Overview of ODP & Amazon

March 14, 2025

Contents

"Access to ODP & Amazon can empower us with our "purchasing power"

➢ ODP
- Set-Up
- Requisition (Create)
- Orders / Returns
- Ordering
- Payment Submission

➢ Amazon
- Set-Up
- Requisition (Create)
- Orders / Returns
- Ordering
- Payment Submission

ODP

(previously known as Office Depot)

ODP – Set-Up

[ODP](#) website

Request For New User Log-In

- Email Solange Kada skada@napavalley.edu

- An email will then be sent requesting the following information:

  Name
  Work Phone #
  Email Address
  Cost Center

- Once log-in has been created, another email will be sent w/ instructions for log-in and basic information
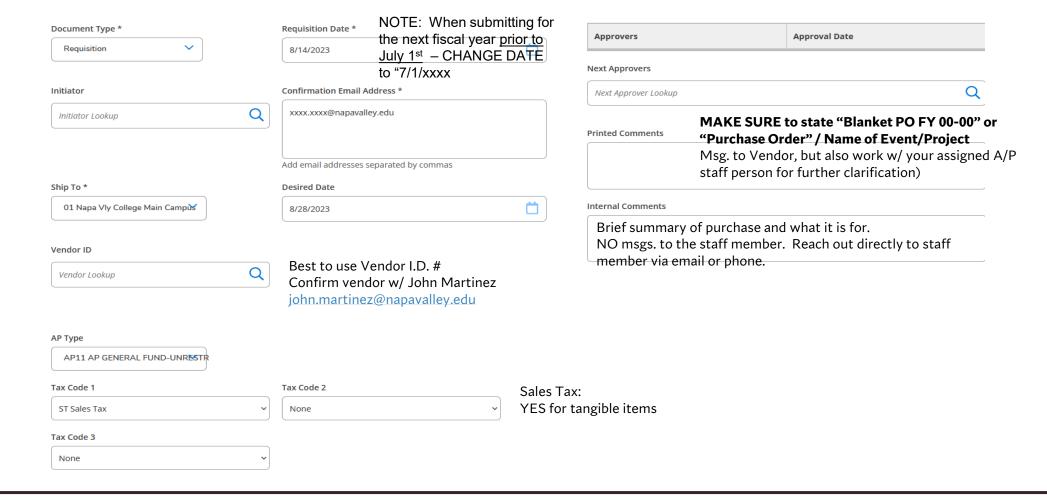
Requisition for Blanket Purchase Order
- Make sure to submit a requisition for ODP Business Solutions for the new fiscal year.
- In Printed Comments "Blanket Purchase Order FY 24-25 / Office Supplies or Other Supplies"'
- May need to submit 2 requisitions:
  1) <u>Office</u> Supplies
  2) <u>Other</u> Supplies
Purchase Order (PO)
- May need to submit a separate requestion for a <u>specific event/project </u>which would be a "PO"
      In Printed Comments "Purchase Order / Name of Event or Project"'
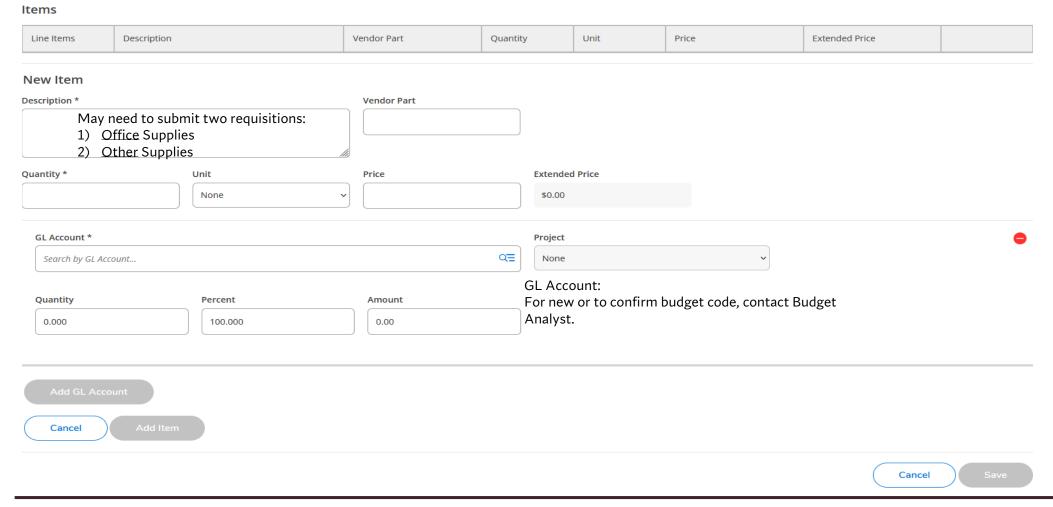
ODP – Requisition (Create)

Self-Service

Document Type *

Requisition

Initiator

Initiator Lookup

Ship To *

01 Napa Vly College Main Campus

Vendor ID

Vendor Lookup

Best to use Vendor I.D. #
Confirm vendor w/ John Martinez
john.martinez@napavalley.edu

AP Type

AP11 AP GENERAL FUND-UNRESTR

Tax Code 1

ST Sales Tax

Tax Code 3

None

Requisition Date *

8/14/2023

NOTE: When submitting for the next fiscal year prior to July 1st – CHANGE DATE to "7/1/xxxx

Confirmation Email Address *

xxxx.xxxx@napavalley.edu

Add email addresses separated by commas

Desired Date

8/28/2023

Tax Code 2

None

Sales Tax:
YES for tangible items

Approvers	Approval Date

Next Approvers

Next Approver Lookup

Printed Comments

MAKE SURE to state "Blanket PO FY 00-00" or "Purchase Order" / Name of Event/Project
Msg. to Vendor, but also work w/ your assigned A/P staff person for further clarification)

Internal Comments

Brief summary of purchase and what it is for.
NO msgs. to the staff member. Reach out directly to staff member via email or phone.

ODP – Requisition (Create)

Self-Service

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	

New Item

Description *

May need to submit two requisitions:
1) Office Supplies
2) Other Supplies

Vendor Part

Quantity *

Unit
None

Price

Extended Price
$0.00

GL Account *
Search by GL Account...

Project
None

GL Account:
For new or to confirm budget code, contact Budget Analyst.

Quantity
0.000

Percent
100.000

Amount
0.00

Add GL Account

Cancel   Add Item

Cancel   Save

ODP – Orders / Returns

Orders:

- Before ordering any type of furniture, cleaning supplies, equipment, or anything that maybe facilities-related, **please consult w/ our Facilities Dept**. REMINDER: forward approval from Facilities Dept. to skada@napavalley.edu when order for item(s) is placed.

- Before ordering any type of electronics, software, external equipment, or anything that maybe I.T.-related, **please consult w/ our I.T. Dept**. REMINDER: forward approval from I.T. Dept. to skada@napavalley.edu when order for item(s) is placed.

- Once order has been submitted, it will be pending review before final processing

DON'T

- Purchase at store physical location – LOOSE CONTRACT DISCOUNTS

Returns:

Contact ODP Customer Service if you have any questions regarding item(s) you are ordering, returns, or an issue that needs to be resolved:

phone 1 (855)-337-6811
email (bsdcustomercare@odpbusiness.com)
live chat for personalized assistance at +1 (888) 263-3423.

ODP – Ordering

Consolidate and place orders only when the total amount is over $50 to continue to receive free shipping and handling. ODP is charging business accounts a **shipping and handling fee of $9.95 for orders under $50.00**.

Account information

the BPO or PO # that is assigned, once your requisition is turned into a blanket purchase order/ PO# for a specific project / event

* PO Number

[   ]

PO Number field is required

* Cost Center   Is the Budget Center # if you are unable to find your cost center on the list, email Solange Kada to create cost center # to be used.

[   ]

* Desktop

[   ]

Desktop field is required

☐ Make these my default values, if permitted

* Marked fields are required

Contact name and Contact Phone # will automatically default

* Contact

[FIRST, LAST NAME   ]

Contact Phone **Work Phone # ONLY**   Ext

[(000) 000-0000] [   ]

Personal Note: For your use only, not read by our delivery carriers.

[Optional: explanation of item(s) being ordered   ]

[   ]

[   ]

- Type "**ROOM ###**" (for our Warehouse Couriers to be able to deliver your package to the correct location)

- Shipment address is defaulted to the Warehouse for our couriers to deliver packages

Payment information

Note: Office Depot branded credit cards are no longer accepted as payment on the ODP Business Solutions site. Please select an alternate payment method and contact Customer Care at 888-2-OFFICE if you need assistance.

○ **Credit Card**

● **Account Billing**

ODP - Payment Submission

- Invoices / Credit Memos will be distributed to user by the Business & Finance Office, once received . . .

- <u>Hardcopy</u> of "Invoice / Credit Memo" to Accounts Payable with "Okay to Pay", Signature, and BPO or PO # directly on invoice.

- If you have a packing slip(s) – attach to matching invoice

- Staple all documents together (NO PAPERCLIPS)

- Submit documents to Accounts Payable

Amazon

Amazon – Set-Up

[Amazon](#) website

Request For New User Log-In

- Email Wendy Nucho wendy.nucho@napavalley.edu (only ODP users and District Purchase Card holders qualify) for an orientation.

- Once orientation has been completed . . . A log-in will be created.

- Once log-in has been created, another email will be sent w/ instructions for log-in and basic information

Requisition
Blanket Purchase Order (BPO):
- Make sure to submit a requisition for Amazon for the new fiscal year.
- In Printed Comments "Blanket Purchase Order FY 24-25 / Office Supplies or Other Supplies or Books"'
- May need to submit several requisitions:
    1) Office Supplies
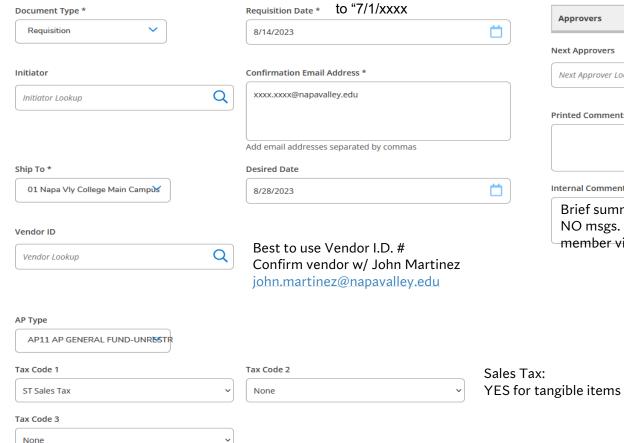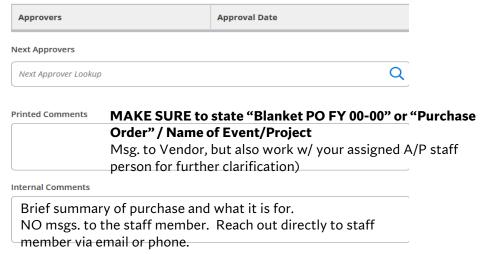   2) Other Supplies
    3) Books
Purchase Order (PO)
- May need to submit a separate requestion for a specific event/project which would be a "PO"
    In Printed Comments "Purchase Order / Name of Event or Project"'
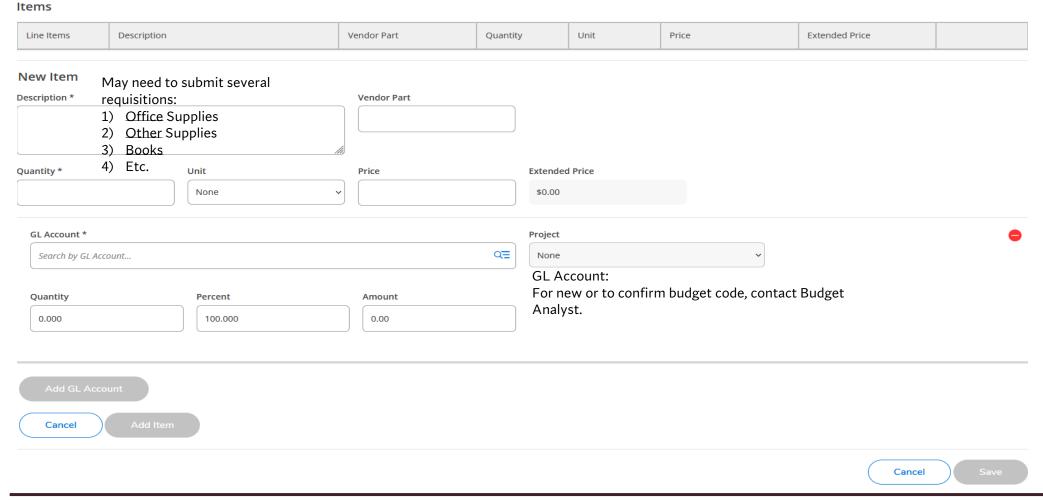
Amazon – Requisition (Create)

Self-Service

NOTE: When submitting for the next fiscal year _prior to July 1st_ – CHANGE DATE to "7/1/xxxx

Document Type *

Requisition

Initiator

Initiator Lookup

Ship To *

01 Napa Vly College Main Campus

Vendor ID

Vendor Lookup

Best to use Vendor I.D. #
Confirm vendor w/ John Martinez
john.martinez@napavalley.edu

Requisition Date *

8/14/2023

Confirmation Email Address *

xxxx.xxxx@napavalley.edu

Add email addresses separated by commas

Desired Date

8/28/2023

AP Type

AP11 AP GENERAL FUND-UNRESTR

Tax Code 1

ST Sales Tax

Tax Code 2

None

Tax Code 3

None

Sales Tax:
YES for tangible items

Approvers	Approval Date

Next Approvers

Next Approver Lookup

Printed Comments

MAKE SURE to state "Blanket PO FY 00-00" or "Purchase Order" / Name of Event/Project
Msg. to Vendor, but also work w/ your assigned A/P staff person for further clarification)

Internal Comments

Brief summary of purchase and what it is for.
NO msgs. to the staff member. Reach out directly to staff member via email or phone.

Amazon – Requisition (Create)

Self-Service

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	

New Item

May need to submit several requisitions:
1) Office Supplies
2) Other Supplies
3) Books
4) Etc.

Description *

Vendor Part

Quantity *

Unit

None

Price

Extended Price

$0.00

GL Account *

Search by GL Account...

Project

None

GL Account:
For new or to confirm budget code, contact Budget Analyst.

Quantity

0.000

Percent

100.000

Amount

0.00

Add GL Account

Cancel   Add Item

Cancel   Save

Amazon – Orders / Returns

Orders:

- Before ordering any type of furniture, cleaning supplies, equipment, or anything that maybe facilities-related, **please consult w/ our Facilities Dept**. REMINDER: forward approval from Facilities Dept. to skada@napavalley.edu when order for item(s) is placed.

- Before ordering any type of electronics, software, external equipment, or anything that maybe I.T.-related, **please consult w/ our I.T. Dept**. REMINDER: forward approval from I.T. Dept. to skada@napavalley.edu when order for item(s) is placed.

- Pricing is good for <u>7 days</u> from the date the order has been placed for review

- Once order has been submitted, it will be pending review before final processing

Returns:

- Returns can be handled through user log-in

- User will be responsible, NOT the FACILITIES DEPARTMENT for dropping at an off-campus site pending the return instructions

If you have any questions regarding item(s) you are ordering or an issue that needs to be resolved:
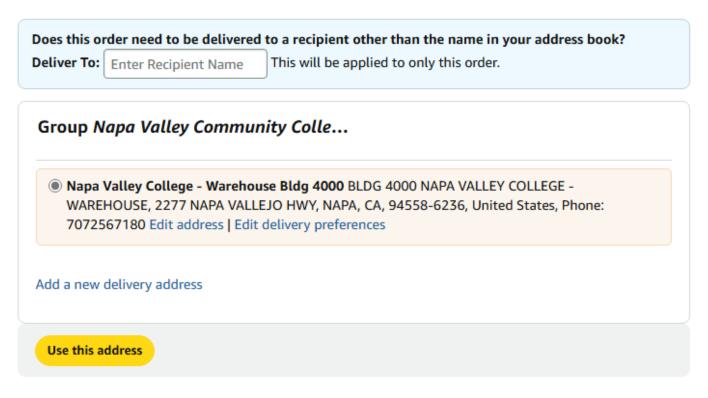
Business Customer service at 1-(888)-281-3847
Account Rep: Gustavo Perez tavoper@amazon.com

Amazon – Ordering

1   **Group**   Napa Valley Community College District

2   **Business order information**

> ⚠ **Your order requires approval**
>
> You can place the order but please note that it may not comply with your organization buying policies.
> View admin notes (1) ›

PO number

[   ]   the BPO or PO # that is assigned, once
                                  your requisition is turned into a
                                  purchase order

Cost center

[   ]   Is the Budget Center #

Comments for approver (optional)

[   ]   Optional: explanation of
[   ]   item(s) being ordered

100 characters left

Add an additional approver?

Continue

Amazon – Ordering

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: [Enter Recipient Name]   This will be applied to only this order.

Group *Napa Valley Community Colle...*

⦿ **Napa Valley College - Warehouse Bldg 4000** BLDG 4000 NAPA VALLEY COLLEGE - WAREHOUSE, 2277 NAPA VALLEJO HWY, NAPA, CA, 94558-6236, United States, Phone: 7072567180 Edit address | Edit delivery preferences

Add a new delivery address

Use this address

Deliver To:
First, Last Name / Rm #
NOTE: ==Order will be rejected== if not included, since Approver is unable to make correction.

Address is defaulted to the Warehouse for our NVC couriers to deliver packages

Amazon – Ordering

4 **Payment method**   **Pay by Invoice**   Change

Add a promotional code ∧

[Enter code] (Apply)

Amazon – Ordering

Account is set-up for Amazon Prime services

ALWAYS choose FREE delivery option

Amazon - Payment Submission

- Invoice / Credit Memo will be emailed directly to user

- Submit <u>hardcopy</u> of "Invoice / Credit Memo" to Accounts Payable with "Okay to Pay", Signature, and B.P.O or PO # directly on invoice.

- If you have a packing slip – attach to matching invoice

- Staple all documents together (NO PAPERCLIPS)

- Submit documents to Accounts Payable