

How to Buy Office Supplies



The University of Nebraska-Lincoln has established a prime vendor contract with Office Depot for office supplies as a result a competitive bid process. Office equipment and supplies are available at contracted pricing along with free shipping and desktop delivery.

PRICING:

Best Value Items: A list of consisting of the most commonly used items are available at deeply discounted pricing. Utilizing the “**Best Value Items**” will result in your greatest savings.

All other items have been priced at a “discount off” of catalog list price. (Discounts will vary by item)

Additional Discounts: Orders exceeding \$150.00 will receive an instant discount of 2% at time of the order.

ORDERING:

Authorized customers can order on-line with your log-on/password. For web authorization, please submit the attached document ([OD Log-in Form](#)) to UNL Purchasing. Phone orders may be placed at: 1-888-263-3423

For all web orders, billing will be automatically posted directly to your departmental cost object.

University Purchasing cards can be used at Office Depot Retail locations only. You will receive the UNL contract or store pricing, whichever is lower.

RETURNS/CREDITS:

Return/credit authorization required. Call 1-888-263-3423 for a return/credit authorization number, using the following return form ([OD Return Form](#)).

Be sure to have your order/invoice number and item number of product ready. Furniture and electronic equipment should be returned within 14 days, all other items within 30 days (in original packaging).

WEBSITE: <https://bsd.officedepot.com>

CONTACT INFORMATION:

Office Depot Customer Service: Ph: 1-888-263-3423 for all returns/credits, product status, etc.

Office Depot Sales Representative: Mike Molloy, Ph: 888-438-2822 ext. 213, Cell:402-547-9607, Email: Mike.Molloy@officedepot.com

University Contact: Roger Spiels, Ph: 402-472-5741, Fax: 402-472-2246, Email: rspiels1@unl.edu

Description	Vendor	Bid/Quote #	Contract Period
Office Supplies	Office Depot	11048	June 1, 2007 – May 30, 2010 with 2 one year options to extend.