Welcome Rowan University

Office Depot Account Number: 90287612
Banner ID# 910001389
Ordering Method: Online Orders
Access the Office Depot Business website:
https://business.officedepot.com/

Log-In:
Login Name: Enter Your Workplace ID
Initial Password: Welcome1

When you log in for the first time, you will be prompted to change your password and respond to a security question. Passwords are required to be approximately 8-10 characters in length, contain at least one upper case letter, lower case letter and a digit.

Ordering: Online
Step 1: From Bulletin Board, click link to access contract items. They are tagged with icon on the website.
Step 2: Check off box to right of the items you want to purchase & click on “Add to Cart” button at the bottom of page.
Step 3: Create your requisition in Banner (make sure your requisition total matches your total in your Office Depot order)
Step 4: Proceed to Checkout & verify enter necessary information (i.e. Requisition #, Cost Center, BLDG/FL#).
Note, these are required fields.

Step 5: Click on “Place Orders” to submit your order for processing.

Order Tracking/Delivery:
Step 1: From the Bulletin Board, click on “Order tracking” located at the top of page under the “Orders” icon.
Step 2: Search Processed Order Section for your order number or by your name.
Step 3: Once you’ve located your order number, click to open & view all information regarding the status of your order.

Return Procedures:
Step 1: From Bulletin Board, click on “Order tracking” located under “My Orders”.
Step 2: Locate the sales order number that you need to place a return on. Once the order detail appears, click “Begin Return.”
Step 3: Fill in the return quantity, select the reason for the return and click “Continue.”
A confirmation number for your return will appear. Please print this page and/or write the return authorization number on the package you are returning. Keep copy for your records.
Step 4: Place the merchandise in your standard delivery area for pick-up.