



# OSU Punch-out Catalog Vendor

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| <b>Vendor:</b>                               | Office Depot   |
| <b>Products/Commodities:</b>                 | Office Supplies, Paper, Office Furniture, Technology Products, cleaning and break room supplies.   |
| <b>Key Contacts:</b>                         | Office Depot Customer Service<br>1-877-969-6629<br><br>Office Depot Sales Representative:<br>Patrick Berg<br>503-789-8252<br><a href="mailto:Patrick.Berg@officedepot.com">Patrick.Berg@officedepot.com</a>          |
| <b>Quotes:</b>                               | For Special or large orders please contact the Sales Rep., Quotes will need to be purchased on a purchase request form within BennyBuy.  |
| <b>Order Confirmation:</b>                   | Order confirmations are available through BennyBuy. Open the Purchase Order and select the Shipments Tab along the left hand side of the screen.   |
| <b>Shipping Confirmation:</b>                | Shipping confirmations are available for viewing under the Shipments Tab along the left hand side of the screen.   |
| <b>Returns, Change Orders, Order Issues:</b> | Within BennyBuy supplier punchout: Go to Order Tracking and locate the order. At the bottom of the order there is a Begin Return button. If this option is not on the order then they need to call Customer Service. |
| <b>Additional Information:</b>               | Warranty: Full credit within 30 days from date of receipt. For furniture returns original packaging is required.   |
| <b>Supplier Number:</b>                      | 931810226  |
| <b>Enablement Type:</b>                      | Punch-Out and Hosted   |
| <b>Order History:</b>                        | You can look up your order history within the supplier's punchout catalog.   |
| <b>Favorites/Shopping Lists:</b>             | Yes within the suppliers punchout catalog.   |
| <b>Shipping and Handling Info:</b>           | Free next day delivery for stock items for orders placed by 4:00 p.m.  |
| <b>Pricing information</b>                   | Oregon State University has contracted pricing through this supplier.  |