

value

Business Services Division

integrity

# Price Checker

(For Checking Contract Prices Only)

selection

Business Supply Source



*Taking Care of Business*

## Ordering through WESPac



WESPac eCommerce Ordering allows clients to interface electronically with Office Depot BSD. During the requisition entry process, the user can select items from the Office Depot online catalog. After completing it, the requisition flows through a standard WESPac approval process. Once the requisition is fully approved and updated (posted) as a PO, the order will be submitted electronically back to Office Depot for fulfillment automatically.

Please go to this web address to obtain a WESPac ordering guide:

[http://dwstiw.com/WESPac\\_eCommerce\\_Ordering\\_Guide.pdf](http://dwstiw.com/WESPac_eCommerce_Ordering_Guide.pdf)

## 5 Step Price Checker

- 1) Use your browser to access the Internet
- 2) Type in: <http://officedepot.com/bsd>
- 3) Type in your Login-Name: **quincy-sky**
- 4) Type in your Password: **welcome**
- 5) Select: Search for

Type in Office Depot Item # and press search or enter (Found in catalog or name of the item)

### Need Assistance?

**Internet Help Desk 800.269.6888**

Online Training is available in the Customer Services section.

## In-Store Purchasing

In-Store Purchasing allows you to shop at any Office Depot retail store using your PO and still receive contract pricing. Items purchased with a PO will be re-priced at the register to reflect your contract price or retail; whichever is lower, assuring the best possible price.

## Contact Information

**Rob Miller - Account Manager**

Email: [Rob.Miller@OfficeDepot.com](mailto:Rob.Miller@OfficeDepot.com)

Website: <http://www.dwstiw.com>

**Customer Service: 888.2office (888.263.3423)**

**Fax Orders: 888.813.7272**

