PLACING YOUR ORDERS – Taking Care of Your Business

Account Name: Appalachian State University

Credit Card payment information — Make sure your P-Card # is in CC field. Default #, select other CC # or manually input another CC#

OR

PO payment information — PO field must be filled out with a six digit PO# beginning with S __ __ __ __

CUSTOMER SERVICE:
To request a return, report damaged or missing items, or for general product questions:

CALL: (888) 263-3423
Hours: 8:00 a.m. – 5:00 p.m. EST, Monday - Friday

ORDER CUT-OFF FOR NEXT DAY DELIVERY: 5:00 p.m. E.S.T.

INTERNET ORDERS
http://bsd.officedepot.com

Login Name:
Password:

- After logging in the first time, choose a security question and answer.
- Click UPDATE.
- Click on ORDER BY ITEM # on the left side of the screen.
- Enter the six(6) digit item number and quantity of the item(s) needed.
- Then click ADD TO CART at the bottom of the page.
- When you are done shopping, click CHECKOUT.
- Update your shipping and billing information as required.
- Then click PLACE ORDER.
- For an UPDATED CATALOG, add item 850-910 to your first order

Forgot you password? Call 1-800-269-6888 for password reset.

New Catalog available online. For a hard copy, include sku 850-910, on your next order.

SERVICE CONSULTANT
Linda Varella
(888)213-8948 x5455
linda.varella@officedepot.com

Thank you for choosing Office Depot!