

Office Depot Business Solutions User Information



City of Round Rock has contracted with ODP Business Solutions, formerly Office Depot/ Office max, through the OMNIA Partners Cooperative Contract No. R190303, City Resolution No. **R-2021-248**.

This Business Account is Tax Exempt and approved to be used by City ProCard holders for the purchase of office supplies, related products and services needed to support City operations.

- Online Ordering will be the preferred method through the City's Office ODP Business Account # 3321227. This gives visibility, accountability, and control at contracted pricing.
 - Most department Admins are setup for online ordering
 - Do **not** use officedepot.com or create new accounts!
- Online orders can be delivered to your city location or pickup at the local Office Depot/Max store locations
- Online ordering has a \$50 minimum for free delivery
- Store Discount Program is available. A login to the city account is required.
 - See the Office Depot **Store Purchase Card Program flyer** for details
- Contact Purchasing for a user login to the City's ODP Business Account.

If you have any questions or issues using this account, contact:

ODP Business Customer Support
Ph. (888) 263-3423
Live Chat from your login

City of Round Rock
Purchasing Department