Many of you have already received an invitation to set up an account with Office Depot. If not, send an email requesting a login to purchasing@tylerisd.org.

The website is business.officedepot.com. Your login will be associated with the business account. Once you’ve set up an account and try to log into their regular site (officedepot.com), you’ll receive the following message:

**Attention:**

- The features of your contract account are supported at business.officedepot.com Click here to transfer.

Once you click, you’ll automatically be directed to the business side.

At the very top of the screen, there is a “Help” feature that allows you to live chat with a customer service rep should you have any questions. If you know your item number, you can click on “Order by Item Number” also at the top of the screen. Of course you can always search for your item(s) in the search area.

Like with any other Tyler ISD purchase, a **purchase order number is required**. You must use a **traditional** purchase order. You can shop on line and create a list (“My List” at the top of the screen) to get prices for your requisition. The purchase order number will be required when checking out.

Delivery charges are free on office supplies. There is a delivery charge for large or bulky items (the charge will vary based on the item).

In most cases, orders placed before 3:00 pm will be delivered the next day. Tyler ISD is flagged by Office Depot as a school and the delivery hours for schools are 8:30-3:00.

If you should need additional assistance, please contact the Purchasing Department and we’ll send you more detailed ordering instructions received from our Office Depot Sales Representative.

Happy Shopping!
The Purchasing Department