

Office Depot

Custom Stationery Online (CSO) Program for South Seattle CC


Office Depot Contact: Tom Burns, Account Manager (thomas.burns@officedepot.com)

Joe Piccirillo, Print Development Manager (joe.piccirillo@officedepot.com)

South Seattle Community College Contact: Nahid Talebi (Site Access) Mary Kohl (Order Approval).

Office DEPOT.

[Get started with BSD >](#) [About Office Depot >](#) [Learn About BSD >](#) [Why BSD? >](#) [Login FAQs >](#)




IT'S DEPOT TIME

Click to view our new TV commercials

-Rachel
Office Depot Associate

[WATCH NOW](#)



GO MOBILE

with the most advanced, business-focused apps in the marketplace

[LEARN MORE](#)

Why BSD?

All the solutions you need to manage spend and reduce costs:

- Mobile Apps for iPhone & Android
- Sure Value Savings Tools
- Custom Usage Reporting
- Tech Depot - Expert Technology Source
- Custom Printing & Promotional Products
- eProcurement Expertise

[Learn More](#)

Business Solutions

- Home Business
- Small Business
- Medium Business
- Large Business
- National/Global Firm

Industry Solutions

- Federal Government
 - GSA
- State & Local Government
 - National IPA
 - TCPN
- Healthcare Solutions
- Education Solutions

Registered Customers

Please enter your login name and password.

Login Name

Password

[Forgot your login name/password?](#)

☐ Keep me logged in ([What's this?](#))

[LOG IN](#)

New Customers

We provide everyday office essentials and solutions to help you take care of business. Click Sign Up to learn more.

[SIGN UP](#)

Customer Service: 888.263.3423 (888-2-OFFICE)
Technical Support: 800.269.6888

[PLACE FUTURE ORDER](#) (Delay your delivery for 21-180 days)


Please **DO NOT** enable auto-login by clicking this box. If you do not have to enter a login or password to access this site, please refer to page 12 on how to disable auto-login.

Enter your login information. Your login will be your supplies login followed by **nc**. For example, [firstname.lastname@seattlecolleges.edunc](#). The temporary password will be **welcome**. If you do not have access to order supplies, you will not have access to order business cards. Please contact Nahid to get approval for the site login.

How to access Custom Stationery Online (CSO)

Click **Copy & Print**.

[Home](#) [Store Locator](#) [Tech Depot](#) [Copy & Print](#) [Customer Services](#) | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

[Order by Item Number](#) | [Bulletin Board](#) | [Dashboard](#) | [My Shopping Lists](#)
 [Search](#)
0 item(s): \$0.00
[View Cart](#) [Check Out >](#) [My Shipto](#)

Welcome, ACCOUNT MAINTENANCE of SEATTLE CMNTY COLLEGES SOUTH N - [Logout](#) | Account #: 59176622

[Office Supplies](#) [Paper](#) [Ink & Toner](#) [Breakroom](#) [Cleaning](#) [Technology](#) [Furniture](#) [Our Services](#) [My Account](#)

Bulletin Board

[My Messages](#) [Need To Know](#) [Catalogs & More](#)

Last update by: ACCOUNT MAINTENANCE [Edit](#)

Welcome to the South Seattle Community College Custom Stationery Online Account.

For print related questions, please contact your Print Manager, [Joe Piccirillo](#) at 206.249.6286 or joe.piccirillo@officedepot.com
For any other questions, please contact your Account Manager:

Tom Burns
Phone: 425.922.8078
Email: thomas.burns@officedepot.com

My Orders

- My Recent Orders [+](#)
- Order Tracking
- Orders Pending Approval

My Tools

- My Shopping Lists
- Order by Item#
- My Profile Overview
- Online Reporting

[CONTINUE](#)

Copy & Print Depot

Take care of all of your copying, printing and shipping needs in-store or online. Whether it's full or self service copies, presentations, business cards or UPS shipping, you can do it all in one place.



Print your documents

Upload files for delivery or request store pickup.

[UPLOAD FILES](#)[Video Demo](#)

File Cabinet

Easily retrieve and store documents from your dedicated file cabinet.

[GET STARTED](#)

copy and print
**done right.
guaranteed***

Free Delivery Everyday
on select custom printed orders

[▶ LEARN MORE](#)

Free print assessment by a certified specialist. Learn how to save time & money. [▶ SIGN ME UP](#)

Custom Printing



Stationery, business cards, custom stamps and more.

Promotional Products



Choose from over a thousand unique products to promote your brand or special event.

Large Format Prints



Make a big impression with banners, blueprints and signs up to 60" wide

Custom Stationery Online



Your premiere one-stop shop for all your office products like business stationery, labels, stamps, badges and more.

Click the **Custom Stationery Online** box.

For questions and additional training, please contact your Account Manager or your Print Development Manager.

Tom Burns – thomas.burns@officedepot.com

Joe Piccirillo – joe.piccirillo@officedepot.com

Product List

To configure your business card, click **Order This Item**. If you click on the card business card image, you will see an enlargement sample of the card (below).



Front Copy



Back Copy

BC01649102

South Seattle Community College 2 Sided Business Card

[Order This Item](#)

Need Help?

Please contact our Custom Stationery Online Support Team

Email: officedepotcso@odcallcenter.com

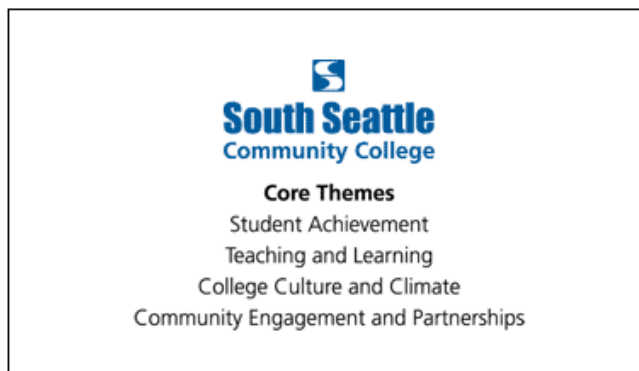
Phone: 800-965-6270, Option 1

Sample Product Image

Item Description: South Seattle Community College 2 Sided Business Card



Front Copy



Back Copy

SAMPLE Business Card

Item Information

Item Number: BC01649102

Description: South Seattle Community College 2 Sided Business Card

Quantity: 1 ▾

Quantities are for Boxes of 500 Pieces.

Imprint Information

Information will be printed exactly as you type it.

Name: Candace Oehler

Title 1: Interim Director of Communications

Title 2: Public Information Office

Phone 1: Phone: (206) 934- 6875

Phone 2: Fax: (206) 934- 7945

Phone Tag 3: Mobile

Phone 3: (206) 123-4567

Phone 4 Tag: |

Phone 4:

Email: Candace.Oehler @seattlecolleges.edu

Address, City, State Zip, and Web will be automatically populated on e

Location: Main Campus ▾

Back Copy: Core Theme Backer ▾

Next



Enter the information in each of the boxes. It is not necessary to enter information in all the fields if they are not needed. Each box will contain 500 cards.

Once the order is submitted, it cannot be changed.

Please proof your information carefully.

You only need to enter your first and last name. The @seattlecolleges.edu will auto populate on the card

Using the drop down menu, select from the following: Main Campus, Georgetown Campus, or New Holly.

Using the drop down menu, select the appropriate back print of Core theme, Grant, or International. A preview of the card will be displayed after **Next** is clicked.

Business Card Preview

Preview Product Image

Item Number: BC01649102

Item Description: South Seattle Community College 2 Sided Business Card

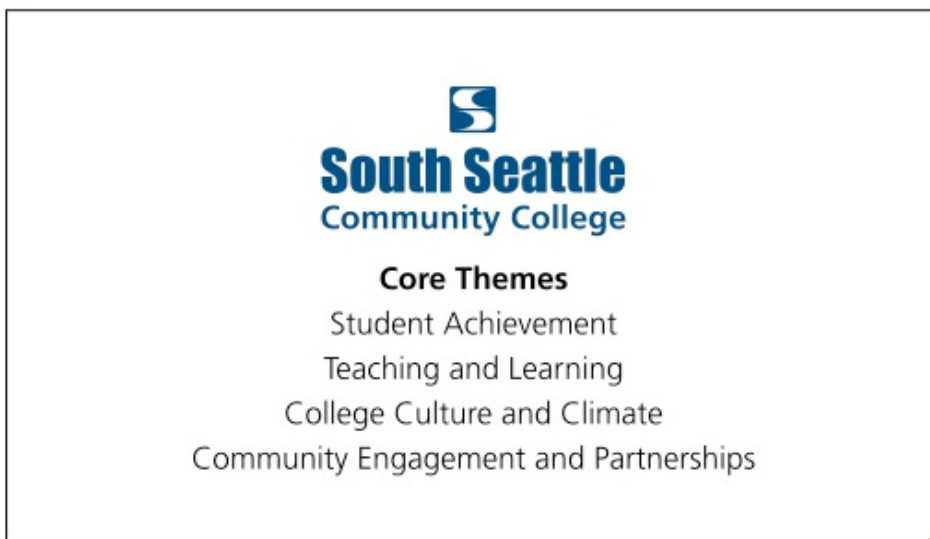
Please print this screen. This is your hard copy.

Once the order is processed at final checkout, changes cannot be made. Orders are automatically sent to the plant and your order will immediately go into production.

Please proof your information carefully.



Information will appear exactly as it is entered. If there are any questions on layout or specific requirements, please contact Joe Piccirillo.



Please check the information displayed on the card for accuracy. If it's correct and changes are not need, click **Next** otherwise click **Edit** to go back.





Core Themes

Student Achievement
Teaching and Learning
College Culture and Climate
Community Engagement and Partnerships

Core Theme Backer

**Asian American
Native American Pacific Islander
SERVING INSTITUTION
South Seattle Community College**



Grant Strategies:

- Improve freshman experience through culturally relevant, family connected orientation, and the creation of clustered learning communities.
- Increase transition from English as a Second Language classes to college courses.
- Improve retention rates, including the creation of a virtual API resource center.
- Improve transfer and graduation rates, and pathways to four year partners.

Grant Backer

INTERNATIONAL PROGRAMS

We facilitate educational opportunities to enhance global citizenship through:

- International student enrollment
- Comprehensive programs and support services
- Faculty and staff exchanges with partner institutions
- Education abroad programs for South students
- Resource development to support institutional internationalization



International Backer

Quantities of 2, 4, and 8 will *MAXIMIZE YOUR SAVINGS!*

- You must order **1, 2, 4 or 8 boxes** per business card style **BEFORE "adding to cart"**
- Clicking the, "order more" button will allow you to add additional box quantities for this SKU number.

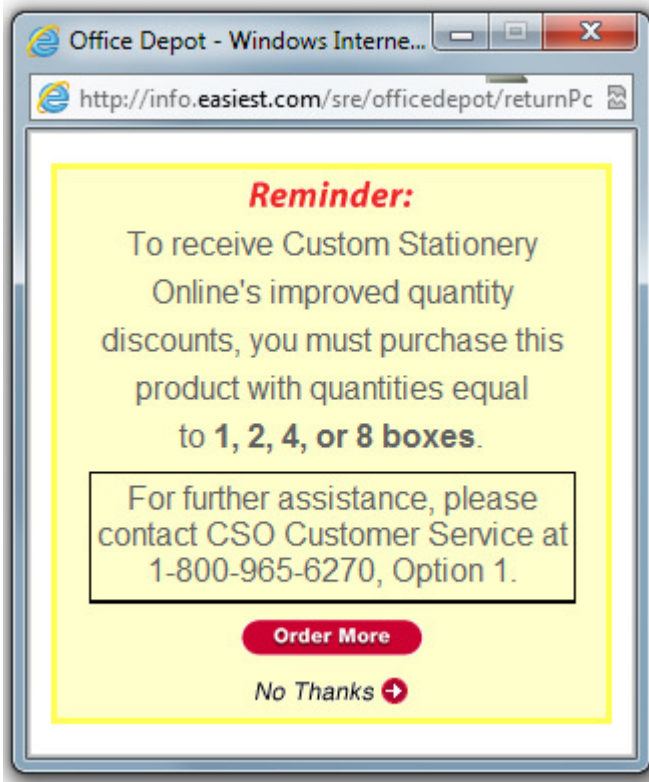
Your Custom Stationery Online order:

| ITEM DESCRIPTION | SKU | TOTAL BOX QUANTITY |
|---|---------|--|
| South Seattle Community College 2 Sided Business Card | 0649102 | 1 |
| Candace Oehler - Interim Director of Communications | | Boxes: 1 |
| | | Edit Remove |

[Order More](#)[Add To Cart](#) 

To continue, click **Add to Cart**. When the pop up window appears, click **No Thanks**.

Price per box has been pre-negotiated and additional quantities are not required to receive the best price. Be sure to click **No Thanks** to proceed to check out when the pop up box is displayed.



Check Out



Order by [Item Number](#) | [Bulletin Board](#) | [Dashboard](#) | [My Shopping Lists](#)

Search by Keyword or Item#

Search



1 item(s): \$26.32

[View Cart](#)

[Check Out >](#)

[My Shipto](#)

Welcome, ACCOUNT MAINTENANCE of SEATTLE CMNTY COLLEGES SOUTH N - [Logout](#) | Account #: 59176622

[Office Supplies](#)

[Paper](#)

[Ink & Toner](#)

[Breakroom](#)

[Cleaning](#)

[Technology](#)

[Furniture](#)

[Our Services](#)

[My Account](#)


[Home](#) > Find Your Product

Shopping Cart

[Continue Shopping](#)

[CHECK OUT](#)

[Print This Page](#)

| Description | Price/unit | Qty. | Backorder | Total |
|---|---------------|---|-----------|---------|
|  2-Sided Business Cards, Imprint, Box Of 500 Item # 649102 Entered Item # 649102 Special Order Item | \$26.32 / box | 1 EDIT VIEW | 0 | \$26.32 |
| Remove Item | | | | |

| | |
|---|---------|
| Subtotal: | \$26.32 |
| Estimate Shipping & Taxes | |
| 1 item(s): | \$26.32 |

Comments

[UPDATE](#)

[Continue Shopping](#)

[Update Cart](#)

[Empty Cart](#)

[Save Cart To List](#)

[Share Cart](#)

[CHECK OUT](#)

[CHECK OUT](#)

Need Help?

- Email Assistance
- FAQs
- Chat now

It is highly recommended that the **Comments** field be used to list the name of business card recipient. This will help identify the user(s) you are ordering cards for. This information will be achieved with the order. If the VIEW button is selected, you will see the card preview but this is only visible for only 7 business days after the order has been submitted for fulfillment.

To reconfigure the card, click the **Edit** button. If additional cards/name badges need to be ordered, click **Our Services** then select **Copy & Print** and repeat process otherwise finalize your order by clicking **Check Out**.

The **PO#**, **NAME**, and **BUDGET** fields are all mandatory. If you are not using a PO that has been generated by the District office, please enter N/A or your department name. This is a required field but the information is not validated. The **LOC** field is used to enter your room number.

Delivery Options

For Standard Delivery:

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:

Mon, Jun 18, '12 ▾

For Future Delivery:

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

The Desired Delivery Date field does not apply to **custom imprint items** or **print on demand items**, due to varying order requirements and time for production. The production and delivery time of your order will be determined by the personalized options you selected. If your order contains Print on Demand items, an Office Depot employee will call you to confirm delivery availability.



Shopping Cart

[Hide Images](#)

Estimated Delivery Date: **06/18/2012**

Order Number: 613033784-001

The production and shipping time of your order will be determined by the personalized options requested.

| Description | Your Price/unit | Qty. | Backorder | Total | Remove Item |
|---|----------------------|---|-----------|---------|---|
|  Business Cards, Imprint, Box Of 500 Item # 0804156 Entered Item # 804156 ▶ Special Order Item | \$19.54 / box | 1 EDIT VIEW | 0 | \$19.54 |  |

Comments:

When the order is ready to be submitted for fulfillment, click **Place Order**. Delivery is 5-7 business days or less even though the system generated **Estimated Delivery Date** will always provide a conservative 10 business days.

| | |
|----------------|----------------|
| Subtotal: | \$19.54 |
| Delivery Fee: | FREE |
| Miscellaneous: | \$0.00 |
| Taxes: | \$1.86 |
| Total: | \$21.40 |

[Back To Top](#)

Have you changed your cart or delivery option? [UPDATE CART](#)
By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#)

[SAVE CART TO LIST](#)

[PUT THIS ORDER ON HOLD](#)

[PLACE ORDER](#)

Click to submit your order.

How to Disable Auto Login

When auto login is enabled, the system will automatically take you the **Bulletin Board** page. If you do not see this page, put your cursor over **My Account**. A list of menu options will be displayed, click **Bulletin Board**.

The screenshot shows the Office Depot website interface. At the top, there is a navigation bar with links for "Order by Item Number", "Bulletin Board", and "My Shopping Lists". Below this is a search bar with the placeholder text "Search by Keyword or Item#" and a "Search" button. To the right of the search bar, there is a shopping cart icon and a link to "My Shipto".

Below the navigation bar, there is a welcome message: "Welcome, GREENER PURCHASING of WA ST PREVIEW - Logout | Account #: 42682543".

The main navigation bar consists of several red buttons: "Office Supplies", "Paper", "Ink & Toner", "Cleaning", "Technology", "Furniture", "Our Services", and "My Account".

The "Bulletin Board" section is highlighted. It contains a "My Messages" button and a "Catalogs & More" button. Below these buttons, there is a message from "WA STATE EMPLOYEE" dated "Last update by: WA STATE EMPLOYEE". The message reads: "Welcome to the State of Washington Contract for Office Supplies, and Paper (#04411). This site is for previewing only and is not intended for order placement. If you want to place an order, please see your agency purchasing manager for directions. For account set up or other inquiries, please contact us via email at 'stateofwa@officedepot.com'. You should receive a reply to your inquiry within two business days. To receive one of our 2012 catalogs, please add item number 514-354 to your order and a catalog will ship with your next order. Georgia Pacific 100% Recycled Paper: Georgia-Pacific Spectrum 100% Recycled Multi-Use Paper 8.5x11 - SKU 790206 Georgia-Pacific Spectrum 100% Recycled Multi-Use Paper 8.5x11 Pallet - SKU 368158 Georgia-Pacific Spectrum 100% Recycled Multi-Use Paper 8.5x14 - SKU 790278 Georgia-Pacific Spectrum 100% Recycled Multi-Use Paper 11x17 - SKU 790323 Georgia-Pacific Spectrum 100% Recycled Multi-Use Paper 8.5x11 - 3Hole Punch - SKU 790197 We look forward to taking care of your business!"

On the right side of the page, there is a "My Orders" section with links for "My Recent Orders", "Order Tracking", and "Orders Pending Approval". Below this is a "My Tools" section with links for "My Shopping Lists", "Order by Item#", "My Profile Overview", and "Proprietary Items".

A green callout box points to the "My Account" button in the navigation bar, indicating that clicking it will display a list of menu options, including "Bulletin Board".

A blue "CONTINUE" button is located at the bottom right of the page.

In the **My Tools** box, click **My Profile Overview** to access the password menu.

Manage Account

- Manage Ship To

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- My Proxy Approver

Need Help?

- Email Assistance
- FAQs

Chat not available

My Profile Overview

Please take a moment to verify the below information.

Your User Settings

Manage your contact information, subscriptions and logins

User InfoGREENER PURCHASING
(253)872-1700
NOREPLY@OFFICEDEPOT.COM[EDIT](#)**Subscriptions & Settings**

- [Edit User Info & Subscriptions](#)
- [Edit Login Info & Lost Password Prompt](#)

Accounting Fields/Shipto [View](#) **Permissions** [View](#) **Workflows/Approvers** [View](#) **Custom Catalogs** [View](#) **Payment** [View](#)

Manage your payment preferences

From **My Profile Overview** page, click **Edit Login Info & Lost Password Prompt**.

**Manage Account**[Manage Ship To](#)**My Profile**

- [My Profile Overview](#)
- [Select Ship To](#)
- [Select Contacts](#)
- [My Proxy Approver](#)

Need Help?

- [Email Assistance](#)
- [FAQs](#)

Chat not available

Login and Lost Password Information**Change Login Settings**

Login Name SOWGREEN

* Old Password

* New Password

Must be at least 6 characters

* Confirm Password:

Password Expires: Never Expires

☒ Log me in automatically
(Cookies must be enabled for auto login.)**Update Security Question**

* Security Question: What was your first job?

* Answer:

* Confirm Answer:

UPDATE

CANCEL

Enter the **Old Password** then the **New Password**, followed by the **Confirmation Password**. The password does not have to be different.

Click the **Log me in automatically** box to disable auto login.

[Return to My Account](#)**3**

The **Log me in automatically** box should be unchecked.

Click **UPDATE**. After you log off, the website will ask for your login name and password.

If you experience any difficulties, please contact your account manager.