



State of Louisiana Office Supply Contract – Instructions

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1. Contract Procurement:

The contract was awarded by the Office of State Procurement to Office Depot, Inc. through the State of Louisiana – **Contract Number 4400021682.**

Office of State Procurement Contact Information

If you have questions for OSP, please email DOA-OSPHelpdesk@la.gov.

2. Registering for an Account:

All users will need to register to get an account setup to utilize the State Contract. **Important Note: There are two (2) links below – the first is for state agencies only, and the second is for political subdivisions / quasi agencies.** Please make sure you use the correct link when registering, as the process and information collected is different.

The link below will guide you through an Online Registration form. After completing the online form, you will receive an email that your registration has been submitted to Office Depot. Within 2-3 business days you will receive an email from Office Depot with your login credentials and additional information.

Click Link Below for State Agencies Only

[State of LA User Registration \(State Agencies Only\)](#)

For assistance and support with new State Agency account setups, please email Lisa Patton at Lisa.Patton@officedepot.com or call 713.878.2158



Click Link Below for Political Subdivisions and Quasi Agencies

[State of LA-Political Sub Divs & Quasi Agencies](#)

For assistance and support with new Quasi Agencies or Political Subdivisions account setups, please email Matthew Stusick at matthew.stusick@officedepot.com or call 817.586.5502

3. How to Order:

Once you receive your login credentials, please visit <http://www.Business.OfficeDepot.com>.

Office DEPOT

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password [Show](#)

[Log In](#)

Keep me logged in

[Forgot your login name/password? Need Help Logging In?](#)

work
FROM ANYWHERE

Increase productivity for remote employees

[Learn More](#)

NOTICE: DO NOT ORDER from RETAIL WEBSITE: www.OfficeDepot.com

Contracted Items will be displayed with a "**Best Value**" Icon (shown below). Any items without an icon have been priced at a discounted State of Louisiana Rate, from Office Depot.



Item 161636

★★★★★ 162 Reviews

Office Depot® Retractable Ballpoint Pens
With Grips, Medium Point, 1.0 mm,
Black/Blue/Red Barrels, Black/Blue/Red
Inks, Pack Of 50 Pens

Availability: 2,338

- ✓ Sold Online
- ✓ Sold in Stores
- ✓ Best Value



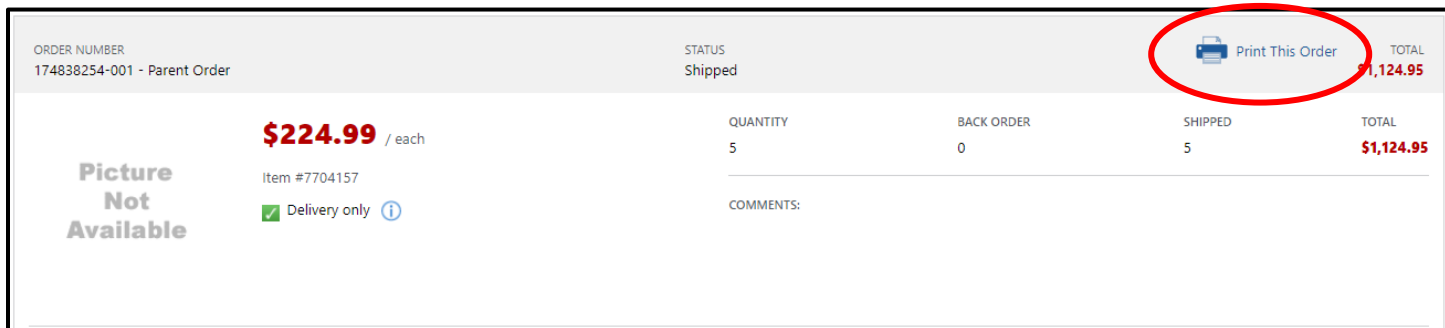
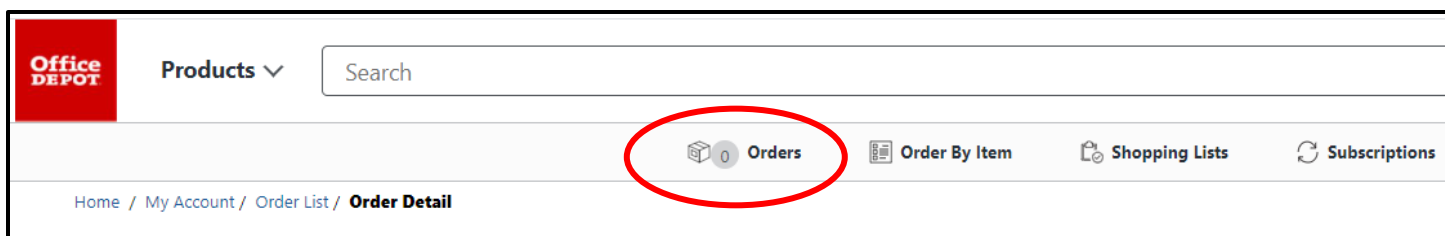


4. How to Print Order Invoice for Credit Card Statement

FAQ: Where's the invoice from my order I made with a Credit Card?

Answer: Office Depot bills your credit card, and the credit card company invoices you. Therefore, we are unable to provide a copy of the invoice. However, you can access the order detail online and use it for supporting documentation with your credit card statement.

Instructions: Click on **"Orders"** in the top toolbar, search for the order number or click on the order number that coincides with the charge on your credit card statement. The order detail will display, then look for the "Print This Order" icon at the top of the order and click to print or save as a PDF.



5. Delivery Instructions:

Shipping is FOB Destination, with next day or 2-day shipping. If you require special delivery, please reach out to the Office Depot Account Representative to work with their Delivery team.

Minimum Order Amount:

The minimum order amount is \$25.00. All orders below \$25 will incur a \$5.95 fee. Departments are strongly encouraged to bundle or consolidate orders whenever possible to meet the minimum order amount.

6. Returns, Damaged Deliveries, and Backordered Items:

Office Depot will accept returns up to thirty (30) calendar days after receipt of the order. General supply items should be returned in the original packaging. Your Original Receipt is required for all store returns or exchanges of technology. There are no restocking fees for returned goods. All returns will be credited within fifteen (15) business days of receipt.

Exceptions:

- Furniture, Computers and Business Machines with accessories in the original packaging can be returned within 14 days after purchase for a full refund.

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Office DEPOT®
OfficeMax®



- Headsets, microphones, mice, and keyboards cannot be returned.
- Special order and custom-made items (e.g. Stamps) may not be returned unless damaged upon receipt.
- Due to the recent Covid-19 virus, sales of cleaning, sanitation, breakroom, safety, facility, and other related products and supplies are final and no returns are permitted until July 1st, 2021, at which time any purchase made after this date will follow the standard return policy outlined in this contract.

7. Contracted Catalog Discounts:

The following product category discounts apply and have been negotiated by the State.

Product Category	List Less Discount
Breakroom & Cleaning Supplies	43.00%
Folders, Binders & Writing	67.00%
IT Peripherals	31.00%
Office Consumables	60.00%
Office Equipment	33.00%
Paper - Other	59.00%
Paper - White Recycled & Virgin	73.00%
Toner - OEM	41.00%
Generic Toner - Reman	58.00%
Furniture	38.00%
School Supplies	43.00%
Labeling, Mailing & Accessories	53.00%

8. Vendor Contact Information

Strategic Support - Customer Service Team:

Contact this group for assistance with order status, delivery issues, backorders, returns, product replacements and questions relating to product information.

Name of Contact: **Office Depot – State of Louisiana Service Team**
Phone Number: 1-800-279-1528 (toll free)
Email Address: strategicsupport@officedepot.com
Hours: Monday - Friday 8am - 9:30pm CT

Invoicing/Accounts Receivable:

Contact this group for assistance with billing issues, credits, or payments.

Name of Contact: Billing - Customer Service
Phone Number(s) of Contact: 1-888-263-3423
Email Address of Contact: ecsupport@officedepot.com

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State Contract Representatives:

For help and assistance with user logins, address additions, account administration and special orders.

Name of Contact Person: **Amy Cook**
Position of Contact: Service Consultant
Phone Number(s) of Contact: 402.671.4192
Email Address of Contact: amy.cook@officedepot.com

For overall account support, contract questions, new projects and bids, product and service recommendations, escalations from customer service groups and reporting.

Name of Contact Person: **Lisa Patton**
Position of Contact: Strategic Account Manager
Phone Number(s) of Contact: 713.878.2158
Email Address of Contact: Lisa.Patton@officedepot.com

Escalation Contact:

Name of Contact Person: **Joey Eyraud**
Position of Contact: Director, Strategic Partnerships - Public Sector West Region
Phone Number(s) of Contact: 831.521.9591
Email Address of Contact: Joseph.Eyraud@officedepot.com

9. Office Depot Retail Locations within the State of Louisiana:

The below Office Depot retail locations are organized in alphabetical order by city.

STORE #	STREET ADDRESS	CITY	STATE	ZIP	PHONE NUMBER
349	1804-C MACARTHUR DRIVE	ALEXANDRIA	LA	71301	(318) 443-5151
259	3116 COLLEGE DRIVE	BATON ROUGE	LA	70808	(225) 927-0034
388	7074 SIEGEN LANE	BATON ROUGE	LA	70809	(225) 295-0011
2290	9001 FLORIDA BLVD, SUITE D	BATON ROUGE	LA	70815	(225) 218-8011
2742	1651 MILLERVILLE RD	BATON ROUGE	LA	70816	(225) 272-8816
2820	7540 BLUEBONNET BLVD	BATON ROUGE	LA	70810	(225) 763-9696
291	2001 AIRLINE DRIVE SUITE 156	BOSSIER CITY	LA	71111	(318) 752-3340
344	401 NORTH US HIGHWAY #190	COVINGTON	LA	70433	(985) 893-4142
2612	2360 SOUTH RANGE AVE	DENHAM SPRINGS	LA	70726	(225) 665-5221
697	703 N AIRLINE HWY	GONZALES	LA	70737	(225) 647-3800
2111	2260 W THOMAS STREET	HAMMOND	LA	70401	(985) 542-9770
6493	1000 S. CLEARVIEW PKW 1020	HARAHAN	LA	70123	(504) 736-0215
56	1500 WEST BANK EXPRESSWAY	HARVEY	LA	70058	(504) 368-9731
424	1643 MARTIN L. KING JR BLVD.	HOUMA	LA	70360	(985) 223-0565

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Office DEPOT®
OfficeMax®



461	3408-B WILLIAMS BLVD	KENNER	LA	70065	(504) 466-4422
2524	260 W AIRLINE HWY	LA PLACE	LA	70068	(985) 652-0515
101	4670 JOHNSTON STREET	LAFAYETTE	LA	70503	(337) 988-6503
385	1879 WEST PINHOOK ROAD	LAFAYETTE	LA	70508	(337) 234-9900
2573	5700 JOHNSTON STREET	LAFAYETTE	LA	70503	(337) 273-2559
2745	3215 LOUISIANA AVE #ST 102	LAFAYETTE	LA	70501	(337) 231-5722
266	2806 RYAN STREET	LAKE CHARLES	LA	70601	(337) 439-7996
2574	3150 PRIEN LAKE ROAD	LAKE CHARLES	LA	70615	(337) 562-2455
2717	1847 N. CAUSEWAY BLVD.	MANDEVILLE	LA	70471	(985) 626-7739
55	6851 VETERANS MEMORIAL BLVD	METAIRIE	LA	70003	(504) 889-6661
124	755 VETERANS MEMORIAL BLVD	METAIRIE	LA	70005	(504) 833-5545
334	2301 LOUISVILLE AVENUE	MONROE	LA	71201	(318) 323-9220
551	820-F E ADMIRAL DOYLE DR	NEW IBERIA	LA	70560	(337) 364-1221
2166	1429 ST CHARLES AVE	NEW ORLEANS	LA	70130	(504) 561-8846
3283	309 N CARROLLTON AVE. SUITE 2	NEW ORLEANS	LA	70119	(504) 206-3157
2092	221 N SERVICE ROAD EAST	RUSTON	LA	71270	(318) 251-2117
185	8210 JEWELLA ROAD	SHREVEPORT	LA	71108	(318) 688-5824
446	1708 EAST 70TH STREET	SHREVEPORT	LA	71105	(318) 524-0005
418	1583 GAUSE ROAD	SLIDELL	LA	70458	(985) 781-2505
2647	375 N. CANAL BLVD	THIBODAUX	LA	70301	(985) 493-3720
693	200 BLANCHARD DRIVE	WEST MONROE	LA	71291	(318) 322-1123
2648	5460 MAIN ST	ZACHARY	LA	70791	(225) 658-8311

For assistance getting the state contract pricing when making purchases at any of our retail locations, please contact the Office Depot Account Manager.

We Appreciate Your Business – Thank You!
