
Overview of ODP & Amazon

April 14, 2025

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“Access to ODP & Amazon can empower us with our “purchasing power”

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➤ Amazon

- Set-Up
 - Requisition (Create)
 - Orders / Returns
 - Ordering
 - Payment Submission
-

ODP

(previously known as Office Depot)

ODP – Set-Up

[ODP](#) website

Request For New User Log-In

- Email Solange Kada skada@napavalley.edu
- An email will then be sent requesting the following information:

Name

Work Phone #

Email Address

Cost Center

- Once log-in has been created, another email will be sent w/ instructions for log-in and basic information

Requisition for Blanket Purchase Order

- Make sure to submit a requisition for ODP Business Solutions for the new fiscal year.
- In Printed Comments “Blanket Purchase Order FY 24-25 / Office Supplies or Other Supplies”
- May need to submit 2 requisitions:
 - 1) Office Supplies
 - 2) Other Supplies

Purchase Order (PO)

- May need to submit a separate request for a specific event/project which would be a “PO”
In Printed Comments “Purchase Order / Name of Event or Project”
-

ODP – Requisition (Create)

Self-Service

Document Type *	Requisition	Requisition Date *	8/14/2023
Initiator	Initiator Lookup	Confirmation Email Address *	xxxx.xxxx@napavalley.edu
Ship To *	01 Napa Vly College Main Campus	Desired Date	8/28/2023
Vendor ID	Vendor Lookup	Vendor ID	Best to use Vendor I.D. # Confirm vendor w/ John Martinez john.martinez@napavalley.edu
AP Type	AP11 AP GENERAL FUND-UNRESR		
Tax Code 1	ST Sales Tax	Tax Code 2	None
Tax Code 3	None		

NOTE: When submitting for the next fiscal year prior to July 1st – CHANGE DATE to “7/1/xxxx”

Approvers	Approval Date
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Next Approvers

Next Approver Lookup

Printed Comments

MAKE SURE to state “Blanket PO FY 00-00” or “Purchase Order” / Name of Event/Project
Msg. to Vendor, but also work w/ your assigned A/P staff person for further clarification)

Internal Comments

Brief summary of purchase and what it is for.
NO msgs. to the staff member. Reach out directly to staff member via email or phone.

Sales Tax:
YES for tangible items

ODP – Requisition (Create)

Self-Service

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	
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New Item

Description *

May need to submit two requisitions:
1) Office Supplies
2) Other Supplies

Vendor Part

Quantity *

Unit

None

Price

Extended Price

\$0.00

GL Account *

Search by GL Account... 

Project

None



Quantity

0.000

Percent

100.000

Amount

0.00

GL Account:
For new or to confirm budget code, contact Budget Analyst.

Add GL Account

Cancel

Add Item

Cancel

Save

ODP – Orders / Returns

Orders:

- Before ordering any type of furniture, cleaning supplies, equipment, or anything that maybe facilities-related, **please consult w/ our Facilities Dept.** REMINDER: forward approval from Facilities Dept. to skada@napavalley.edu when order for item(s) is placed.
- Before ordering any type of electronics, software, external equipment, or anything that maybe I.T.-related, **please consult w/ our I.T. Dept.** REMINDER: forward approval from I.T. Dept. to skada@napavalley.edu when order for item(s) is placed.
- Once order has been submitted, it will be pending review before final processing

DON'T

- Purchase at store physical location – LOOSE CONTRACT DISCOUNTS

Returns:

Contact ODP Customer Service if you have any questions regarding item(s) you are ordering, returns, or an issue that needs to be resolved:

phone 1 (855)-337-6811

email (bsdcustomer@odpbusiness.com)

live chat for personalized assistance at +1 (888) 263-3423.

ODP – Ordering

Consolidate and place orders only when the total amount is over \$50 to continue to receive free shipping and handling. ODP is charging business accounts a **shipping and handling fee of \$9.95 for orders under \$50.00.**

Account information

* **PO Number** the BPO or PO # that is assigned, once your requisition is turned into a blanket purchase order/ PO# for a specific project / event

PO Number field is required

* **Cost Center** Is the Budget Center # if you are unable to find your cost center on the list, email Solange Kada to create cost center # to be used.

* **Desktop**

Desktop field is required

Make these my default values, if permitted

* Marked fields are required

- Type "**ROOM ###**" (for our Warehouse Couriers to be able to deliver your package to the correct location)

- Shipment address is defaulted to the Warehouse for our couriers to deliver packages

Contact name and Contact Phone # will automatically default

* **Contact**

Contact Phone **Work Phone # ONLY** Ext

Personal Note: For your use only, not read by our delivery carriers.

Payment information

Note: Office Depot branded credit cards are no longer accepted as payment on the ODP Business Solutions site. Please select an alternate payment method and contact Customer Care at 888-2-OFFICE if you need assistance.

Credit Card

Account Billing

ODP - Payment Submission

- Invoices / Credit Memos will be distributed to user by the Business & Finance Office, once received . . .
 - Hardcopy of “Invoice / Credit Memo” to Accounts Payable with “Okay to Pay”, Signature, and BPO or PO # directly on invoice.
 - If you have a packing slip(s) – attach to matching invoice
 - Staple all documents together (NO PAPERCLIPS)
 - Submit documents to Accounts Payable
-

Amazon

Amazon – Set-Up

[Amazon](#) website

Request For New User Log-In

- Email Wendy Nucho wendy.nucho@napavalley.edu (only ODP users and District Purchase Card holders qualify) for an orientation.
- Once orientation has been completed . . . A log-in will be created.
- Once log-in has been created, another email will be sent w/ instructions for log-in and basic information

Requisition

Blanket Purchase Order (BPO):

- Make sure to submit a requisition for Amazon for the new fiscal year.
- In Printed Comments “Blanket Purchase Order FY 24-25 / Office Supplies or Other Supplies or Books”
- May need to submit several requisitions:
 - 1) Office Supplies
 - 2) Other Supplies
 - 3) Books

Purchase Order (PO)

- May need to submit a separate request for a specific event/project which would be a “PO”
In Printed Comments “Purchase Order / Name of Event or Project”
-

Amazon – Requisition (Create)

Self-Service

NOTE: When submitting for the next fiscal year prior to July 1st – CHANGE DATE to “7/1/xxxx

Document Type *

Requisition

Requisition Date *

8/14/2023

Initiator

Initiator Lookup

Confirmation Email Address *

xxxx.xxxx@napavalley.edu

Add email addresses separated by commas

Ship To *

01 Napa Vly College Main Campus

Desired Date

8/28/2023

Vendor ID

Vendor Lookup

Best to use Vendor I.D. #
Confirm vendor w/ John Martinez
john.martinez@napavalley.edu

AP Type

AP11 AP GENERAL FUND-UNREST

Tax Code 1

ST Sales Tax

Tax Code 2

None

Sales Tax:
YES for tangible items

Tax Code 3

None

Approvers	Approval Date
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Next Approvers

Next Approver Lookup

Printed Comments

MAKE SURE to state “Blanket PO FY 00-00” or “Purchase Order” / Name of Event/Project
Msg. to Vendor, but also work w/ your assigned A/P staff person for further clarification)

Internal Comments

Brief summary of purchase and what it is for.
NO msgs. to the staff member. Reach out directly to staff member via email or phone.

Amazon – Requisition (Create)

Self-Service

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price	
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New Item

May need to submit several requisitions:

Description *

- 1) Office Supplies
- 2) Other Supplies
- 3) Books
- 4) Etc.

Vendor Part

Quantity *

Unit

Price

Extended Price

GL Account *

Project

Quantity

Percent

Amount

GL Account:

For new or to confirm budget code, contact Budget Analyst.

Add GL Account

Cancel

Add Item

Cancel

Save

Amazon – Orders / Returns

Orders:

- Before ordering any type of furniture, cleaning supplies, equipment, or anything that maybe facilities-related, **please consult w/ our Facilities Dept.** REMINDER: forward approval from Facilities Dept. to skada@napavalley.edu when order for item(s) is placed.
- Before ordering any type of electronics, software, external equipment, or anything that maybe I.T.-related, **please consult w/ our I.T. Dept.** REMINDER: forward approval from I.T. Dept. to skada@napavalley.edu when order for item(s) is placed.
- Pricing is good for 7 days from the date the order has been placed for review
- Once order has been submitted, it will be pending review before final processing

Returns:

- Returns can be handled through user log-in
- User will be responsible, NOT the FACILITIES DEPARTMENT for dropping at an off-campus site pending the return instructions

If you have any questions regarding item(s) you are ordering or an issue that needs to be resolved:

Customer Support at 1-(866)-486-2360 / Delivery Issues 1-(844)-370-7615
Account Rep: Gustavo Perez tavoper@amazon.com

Amazon – Ordering

1 Group

Napa Valley Community College District

2 Business order information

⚠ Your order requires approval
You can place the order but please note that it may not comply with your organization buying policies.
[View admin notes \(1\) >](#)

PO number	the BPO or PO # that is assigned, once your requisition is turned into a purchase order
<input type="text"/>	
Cost center	Is the Budget Center #
<input type="text"/>	
Comments for approver (optional)	Optional: explanation of item(s) being ordered
<input type="text"/>	
100 characters left	
Add an additional approver?	
Continue	

Amazon – Ordering

3 Choose a shipping address

Does this order need to be delivered to a recipient other than the name in your address book?

Deliver To: This will be applied to only this order.

Group Napa Valley Community Colle...

Napa Valley College - Warehouse Bldg 4000 BLDG 4000 NAPA VALLEY COLLEGE - WAREHOUSE, 2277 NAPA VALLEJO HWY, NAPA, CA, 94558-6236, United States, Phone: 7072567180 [Edit address](#) | [Edit delivery preferences](#)

[Add a new delivery address](#)

Use this address

Deliver To:

First, Last Name / Rm #
NOTE: **Order will be rejected** if not included, since Approver is unable to make correction.

Address is defaulted to the Warehouse for our NVC couriers to deliver packages

Amazon – Ordering

4 Payment method

Pay by Invoice

[Change](#)

Add a promotional code ^

Amazon – Ordering

5 Review items and shipping

i Save your checkout settings as the default for future orders

Use the selected group, shipping address, and payment method as my checkout defaults.

⚠ Your order requires approval

- You can place the order but please note that it may not comply with your organization buying policies [View admin notes \(1\)](#) ▾
- To add comments for your approver or to add an approver, go to the Business order information step

i Keep operating hours up to date

If your hours ever change at an address, click **Edit delivery preferences** to update them.

Select **FREE Amazon Day Delivery** to receive orders in fewer boxes on a single day.

Estimated Delivery: Depends on Approval For example, if approved now: Tomorrow, Feb. 19

Items shipped from Amazon.com



Amazon Basics Woodcased Classroom #2 Pencils with Erasers, Pre-sharpened, HB Lead, Value Pack of 30 count, Orange

\$5.24 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Amazon.com Services, Inc

WARNING: ▾ California's Proposition 65

Add gift options

Choose your Prime delivery option:

- Tomorrow 7 AM - 11 AM**
\$2.99 - Fastest Delivery
- Tomorrow, Feb 19**
FREE One-Day Delivery
- Monday, Feb 24**
FREE Amazon Day Delivery
Get your orders together in fewer boxes and deliveries each Monday.
[Change delivery day](#)

Or choose your pickup location:

- Pickup available nearby**
[Choose a location](#)

Account is set-up for Amazon Prime services

ALWAYS choose FREE delivery option

Amazon - Payment Submission

- Invoice / Credit Memo will be emailed directly to user
 - Submit hardcopy of “Invoice / Credit Memo” to Accounts Payable with “Okay to Pay”, Signature, and B.P.O or PO # directly on invoice.
 - If you have a packing slip – attach to matching invoice
 - Staple all documents together (NO PAPERCLIPS)
 - Submit documents to Accounts Payable
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