

## UCSF Health | Office Depot Business Solutions (ODP) Account Form

UCSF Health Account ID: 90657359

Please cc all relative cost center managers on email when submitting this account form

New Account

Update Existing Account

Inactivate Account

### STANDARD Account Information (complete fields outlined in red)

UCSF Email

First Name

Last Name

Phone  -  -

### Primary Shipping Address (must be accessible to 3rd party couriers: FedEx, UPS, etc.)

Street  Room #  Floor

City  State  Zip Code

### Primary Cost Center

UCSF Corp  Cost Center  XXXX

Order Limit  \$500 per order limit default unless specified by official UCSF Health cost center manager

Approver (cost center manager) limit is \$5000 per order

### Additional Shipping Addresses

Street  Room #  Floor

City  State  Zip Code

Street  Room #  Floor

City  State  Zip Code

### Additional Cost Centers

UCSF Corp  List all CC under this corp

UCSF Corp  List all CC under this corp

### APPROVER Account Information (Cost Center Manager)

UCSF Email

First Name

Last Name

Phone  -  -

Submit account form to UCSF Health ODP admins: [Jasmine.Cruz@ucsf.edu](mailto:Jasmine.Cruz@ucsf.edu) and cc: [Leo.Le@ucsf.edu](mailto:Leo.Le@ucsf.edu)

Get the latest version of the **Office Depot Account form** here: <https://www.ucsfhealth-procurement.org/forms-policies>

## Instructions & Information:

Fields outlined in red are required fields. If new account request is for both Standard and Approver accounts. Save completed form and email to UCSF Health ODP administrators. Remember to include all relative cost center manager(s) on the email.

### Shipping Address

- Enter only addresses that are accessible to 3rd party courier services (FedEx, UPS, etc)
- Do not use UCSF hospital delivery docks addresses for Office Depot orders
- Additional shipping addresses can be listed in email if there are not enough fields on this form

### Cost Center Orders

It is recommended each cost center has at least 1 designated employee for ordering. For employees ordering for multiple cost centers, please include all relative official UCSF Health cost center managers on email upon submitting this form.

### Approver Account Information

By default, Approver is the official cost center manager at UCSF Health. Managers or Directors may authorize a different staff member in their department to be Approver by informing UCSF Health ODP admins via email.

- If there is a change in cost center manager, please inform UCSF Health ODP admins immediately

### UCSF Final Mile Program

Customers may notice their order status as "delivered" in Office Depot's portal but have not received their package. To help explain, products stocked locally at Office Depot's warehouse (Stockton, CA) are shipped by Office Depot carriers. Their carriers deliver to UCSF Health warehouse in Oyster Point (South San Francisco) to alleviate traffic and reduce carbon footprints in communities neighboring UCSF Health hospitals.

From Oyster Point, UCSF logistics deliver packages to UCSF hospital internal locations throughout the day. Customers typically receive their package same-day as their online *delivered* status. However, if shipments arrive to Oyster Point later in the day, customers may experience receiving their packages next-day following their *delivered* status.

**Note:** Products not locally stocked at Office Depot's warehouse are shipped directly from the manufacturer and the manufacturer's preference of delivery courier service. If delivery address is not accessible to 3rd party delivery couriers (due to security access/restricted areas, etc.) packages may be left at unsecured locations, lost, or not deliver at all.

### Brief History of Office Depot Business Solutions

In 2013 Office Max was absorbed by its parent corporation Office Depot. In 2022 Office Depot business re-branded to Office Depot Business Solutions (ODP). Please use (and bookmark) UCSF Health ODP business portal below:

<https://www.odpbusiness.com>

#### For UCSF Health ODP Admin Use:

Shipping:	Select Only Specific Ship To
Dept/CC:	Select Only Specific Dept/CC
Barcode:	Select any BARCODE
Reporting:	No Reporting
Orders:	Query only Their Placed Orders (Standard) / Query Any Placed Orders (Approver) Modify Placed Orders Can Place and Release Orders (Standard) / Place Orders on Hold (requires Approver review) Cannot Place Store Pickup Orders Hide restricted items (Standard) / Can override restrictions with approval (Approver)
Dollar Limits Per Order:	\$500 (Standard) / \$5000 (Approver)
Approver Email:	(UCSF Health ODP Admin email)
Approver Email Format:	HTML
Custom Catalog:	UCSF Health 10771 Catalog
Default Payment Method:	Account Billing