

OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: WHITE PAPER

OSB ITEM #	OSB U/M	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM	OMAHA PAPER SHEETS PER REAM	OMAHA PAPER CONTRACT #14576 LINE NUMBER	FIELD PAPER SHEETS PER REAM	FIELD PAPER EAST OF HWY 181 FOB Destination	FIELD PAPER WEST OF HWY 181 FOB Destination
							CONTRACT #14576 LINE NUMBER		CONTRACT # 14575 LINE NUMBER	CONTRACT # 14575 LINE NUMBER
C-16	RM	Paper, Copy, 8 1/2 X 11, 20#	Case/10 Reams	940593	M	500	# 2	500	#1	#2
C-13	CTN	Paper, Copy, Express Packs When Ordering Express Packs from Omaha Paper or Field Paper, the unit of measure (M) is multiplied by 2.5 to receive the proper number of cartons.	CTN of 2500 Sheets	125115	M	2500/CS	# 7 (NOTE: Must Order Even Number of Cartons)	2500	#5	#6
C-17	RM	Value Copy Paper, 8 1/2 X 11, 20#	Case/10 Reams	196517	M	500	#3	N/A	N/A	N/A
C-14	RM	Paper, Copy, 8 1/2 X 14, 20#	Case/10 Reams	196643	M	500	# 11	500	#9	#10
C-15	RM	Paper, Copy, 11 X 17, 20#	RM/500 Sheets	593467	M	500	# 13	500	#11	#12
DS-1	RM	Paper, #1 Bond, 8 1/2 X 11, 20#	Case/10 Reams	680017	M	500	# 21	500	#19	N/A
DS-2	RM	Paper, Copy, 8 1/2 X 11, 20#, 3-Hole	RM/500 Sheets	593350	M	500	# 5	500	#3	#4
DS-3	RM	Paper, LASER, 8 1/2 X 11, 24#,	Case/5 Reams	833325	M	500	# 67	500	#78	#79

****NOTE: OMAHA PAPER FOB destination in Lincoln/Omaha.**
Freight added West of Hwy 81
Dock delivery outside of Lincoln/Omaha.
5 case minimum per product.

Order Instructions For Omaha Paper and Field Paper Contracts:
 This contract's unit of measure is "mil" or thousands, by the sheet. To convert from Reams to M (unit of measure), divide by two (2) for 20# paper. Example: To order 20 reams of 20# paper, order 10 mils from contract. For Coverstock Paper (65# or 67#) divide the number of reams by four (4). When ordering colored paper of any size or weight, add a text attachment to the Purchase Order line stating color choice. A purchase order (OG) is to be released from this contract and receipted according to E1 standards.
Colored Paper requires a text attachment to the line to call out the Color Choice.

Order Instructions for Office Depot Ordering If you have a State of
 Nebraska Office Depot account set up, you may place the order using your account.
 If you do not have an Office Depot account set up, please complete the Office Depot Account Application (attached) and submit via email to as.materielpurchasing@nebraska.gov.
 Check Office Depot item for unit of measure - by the ream or by case; conversion to and from "M" is not needed with Office Depot.
 An Office Depot User Guide is available on the OSB website at <http://das.nebraska.gov/materiel/osb/office-depot.html>
 No purchase order release is necessary; the Office Depot orders are billed to Administrative Services and rebilled to individual agencies on a monthly basis.

OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: HAND SANITIZER & TOWELS

OSB ITEM #	OSB UOM	DESCRIPTION	OFFICE DEPOT ITEM #	NATIONAL Paper 13339 OC			
E-1,2,3	EA	Hand Sanitizer - 32 oz, pump	#355253, 32 Oz, pump		N/A		
D-2	PKG	Towel, Singlefold	#468780 BROWN 250 Sheets/per Sleeve/16 Sleeves Per Pack	#11/Cases Only			

D-1	BX	Towels, Wipers 1-ply	#198445, AccuWipe/EA Box of 140 (Single Box)	#18/Cases Only			
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OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: PAPER, COLORS

OSB ITEM #		DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM	OMAHA PAPER SHEETS PER REAM	OMAHA PAPER CONTRACT #14576 LINE NO. ADD TEXT ATTACHMENT WITH COLOR CHOICE COLORS:	FIELD PAPER SHEETS PER REAM	FIELD PAPER # 14575 EAST OF HWY 181 LINE NO. ADD TEXT ATTACHMENT FOR COLOR CHOICE:	FIELD PAPER # 14575 WEST OF HWY 181 LINE NO. ADD TEXT ATTACHMENT FOR COLOR CHOICE
C-1:BLUE C-2:BUFF C-3:ORCHID C-4:CANARY C-5:GOLDENROD C-6:GREEN C-7:PINK C-8:SALMON C-9:CHERRY C-10:IVORY C-11:GRAY				BLUE:345637 BUFF:345678 ORCHID:478156 CANARY:345660 GOLDENROD:345686 GREEN:345645 PINK:345652 SALMON:478123 CHERRY:919519 GRAY:345702 CREAM:XXXXXX LILAC:XXXXXX TAN:XXXXXX			CANARY, BLUE, GREEN, GOLD PINK, SALMON, TAN, ORCHID, LILAC, BUFF, CHERRY		BLUE, BUFF, ORCHID, CANARY, GOLDENROD, GREEN, PINK, SALMON, CHERRY, IVORY, GRAY, CREAM, TAN	BLUE, BUFF, ORCHID, CANARY, GOLDENROD, GREEN, PINK, SALMON, CHERRY, IVORY, GRAY, CREAM, TAN
C-1 THROUGH C-11	RM	20# 8 1/2 X 11, COLORS	RM/500 Sheets		M	500	# 24	500	#23	#22
OSB ITEM #	U/M	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM		OMAHA PAPER CONTRACT #14576 LINE NUMBER COLORS: ADD TEXT ATT WITH COLOR CHOICE		FIELD PAPER CONTRACT # 14575 EAST OF HWY 181 ADD TEXT ATT. WITH COLOR CHOICE:	FIELD PAPER CONTRACT # 14575 WEST OF HWY 181 ADD TEXT ATT. WITH COLOR CHOICE:
DS-4: BLUE DS-5:CANARY DS-6:GREEN DS-7:PINK				BLUE: 345710 CANARY:345744 GREEN:345728 PINK:345736			CANARY, BLUE, GREEN, GOLD PINK, SALMON, TAN, ORCHID, LILAC, BUFF, CHERRY		BLUE, BUFF, ORCHID, CANARY, GOLDENROD, GREEN, PINK, SALMON, CHERRY, IVORY, GRAY, CREAM, TAN	BLUE, BUFF, ORCHID, CANARY, GOLDENROD, GREEN, PINK, SALMON, CHERRY, IVORY, GRAY, CREAM, TAN
							CONTRACT # 14576 LINE NO.		CONTRACT # 14575 LINE NUMBER	CONTRACT # 14575 LINE NUMBER
DS-4 - DS-7	RM	20#, 8 1/2 X 14, COLORS		345710	M	500	# 26	500	#25	#24

OFFICE SUPPLY BUREAU CROSS REFERENCE: INTEROFFICE ENVELOPES, AS COPY SERVICES

OSB ITEM #		INTEROFFICE ENVELOPES/CARDS	PRICE	COPY SERVICES	
A-8	EA	Envelope, Interoffice, #11	\$0.25 each	ORDER USING COPY SERVICES REQUISITION	
A-10	EA	Envelope, Interoffice, 10 X 13	\$0.30 each	ORDER USING COPY SERVICES REQUISITION	
A-11	EA	Envelope, Interoffice, 12 X 15 1/2	\$0.33 each	ORDER USING COPY SERVICES REQUISITION	
A-9	PK	Interoffice Insert Cards	\$3.00/PK 250 per Pack	ORDER USING COPY SERVICES REQUISITION	
B-8	PD	While You Were Out Message Pads	\$0.50 each	ORDER USING COPY SERVICES REQUISITION	
B-5	STP	Lables Inventory Gold Foil (STP=20 EA)	\$0.84 per Strip	ORDER USING COPY SERVICES REQUISITION	

OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: COVERSTOCK, WHITE & COLORS

OSB ITEM #	OSB U/M	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM	OMAHA PAPER SHEETS PER REAM	OMAHA PAPER CONTRACT	FIELD PAPER SHEETS PER REAM	FIELD PAPER EAST OF HWY 181 FOB Destination	FIELD PAPER WEST OF HWY 181 FOB Destination
							CONTRACT #14576 LINE NUMBER		CONTRACT # 14575 LINE NUMBER	CONTRACT # 14575 LINE NUMBER
C-12	RM	COVERSTOCK 65# 8 1/2 X 11, WHITE		458621	M	250	# 39	250	#68	#69
OSB ITEM #	OSB U/M	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM		OMAHA PAPER CONTRACT #14576 LINE NUMBER		FIELD PAPER CONTRACT # 14575 EAST OF HWY 181	FIELD PAPER CONTRACT # 14575 WEST OF HWY 181
DS-8 through DS-17	RM	COVERSTOCK, 8 1/2 X 11, COLORS,65#		424152 Lunar Blue 65# OR Blue 384250 65# 348268 Canary 67# OR Solar Yellow 424367 65# 675025 Green 67# OR Gamma Green 198758 65# IVORY 675033 67# OR Linen 403635 65# Gold is considered Solar Yellow 424367 111016, Gray 67# 198695 Pulsar Pink 65# NOT AVAILABLE: ORCHID, TAN, PEACH	M	250	BLUE CANARY CREAM GREEN IVORY ADD TEXT ATTACHMENT TO DETAIL LINE FOR COLOR CHOICE	250	N/A	N/A
	RM	COVERSTOCK, 8 1/2 X 11, COLORS,65#			M	250	# 85 (ADD TEXT ATTACHMENT FOR COLOR CHOICE)	250	N/A	N/A
OSB ITEM #	OSB UOM	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER / FIELD PAPER UOM		OMAHA PAPER CONTRACT #14576 LINE NUMBER		FIELD PAPER CONTRACT # 14575 EAST OF HWY 181	FIELD PAPER CONTRACT # 14575 WEST OF HWY 181
				#675033 Ivory #348268 Canary #348250 Blue #675025 Green #111016 Gray #717070 Assorted Pack			GREEN GRAY WHITE PINK ORCHID BLUE CREAM IVORY CANARY GOLDENROD TAN PEACH		BLUE GOLDENROD IVORY CANARY GRAY PINK CREAM GREEN TAN	BLUE GOLDENROD IVORY CANARY GRAY PINK CREAM GREEN TAN
DS-8 through DS-17	RM	COVERSTOCK 67# 8 1/2 X 11, COLORS	250/REAM		M	250	# 91 (ADD TEXT ATTACHMENT FOR COLOR CHOICE)	250	#94 (ADD TEXT ATTACHMENT FOR COLOR CHOICE)	#95 (ADD TEXT ATTACHMENT FOR COLOR CHOICE)

OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: RECORD STORAGE BOXES & LIDS

OSB ITEM #	OSB U/M	RECORDS BOXES and LIDS	Office Depot U/M	OFFICE DEPOT ITEM #	PDS UOM	PDS PRICE	PACKAGING DISTRIBUTION SERVICES (PDS) CONTRACT #14532			
B-1,3	EA	Box, File, Storage, Lid, 15 X 12 X 2	PK OF12	402067 (Lids Included) \$29.88	EA	\$0.34 cents each LID	#2			
B-2,4	EA	Box, File, Storage, 15 X 12 X D3310			EA	\$1.00 each BOX	#1			
NOTE: PACKAGING DISTRIBUTION SERVICES Box and Lid Orders Under \$300 Total Drop-Shipped Outside of Lincoln/Omaha Metro Are Subject to Freight Charges. OFFICE DEPOT Orders are not subject to freight.										

OFFICE SUPPLY BUREAU CROSS REFERENCE GUIDE: BROWNKRAFT & WHITE ENVELOPES

OSB ITEM #	OSB UOM	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER UOM	OMAHA PAPER #13322			
A-5	BX	Envelope, Brownkraft, 12 X 15 1/2		532375 BOX OR 100 690673 BOX OF 250	M	# 13			
A-3	BX	Envelope, Brownkraft, 9 1/2 X 12 1/2	PK/100	341081	M	# 10			
A-4	BX	Envelope, Brownkraft, 10 X 13	PK/250	331088	M	# 11			
A-2	BX	Envelope, Brownkraft, 9 X 12	Box/250	531973	M	# 9			
A-1	BX	Envelope, Brownkraft, 6 X 9		491347 BOX OF 100	M	# 7			
DS-18	BX	Envelope, Brownkraft 10 X 15		N/A	M	# 12			
OSB ITEM #	OSB UOM	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #	OMAHA PAPER UOM	OMAHA PAPER #13202			
A-6	BX	Envelope, Regular, White #9		475683 BOX OF 500	M	#9			
A-7	BX	Envelope, Regular, White # 10		506405 BOX OF 500	M	#25			
OSB ITEM #	OSB UOM	DESCRIPTION	Office Depot U/M	OFFICE DEPOT ITEM #		NATIONAL PAPER 13339 OC			
D-2	PKG	Towel, Singlefold		#468780 BROWN 250 SHEETS		#11			
D-1	BX	Towels, Wipers 1-ply		#203205 BOX OF 200		#18			

STATE OF NEBRASKA
OFFICE DEPOT ACCOUNT APPLICATION

Web Site: <https://bsd.officedepot.com/index.do>

*Website used to place Office Depot orders upon approval of application

PLEASE PRINT THE FOLLOWING INFORMATION: All fields must be completed in order to submit the application.

AUTHORIZED AGENT NAME

(Log On Name):

	(First and Last Name)
<input type="checkbox"/>	I will be ordering office supplies
	OR
<input type="checkbox"/>	I will be approving office supply orders requested by others. * Please attach a list of names.

DELIVERY ADDRESS:

AGENCY NAME:

AGENCY 6-DIGIT NUMBER:

(i.e. 65 00 00 = 2 digit Agency, 2 digit Division, 2 digit Program)

AGENCY BUSINESS UNIT:

(i.e. 8 digit number beginning with Agency code)

PHONE NUMBER:

EMAIL ADDRESS:

PASSWORD:

(8-10 characters; must include one capital letter and one number)

RETURN COMPLETED FORM TO:

State Purchasing Bureau
1526 K Street, Suite 130
Lincoln, NE 68508
Email: as.materielpurchasing@nebraska.gov

The above named Authorized Agent is hereby authorized to purchase supplies or approve supply orders for agency staff from Office Depot on behalf of the above named agency. This authorization will remain in effect until written notification to cancel the account for the Authorized Agent as shown above is received by State Purchasing Bureau.

Agency Head or Designee Signature/Date

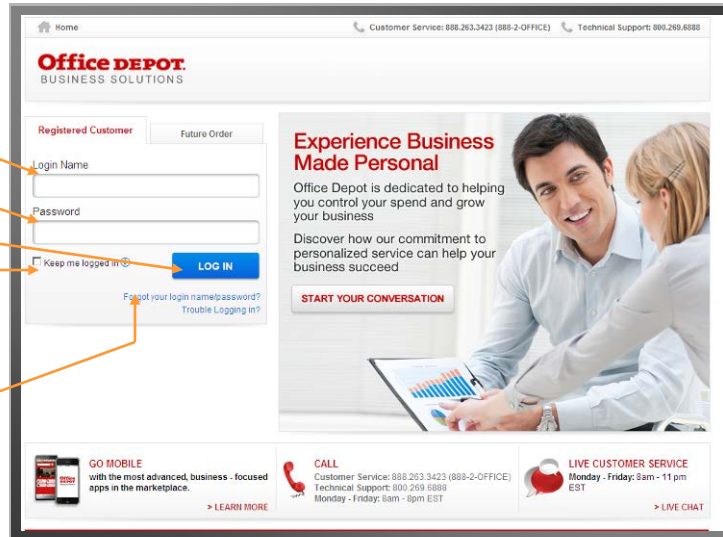
Print Name

Technical support: 800-269-6888 • Customer Services: 888.263.3423

User Login

On the internet browser address bar, enter <https://business.officedepot.com>.

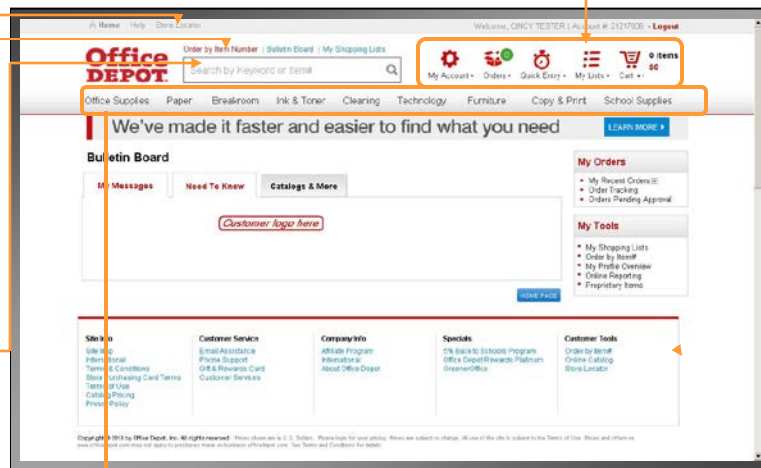
- Enter your user Name/ID
- Enter Password
- Click Log in
- “Automatic Login”
Check this box to by-pass the login page and connect to your account without rekeying credentials.
- Lost Login / Password assistance



Home

The landing page includes a bulletin board to keep you informed. From this page all shopping features may be launched.

- Help**
Live Chat, customer service links, User Guide and online Demo and **Store Locator**
- Order by Item #**
Key in up to 20 product #'s for simultaneous entry into shopping cart.
- Search:**
Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes
- Click on Product Category to view product groupings.
- Ink & Toner** Find refills and supplies for your business machines.

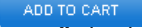






- My Account**
To view Account Profile, On line Reporting, Dashboard features
- Orders**
View order tracking, Orders waiting for approval, Future Order Recent orders
- Quick Entry:**
Add a single item to order or shopping cart with fewer clicks.
- My Lists**
Shopping Lists, manage lists and quick view default shopping lists
- Shopping Cart:** value, details and current shipping address


Building Your Order

Step 1 Logon on to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative

Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Product Navigation Bar** and select the category or sub-category to view products.
- **Search:** type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Best Value (Contract), Price and relevance. To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.
- **Order by Item #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click  Click the **"Show Images"** check box to view product images and details. Enter up to 20 items at once.
-  **Quick Entry:** Add a single item to order by entering Office Depot part # manufacturer# , or custom product code numbers, quantity then 
-  **My Lists.** Select Default or any Add preselected lists. To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click **Add to Cart**. *Hint: If the shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.*

Step 3  **** Shopping Cart** to review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4  - Review selected items and shipping address and accounting field requirements; modify as needed. If the order is released by 5:00 it will be processed for next available day delivery



State Of Nebraska
Account # 84041595
ON-LINE RETURN INSTRUCTIONS
LOG ONTO: business.officedepot.com

You may create a return request on-line by following these steps:

- Open Order Tracking to view orders.
- Click on the desired Order Number to place a return.
- Click on 'Submit Return' from the Order Detail screen.
- Select the item or items you want to return, select a reason from the drop-down list, and click 'Continue'.
- Review the information for the return and hit 'Submit Return' at which point you will get a Return Authorization Number for the return. If a return has already been placed on an order, the Submit Return button will not be available.

Please note:

- You may include instructions for an Office Depot or UPS driver.
- Your return pickup will be scheduled to coincide with your next delivery or within 5 days if no orders are scheduled.
- You may return most items in their original packaging within 30 days (most technology items within 14 days). All returns must be in their original packaging.
- You may submit only one on-line return request per order. Please contact Customer Service if you need to return an additional item from the same order.