Welcome Rowan University  
Office Depot Account Number: 90287612  
Ordering Method: Online Orders  
Access the Office Depot Business website:  
https://business.officedepot.com/

To request an account, email requisitions@rowan.edu with your FOAPAL information.

Log-In:  
Login Name: Enter Your Workplace ID  
Initial Password: Welcome1

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 "BEST VALUE" 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: Enter the order into Banner and retrieve the Requisition Number.  
Step 3: Proceed to Checkout & verify enter necessary information (i.e. Requisition Number, Cost Center, BLDG/FL#). Note, these are required fields.

Step 4: Click on "Place Orders" to submit your order for processing.

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.

Customer Service Available Mon-Fri 8AM-8PM Eastern:

Customer Service: 888.263.3423 – For product information, order inquiries, short ships or returns (even exchange only).  
Technical Support Helpdesk: 800.269.6888 – Forgotten password/ resets, user ID lockouts, navigational questions.

Office Depot Contacts:  
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Phone: 856-325-8001