



# Procurement Matters... We Aim for Exemplary Customer Service

<http://uwf.edu/procurement>

Procurement and Contracts  
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## New Office Supply Vendor

In order to receive the discounted price, free shipping and no tax, you **must** purchase office supplies from Office Depot through the **Go Shopping** page located on Argus. Do not shop through any other Office Depot site.



There are two links listed on the contract summary page in **Go Shopping**; one for PCard purchases, the other for personal purchases. Office Depot offers the same UWF discounted price for your personal purchases, the only difference is the addition of taxes.

There are four ways to purchase items from Office Depot:

### 1. PCard purchases on-line

- Your information such as card number, building and room number, etc. is not saved. You must complete the information each time so that items will be delivered to your desk.
- When requested to provide your Index number, it is referring to your Banner Index number.

### 2. Personal credit card purchases on-line

- Click on the link for personal purchases on the Contract Summary page on the Go Shopping tab
- Your information such as card number is not saved. You must enter each time.

### 3. PCard purchases in the store

- Click on the link for the business purchase on the Contract Summary page for Office Supplies
- Click on the link to register your card. Your card will be linked to the UWF discounted price and tax exemption upon use of your card for payment.
- It takes 48 hours for your PCard to be registered. Register now, just in case you need an item immediately from the Office Depot store.
- You will not receive confirmation that PCard is registered.

### 4. Personal credit card purchases in the store

- Click on the link for personal purchases on the Contract Summary page in Argus to register your personal credit card. Follow the prompts.
- It takes 48 hours for the card to be registered, so register your credit card now.
- Registering your personal credit card links your number to the UWF discounts, with tax added.
- You will not receive confirmation that your credit card is registered.

## Office Depot Guide

When placing an order for office supplies, you must:

- Confirm the shipping address is correct. If not, click the **"Select"** button for more choices.
- Complete the order boxes for phone, Index, Bldg/Rm, etc. each time.

**Please Note Arrowed Areas Below.**

The screenshot shows the Office Depot online ordering interface. Red arrows point to the following fields: the 'Select' button in the Shipping Info section, the 'PH #' field in Order Options, the 'INDEX #' field in Order Options, the 'DEPT #' field in Order Options, the 'BLD/RM #' field in Order Options, the 'Contact #' field in Order Options, the 'Contact Phone #' field in Order Options, the 'Payment Type' dropdown in Payment Info, the 'Credit Card Number' field in Payment Info, the 'Expiration Date' dropdown in Payment Info, and the 'Send an email order confirmation' checkbox in Email Options.

- In order to help Office Depot provide the deepest discounts to us, please group your orders so that the grand total of your purchase is at least \$25.00.
- Above the contracted discounts, Office Depot offers additional volume discounts on grouped purchases as follows:

Order Size	Order Discount
\$150 - \$225	1 %
\$225.01 and up	1.5%

- Place your order before noon to receive the items the next day.

**You must shop through the Go Shopping tab located on Argus to get the discount!**

## Create an Office Depot Shopping List

For those items you frequently order, a shopping list feature is available.

- On the Office Depot site on the **Go Shopping** tab, Click "My Shopping List"
- Click "Create New List".
- Type your first name in the "list name" field
- Type your department name in the "comment" field.
- You can add to your list later, just click "add to list"
- Do not click "save order" because this function does not work.



**Do Not delete a shopping list that is not familiar to you...it may belong to someone else!**

## The Ball's In Your Court

Do you know how to access fantastic discounts through direct links to the UWF contractor website?

- Discounts and buying information are located on the **Go Shopping** page in Argus.
- If you don't have the **Go Shopping** tab, the Services tab has instructions



to add this tab under the **Go Shopping** heading

- Discounts are **only** available when purchasing through the approved contracts on the **Go Shopping** tab.
- The ball's in your court.** If you want the best pricing...  
**shop through the Go Shopping tab in Argus!**