

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 \$2500 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 additional cost centers

UCSF Corp List additional cost centers

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 and cc: Leo.Le@ucsf.edu

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

Instructions & Information:

Fields outlined in red are required fields. New requests for UCSF Health ODP accounts: Please fill in the same information for both **Standard** and **Approver** account required fields. Save completed PDF form and email to UCSF Health ODP administrators. Remember to **copy all relative cost center manager(s) on the email**. For your protection and security do not share your ODP login. As a reminder, purchases made through ODP is strictly for UCSF Health departments' necessity and work-related use only (not for personal use or resale).

Shipping Address

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

Cost Center Orders

It is recommended each cost center have 1 designated employee to order office supplies and a second as backup. 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

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 notify 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. To alleviate traffic and reduce carbon footprints in communities neighboring UCSF Health, these carriers deliver to UCSF Health warehouse in Oyster Point (South San Francisco).

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

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 (ODP)

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>

Note: Access and customer pricing is **not the same** as Office Depot **retail** website <https://www.officedepot.com> - Please do not use your UCSF email to create an account on the retail website.

For UCSF Health ODP Admin Guidance:

Login Settings

Reset Password: Select "Immediately"

Permissions

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) or Query Any Placed Orders (Approver)
Modify Placed Orders
Can Place and Release Orders (Standard) or Place Orders on Hold (requires Approver review)
Cannot Place Store Pickup Orders
Hide restricted items

Dollar Limits: Per Order: \$500 (Standard) or \$2500 (Approver)

Workflows/Approvals

Assign an Approver email (UCSF Health ODP Admin email)
Approver Email Format: HTML
Custom Catalog: Default UCSF Health 10771 Catalog
Payment Method: Account Billing