



The University of Southern Mississippi account is on the State of Mississippi approved TCPN Cooperative program. The contact information is listed below. Orders can be processed online for delivery or picked up at Office Depot store locations. Orders processed online will be shipped directly to the USM Receiving Dock. There is no delivery fee for supply orders meeting minimum requirements. There may be a nominal delivery fee for oversized items such as furniture, whiteboards, etc., the charge will be noted when processing the order. Items on the TCPN Core List are noted online with **BEST VALUE** icon.

**Office Depot Store Purchases:**

The biggest change for purchasers that have been shopping at the local store will be, that **you will no longer get a State Contract price at the store.** Due to the security protocol on Procurement Cards. **Purchases should originate online with the option for store pick up.** When you pick it up at an Office Depot retail store location, you must have your USM issued Procurement Card Registered to the account for pricing and tax exemption. **If your P-Card is registered, you will NOT need to present a tax-exempt card at check-out.** The Registration Link is located on the web- site Bulletin Board.

Registration Link: <https://business.officedepot.com/userprofile/registerPCard.do?billTold=49064462>

**Office Depot Internet Ordering:**

Office Depot has a **generic log-in that will allow purchasers view-only access** and access to the Credit Card Registration Link. The Registration Link is located on the web- site Bulletin Board.

Registration Link: <https://business.officedepot.com/userprofile/registerPCard.do?billTold=49064462>

**You will not be able to process orders using the Generic Log-In**

**Generic Log-in:** Web-site: <https://business.officedepot.com>

Log-in ID: USM.edu

Password: Eagles01 (Log-in and Password are Case Sensitive)

For Internet ordering access that will allow orders to process, email [pcard@usm.edu](mailto:pcard@usm.edu) the information below to set up online access for purchasing with pcard.

**Information Needed for Internet Set-up:**

1. First Name/Last Name:
2. Campus Phone Number:
3. Campus Email Address:
4. Department Name:
5. Location (if not at Main Campus):
6. Building/Room Number:

---

**State of Mississippi Contract Information:**

Vendor – Office Depot

Cooperative Agreement – TCPN Governmental Purchasing Alliance

Contract Number – 8200013181

Contract Smart Number - 1130-15-C-SWCT-00282

**Office Depot Contact:** Customer Service - 888-263-3423

Customer Support email: [bsdcustomer@officedepot.com](mailto:bsdcustomer@officedepot.com)

You will need to provide account number or order number in the email.