The University of Southern Mississippi account is on the State of Mississippi approved TCPN Cooperative program. The contract information is listed below. Orders can be processed on-line for delivery or picked-up at Office Depot store locations. Orders processed on-line will be shipped directly to the USM Receiving Dock. There is no delivery fee for supply orders. There may be a nominal delivery fee for oversize 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:
When you shop at an Office Depot retail store location, you must have your USM issued Procurement Card Registered to the account for pricing and tax exemption. After 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?billToId=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. You will not be able to process orders using the Generic Log-In below.

Generic Log-in:
Web-site: https://business.officedepot.com
Log-in ID: USM.edu
Password: Eagles01 (Log-in and Password are Case Sensitive)

For access to process orders with a Purchase Order, authorization must be provided from the USM Department of Procurement & Contract Services.

Information Needed for Internet Set-up:

First Name/Last Name:
Campus Phone Number:
Campus Email Address:
Department Name:
Location (if not at Main Campus)
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: bsdcustomercare@officedepot.com
You will need to provide account number or order number in the email.