO15-088800

Wist Office Products
Account Representative: Bill Strait
Phone: 480-921-2900
Email: bstrait@wist.com

Effective April 1, 2015
ADSPO15-088798

Office Depot, Inc.
Account Representative: Daniel Durda
Phone: 602-418-2776
Email: Daniel.Durda@officedepot.com

Upon their effective dates, contract documents can be found at the State's eProcurement website at <https://procure.az.gov/bsa/>

If you have any questions regarding this announcement, please contact Missy Mudry at (602) 542-9107 or at Missy.Mudry@azdoa.gov.

Attachment A – Details of Office Depot dedicated website

In order to use the contract, you will need to visit the following link to register as a user:

http://odams.officedepot.com/registrations/state_of_arizona_registrations_v2.php

The page should like the one shown below.

The screenshot shows a web form titled "State of Arizona Account Registration" on the Office Depot website. The form is divided into two main sections: "Agency Information" and "Shipping Address".

Agency Information:

- First Name: *
- Last Name: *
- Phone Number: * Ext:
- Email Address: *
- Cost Center (Optional):
- Agency: *
use drop down to select your Agency

Shipping Address:

- Department Name:
- Street Address: *
- Suite/Floor:
- City: *
- State: *
- Zip: *

On the left side of the form, there is a sidebar with a "WELCOME" message and a "000008" button. The sidebar text reads: "Thank you for utilizing the Office Depot - State of Arizona Registration Page. Please fill out the form and click the submit button. Once complete the form will be sent for upload into Office Depot's system."

For assistance, please contact Daniel Durda at 602-418-2776 or via email at

Daniel.Durda@officedepot.com



Welcome State of Arizona

Easy Internet Ordering Instructions

Step 1: Set-up-

Register for a login and password using the link below:

http://odams.officedepot.com/registrations/state_of_arizona_registrations_v2.php

-Once registered your login and password will be sent to you.

Placing an Order

- 1) Use browser to access the Internet
- 2) Type in <http://business.officedepot.com>
- 3) Login is: **Your Email Address**
- 4) Password is: **Welcome**
- 5) Click on 
- 6) If you know the item number(s) for the product(s) you wish to order select:
 - 7) Type in Office Depot Item #, quantity, and comment, if desired
 - 8) If you do not know the item number(s) for the product(s) you wish to order, you can:
 - a. Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking Go

 - b. Shop using our online catalog. Simply click on  Home in the upper left hand corner or  in the grey toolbar and you will be directed to category listings of the catalog
- 9) Select  to add your desired product to your shopping cart
- 10) Select  to continue or  from the shopping cart in the top right if you have finished shopping
- 11) If you selected  then click on  Quick Order to add more items
- 12) If you selected  verify items in your cart and enter your P Card info for purchase.

If you have any questions please contact:

Daniel Durda

Cell 602-418-2776

Email: daniel.durda@officedepot.com

State of Arizona

GETTING STARTED WITH THE OFFICE SUPPLIES & BUSINESS SERVICES PROGRAM IS EASY:

Step 1: Set-up-

Register for a login and password using the link below:

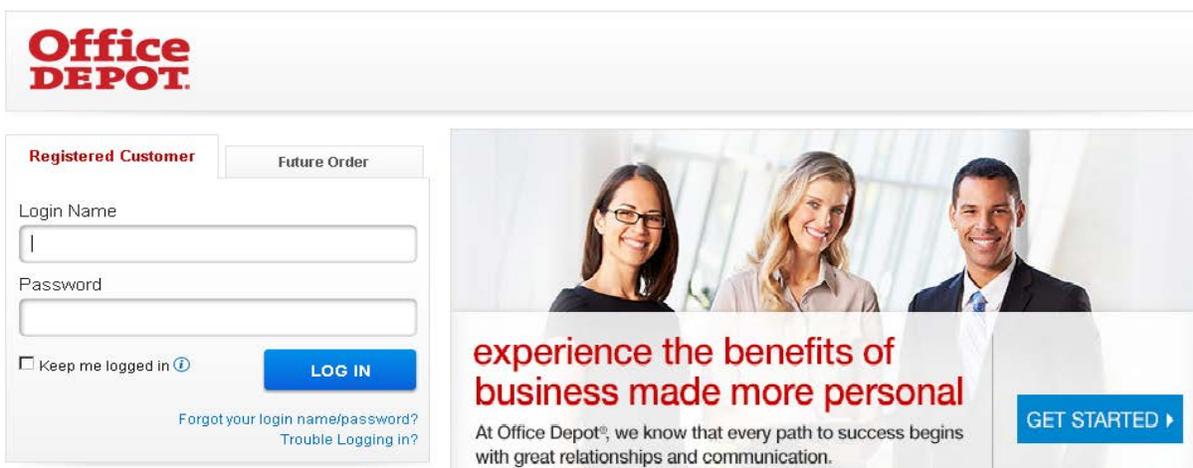
http://odams.officedepot.com/registrations/state_of_arizona_registrations_v2.php

Once registered your login and password will be emailed to you.

ORDERING OVER THE INTERNET

Access the Office Depot Business website:

business.officedepot.com



Type in your assigned login name and password then click LOG IN to access your customized **Very Important Customer**. Business Ordering Portal:

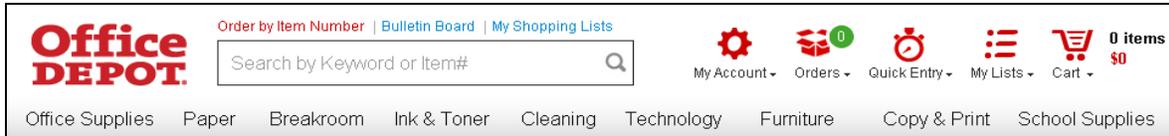
Login Name: registered email address

Password (first time): **Welcome1**

If it is your first time on the site or your password has expired, you will be prompted for a new password. Passwords must be at 8 to 10 characters in length and must have 1 capital letter and one number. The **Old Password** will be the same as the initial password for first timers.

When finished, click **LOG IN**. Our website will then prompt you to configure your profile with a security question. This will help us identify you should you forget your password. Once a question is selected and the answer is confirmed, click **Update**.

You will see all shopping options on the navigation bar at the top of the page:



Look through the categories and search for items that you need. The prices shown are the **CUSTOMER** negotiated prices.

To order an item, simply click on it and update the quantity then add it to the cart. If you cannot find an item on the website or in the catalog, contact Customer Service or your Account Manager for assistance.

ORDERING BY ITEM NUMBER

If you already know the Item number (SKU) you want to order, click **'Order By Item #'** located on the Shopping Tools navigation bar on the left side of the page.



1. Enter the item number(s) and quantity for each item you want to buy.
2. An Optional comment field lets you enter reference information that will also print on the packing list that comes with the order.
3. Enter all items you want to order then Click the **'Add to Cart'** button. You will see a list of all items in the cart.

CHECKING OUT



When finished shopping, click on the **View Cart** link or picture of the shopping cart. You will have the opportunity to review your Shopping Cart.

1. Review the items in the cart and when you are ready to proceed with your purchase, click the **'Checkout'** button. 
2. You will be taken to the **Checkout Page** to confirm shipping address and enter any required order information such as Cost Center and Department. (Items with an asterisk * are required). **You also have the opportunity to make changes to your Shopping Cart on this page. If you make any changes, click on the 'Update Shopping Cart' button to save them.**
3. When you are ready to proceed, click **"Place Order"**. You also have the option to **"Put this order on hold"** to hold the order or to allow someone else to review the order.
4. **ORDER TRACKING:** To view the order detail; and/or make changes to the order, click **"Order Tracking"** on the left navigation bar.

THINGS TO REMEMBER

- IF YOU NEED ASSISTANCE LOCATING AN ITEM, ARE WORKING ON A SPECIAL PROJECT OR HAVE A BULK PURCHASE, CONTACT YOUR ACCOUNT MANAGER FOR ASSISTANCE OR A SPECIAL QUOTE.
- PLACE ORDERS BY 5:00 P.M. LOCAL TIME FOR NEXT DAY DELIVERY in most cases
- ORDER TRACKING – Allows you to view 18 months of your order history

DELIVERY & SHIPPING

Deliveries to all major markets are scheduled for the next business day. **Orders must be processed by phone or internet by 5:00 p.m. local customer time.**

RETURN POLICY AND PROCEDURES

Please, use these guidelines to assist you in handling a return request.

- Returnable items include any products sold by Office Depot.
- Merchandise must be returned within 30 days of the original delivery date
- Items should be in their original packaging.
- Returns may be requested via phone, fax, or internet

To ensure accurate credit and pick up, please have the following information available. The information is located on your packing slip, internet (account history) or by calling the Customer Service 1.888.263-3423

- Account number
- Original order number
- Item (SKU) number of product being returned
- Reason for the return
- Contact Information for Customer Service Representative or the driver

FOR ONLINE CREDIT RETURNS: 1) Go to "ORDER TRACKING" 2) Click on the Blue underlined order number 3) Click on the SUBMIT RETURN button to return items for credit only.

RETURN EXCEPTIONS

- Items not in the original packaging.
- Custom or imprinted items (unless produced incorrectly or delivered defective).
- Special order items (unless received in error from the manufacturer).
- Dated items must be returned within 30 days of purchase.

Once your return request is processed, your Customer Service Representative will provide you with a RETURN AUTHORIZATION NUMBER and inform you of the process, which will take place to pick up the item and deliver a new item or process the credit due.

NUMBERS TO KNOW

OFFICE DEPOT CUSTOMER SERVICE	888-263-3423	M-F	7am-8pm EST
ONLINE / E-Commerce Support	800-269-6888	M-F	7am-8pm EST (For Technical issues on the site)

YOUR OFFICE DEPOT ACCOUNT TEAM

For questions please email or call:

Daniel Durda

District Sales Manager

602-418-2776

Daniel.durda@officedepot.com

Attachment B – Details of WIST Office Products dedicated website

In order to use the contract, you will need to visit the following link to register as a user:

<http://www.wiststatecontact.com/Contact-Us.html>

The page should look like the one shown below. A WIST Representative will contact you by phone or email to verify the information and complete your account setup.

Contact-Us

Page 1 of 1

Wist Office Products

Ph 480-921-2900 x109

[Home](#) **[Agency/User Setup Request Form](#)**

Agency Name	<input type="text"/>	Wist Office Products 107 W Julie Dr Tempe, AZ 85283 480-921-2900 Hours Monday 8 AM - 6 PM Tuesday 8 AM - 6 PM Wednesday 8 AM - 6 PM Thursday 8 AM - 6 PM Friday 8 AM - 6 PM Saturday Closed Sunday Closed
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Web Address	<input type="text"/>	
Contact Name	<input type="text"/>	
Contact Title	<input type="text"/>	
Contact Phone	<input type="text"/>	
Contact Fax	<input type="text"/>	
Comments	<input type="text"/>	
<input type="button" value="Submit Form"/>		

Website Designed by Wist Office Products © 2015 at [Homebased™](#) [Custom Websites](#) and [JIT-Your Database](#)



OFFICE PRODUCTS COMPANY

Award Winning Service | Exceptionally Low Prices!

480.921.2900

Search For Products



Office Products ▾

Janitorial ▾

Furniture ▾



Shop Green ▾

Paper ▾

Ink & Toner ▾

Technology ▾

Offers ▾



Enter Account Number, User Name and Password to access

Login to Order

Account #

Username

Password

Submit

remember me

[forgot password?](#)

Departments



The Wist Advantage

Wist Office Products has been serving Arizona businesses since 1955.

Wist Office Products is recognized as the "Award Winning" business products supplier of the Southwest. Our values and commitment to each client experience is the driving factor for attaining the highest level of customer satisfaction. Competitive pricing among all product categories allows Wist to achieve success that is shared with our clients, team members, and communities. When partnering with Wist our clients will experience reliable business practices, sound ethics, and a commitment to sustaining the environment.

The Story of Wist

As the largest independently owned office

Become a Customer

Sign Up Now!



OFFICE PRODUCTS COMPANY

Award Winning Service | Exceptionally Low Prices!

480.921.2900



0 items \$0.00

My Account

Saved Lists | Saved Carts | Ship To | Logout

Search For Products



Search Option - Enter manufacturer part number or key words to find your selection

Search option - Choose a category

- Office Products
- Janitorial
- Furniture
- Shop Green
- Paper
- Ink & Toner
- Technology
- Offers

0 Item(s) : \$0.00

View Cart | Check Out | Shopping List

Free Next Day Delivery



*Restrictions Apply



Welcome JOHN Q PUBLIC

The DYMO

Turbo 10

Promotion

Get a FREE LabelWriter® 450 Turbo

When you purchase 10 DYMO LabelWriter® labels*

Model # DYM1752265



SHOP DEPARTMENTS



Search Option - Quick access to some of our popular departments



- Office Essentials
- Quick Order
- Return Items
- Select Saved Cart
- Approve Orders
- View Account
- PO Admin
- Service

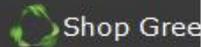
- Ink/Toner Finder
- Reorder From History
- Shopping List
- Change Ship To
- Order History
- Administrator
- Reporting
- Logout

Quick access to some of the favorite features

Office Products ▾

Janitorial ▾

Furniture ▾



0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Free
Next Day
Delivery



*Restrictions Apply



The DYMO

Turbo 10

Promotion

Get a FREE LabelWriter® 450 Turbo
When you purchase 10 DYMO LabelWriter® labels*



Model # DYM1752265

SHOP DEPARTMENTS

- 
- 
- 
- 



Locate previously ordered supplies within "Reorder from History"

- Office Essentials
- Quick Order
- Return Items
- Select Saved Cart
- Approve Orders
- View Account
- PO Admin
- Service
- InkToner Finder
- Reorder From History
- Shopping List
- Change Ship To
- Order History
- Administrator
- Reporting
- Logout

Office Products ▾ | Janitorial ▾ | Furniture ▾ | Shop Green

0 Item(s) : \$0.00

View Cart | Check Out | Shopping List

Free Next Day Delivery



*Restrictions Apply

Free! Free! Free! Free!
\$24.96
Grab Your Purse!

POWERSHRED® 485/425 Series
\$100 Gift Card Offer

Organize in a Flash
FREE Flash Drive
100% Recycled Filing Products

The DYMO
Turbo 10
Promotion
Get a FREE LabelWriter® 450 Turbo
When you purchase 10 DYMO LabelWriter® labels*
Model # DYM1752265

SHOP DEPARTMENTS

- BREAK ROOM
- KLEEN SWEEP
- SCHOOL ZONE
- Tru image



Manage My Saved Lists

Click here to create list.

TEST123

toner

NEW LIST

You can choose your favorite list or create a new one.

Office Products ▾

Janitorial ▾

Furniture ▾



Shop Green ▾

Paper ▾



0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Free
Next Day
Delivery



*Restrictions Apply



Welcome JOHN Q PUBLIC

The DYMO

TURBO 10

Promotion

Get a FREE LabelWriter® 450 Turbo
When you purchase 10 DYMO LabelWriter® labels*



Model # DYM1752265

SHOP DEPARTMENTS





0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Manage My Saved Lists

[Click Here To Create List.](#)

mondaylist

new lists

ryanslist

Accounting Dept

In this case we choose a list we created earlier "new lists" and we see the items displayed below.



new lists

[Rename List](#)

Sort By:

Hide Images:

Show Messages:

[Click Here To Add Items To Your List](#)

[Update To List](#)

[Submit To Cart](#)

Item	Description	Qty	Delete
------	-------------	-----	--------



UNV21200

Copy Paper, 92 Brightness, 20lb, 8-1/2 x 11, White, 5000 Sheets/Carton

Message:

Group By:

████████CT



VPO00012

Bulk White Copy/Laser Printer Paper, 92B, 8-1/2x11, 10 500-Sheet Reams/Carton

Message:

Group By:

████████CS

Free Next Day Delivery



*Restrictions Apply

Free!

Free! Free! Low Minimum \$25.00. Max \$50.00. \$24.98 value.

Grab Your Purse!

POWERSHRED® 485/425 Series
\$100 Gift Card Offer

Organize in a Flash
FREE Flash Drive
100% Recycled Filing Products



0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Create A New List

Enter a name for your new list below and then click "Create List" button to create your new list.

List Name:

Enter any name, click Create List and you're ready to begin adding your items.

Manage My Saved Lists

Click Here To Create List.

mondaylist

new lists

ryanslist

Accounting Dept

Here we chose to "Click Here To Create List" and the "Create A New List" screen will appear.

Free Next Day Delivery



*Restrictions Apply

Free!
Free of your delivery
with \$50 purchase
\$24.99
MSRP

Grab Your Purse!



POWERSHRED® 485/425 Series



\$100 Gift Card Offer

Organize in a Flash



FREE Flash Drive
with \$49.99 purchase
with purchase



100% Recycled Filing Products



Recycled
Filing
Folders

WIST

OFFICE PRODUCTS COMPANY

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480.921.2900



0 items \$0.00

My Account

Saved Lists

Saved Carts

Ship To | Logout

Office Products

Janitorial

Furniture



Shop Green

Ink & Toner

Choose a saved cart.

Manage My Saved Carts

2012-05-16 1 DEMO WIST ADDRESS 1

2012-04-03 4 TEST LAS VEGAS

2011-12-01 BSN YOUR COMPANY NAME HERE

2011-12-20 PAB353 PROJECT ADMINISTRATION BUILDING

null

null



0 Item(s) : \$0.00

View Cart | Check Out | Shopping List

Free Next Day Delivery



*Restrictions Apply

The DYMO

Turbo 10

Promotion

Get a FREE LabelWriter® 450 Turbo
When you purchase 10 DYMO LabelWriter® labels*



Model # DYM1752265



SHOP DEPARTMENTS





Search For Pr

Choose a different cost center or location to deliver supplies. If available to you.

- BSN - YOUR COMPANY NAME HERE
- DS - DIRECT SHIP TEST 2
- FOURCRN- WIST TEST OF FOUR CORNERS
- UPS - YOUR COMPANY NAME HERE
- 1 - DEMO WIST ADDRESS 1
- 10 - WIST NED DEMO
- 2 - test direct ship
- 4 - TEST LAS VEGAS

0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Free Next Day Delivery

*Restrictions Apply

Free!
\$24.99

Grab Your Purse!

POWERSHRED® 485/425 Series

\$100 Gift Card Offer

Organize in a Flash

FREE Flash Drive

100% Recycled Filing Products

The DYMO

Turbo 10

Promotion

Get a FREE LabelWriter® 450 Turbo
When you purchase 10 DYMO LabelWriter® labels*

Model # DYM1752265

SHOP DEPARTMENTS

THE BREAK ROOM

KLEEN SWEEP

SCHOOL ZONE

Tru image



0 Item(s) : \$0.00

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Go Green. Save Green

Truimage

Filter Products By:

Best Value >

Category >

Manufacturer >

Tip Type >

Color(s) >

Compliance, Standards >

Marker Type >

Ink Types >

Washable >

Markers Special Features >

Assortment >

Color Assortment >

Ink Color(s) >

Artist Quality/School Grade >

Pocket Clip >



SAN35001

Permanent Marker, Extra Fine Point, Black,
Dozen

- Global Product Type - Markers-Permanent
- Marker Type - Permanent
- Color(s) - Black

Qty: 1

Submit To Cart

Add to a list... ▾

Narrow your selection by using filters

Digital Pen (1)

Dry Erase (125)

Dry Erase Kits (9)

Flipchart (3)

Industrial/Specialty (15)

Overhead Transparency (9)

Permanent (141)

Permanent Marker, Large Chisel Tip, Brown,
Dozen

- Global Product Type - Markers-Permanent

Qty: 1

Submit To Cart

Add to a list... ▾



OFFICE PRODUCTS COMPANY

Award Winning Service | Exceptionally Low Prices!

480.921.2900



1 items \$8.47

My Account

Saved Lists | Saved Carts | Ship To | Logout

Search For Products



Check out here after you have submitted to cart.

Office Products

Janitorial

Furniture

Shop Green

Paper

Technology

Offers



1 Item(s) : \$8.47

View Cart | Check Out | Shopping List



Filter Products By:

Best Value

Category

Manufacturer

Tip Type

Color(s)

Compliance, Standards

Marker Type

Ink Types

Washable

Markers Special Features

Assortment

Color Assortment

Ink Color(s)

Artist Quality/School Grade

Desktop Clip



SAN35001

Permanent Marker, Extra Fine Point, Black, Dozen

- Global Product Type - Markers-Permanent
- Marker Type - Permanent
- Color(s) - Black

Qty: 1 [Submit To Cart]

+Add To List



AVE07888

Permanent Marker, Regular Chisel Tip, Black, Dozen

- Global Product Type - Markers-Permanent
- Marker Type - Permanent
- Color(s) - Black

Qty: 1 [Submit To Cart]

+Add To List



Permanent Marker, Large Chisel Tip, Brown, Dozen

- Global Product Type - Markers-Permanent

Qty: 1 [Submit To Cart]

+Add To List



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480.921.2900



1 items \$8.47

My Account

Saved Lists

Saved Carts

Ship To

Logout

Search For Products



Office Products

Janitorial

Furniture



Shop Green

Paper

Ink & Toner

Technology

Offers



1 Item(s) : \$8.47

[View Cart](#) | [Check Out](#) | [Shopping List](#)

Free Next Day Delivery



*Restrictions Apply



Current Shopping Cart

Change quantity

Item	Description	Qty	Ext Price	Delete
------	-------------	-----	-----------	--------



Permanent Marker, Extra Fine Point, Black, Dozen

1

\$8.47



at \$8.47 / DZ

[Accessories](#)
[View Similar Items](#)

Message:

SAN35001

Enter a note if you like

Submit To Cart

Continue Shopping

Proceed to Checkout

Finished? Go ahead and checkout

Delete a line



OFFICE PRODUCTS COMPANY

Award Winning Service | Exceptionally Low Prices!

480.921.2900



1 items \$8.47

My Account

Saved Lists | Saved Carts | Ship To | Logout

Search For Products



Office Products

Janitorial

Furniture



Shop Green

Paper

Ink & Toner

Technology

Offers



1 Item(s) : \$8.47

View Cart | Check Out | Shopping List

Free Next Day Delivery



*Restrictions Apply



Home > Checkout

Check Out

printer friendly version

Qty	Item	Description	UM	Price	Total
1	SAN35001	Permanent Marker, Extra Fine Point, Black, Dozen	DZ	\$8.47	\$8.47

Edit cart

Another opportunity to edit cart at checkout

SubTotal:	\$8.47
Shipping:	\$25.00
	Free Next Day Shipping
Handling:	\$0.00
Tax:	\$0.00
Discount:	\$0.00
Total:	\$8.47



Click here to add your free Wist 2012 catalog to the cart now!

This order will be shipped to :

Name: DEMO WIST ADDRESS 1

Address 1: 107 W JULIE DR

City, State Zip: TEMPE , AZ 85283

Phone:

Fax:

Please Choose a Po From Below:

	PO	Limit	
<input checked="" type="checkbox"/>	111	\$200.00	Check Balance

PO:

Email:

Additional Email:

Additional Email:

Name: *Required

Or

Select Name: *Required

← Add additional information as needed

Attention:

Terms:

NET 30

Your Existing Cards:

-  *****6789 [Remove Card](#)
-  *****4444 [Remove Card](#)
-  *****1212 [Remove Card](#)
-  *****8888 [Remove Card](#)

One Time Credit Card

Card Number CVV2 Expiration Date 01 / 2012

Save One Time Credit Card Information:

← Check out and you're finished. A confirmation will appear next.