Each punch-out catalog in UShop offers features unique to that supplier's catalog. This guide describes features specific to the **Office Depot** punch-out catalog.
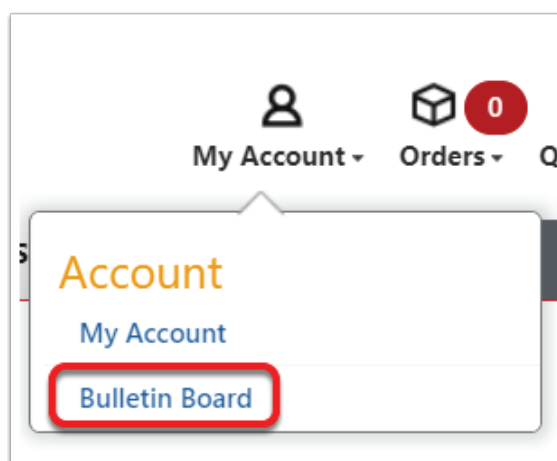

1. Rep Contact Information

Erin Alvord, Account Manager

801.736.7377

Erin.Alvord@officedepot.com

This contact information can be found on the punch-out site by opening the dropdown under *My Account* and clicking on *Bulletin Board*.
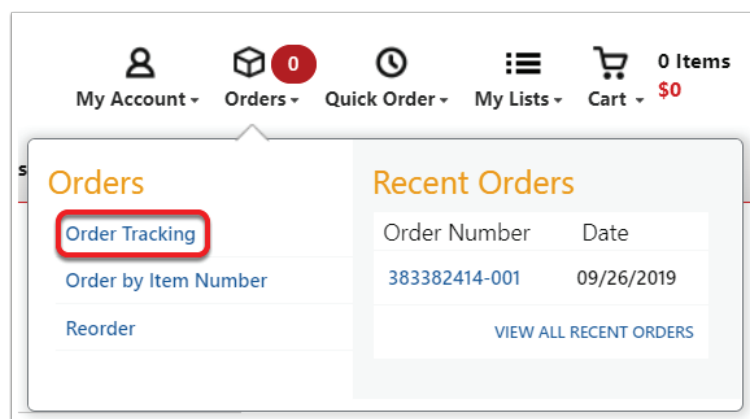

2. Shipping

FREE Shipping for stocked items.

3. Track Orders

Track orders from the punch-out site by opening the dropdown under *Orders* and clicking on *Order Tracking*.
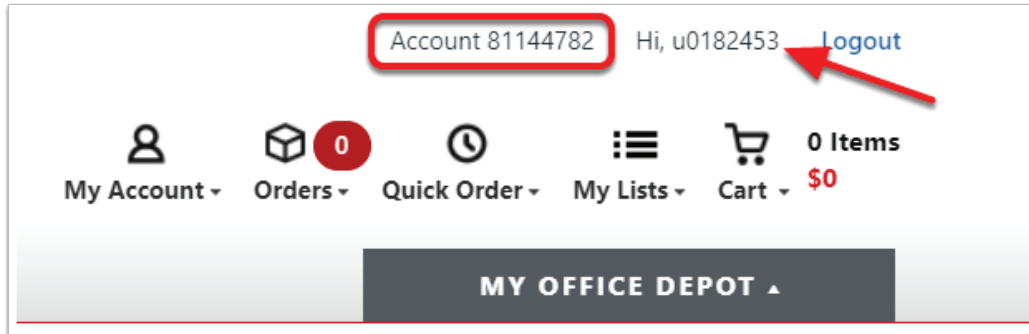

4. Quotes

Quotes cannot be integrated on the Office Depot punch-out site.

If you have a quote with special pricing, use the *Purchase Request* form to place the order and attach the quote.

5. Account

UShop is considered as one single account. This account number is visible in the upper right corner of the landing page. Note that the shopper's uNID is also visible.

6. Save Favorites

There is not currently an option to save favorites in the Office Depot punch-out.

However, you may copy a UShop requisition to a new cart to repete an order.