

HOW TO PURCHASE OFFICE SUPPLIES

Updated 2/3/2020

Northwest Missouri State University utilizes cooperative contracts with Office Depot and Staples to purchase office supplies except for the products listed below. If your department needs Business Office Depot & Staples accounts or additional training, contact Ben Jermain (bjermain@nwmissouri.edu). Departments must use an account created by Purchasing in order to receive the cooperative contract pricing.

Paper for copiers

Basic paper (white: 8 ½ x 11, 8 ½ x 14, 11 x 17 & various colors: 8 ½ x 11) for Xerox copy machines can be ordered by completing a Copy Paper Request Form:

<https://www.nwmissouri.edu/services/purchasing/mailcopy/copyPaperRequestForm.htm>

Paper for printers

Basic paper (white: 8 ½ x 11, 8 ½ x 14, 11 x 17 & various colors: 8 ½ x 11) for department printers can be ordered by completing a Central Stores Purchase Requisition:

<https://www.nwmissouri.edu/services/purchasing/pdf/CreatingCentralStoresReqwithScreensBanner9.pdf>

Facial tissue, paper towels, hand sanitizer, envelopes for student/vendor checks, AA/AAA batteries

These items can be ordered by completing a Central Stores Purchase Requisition:

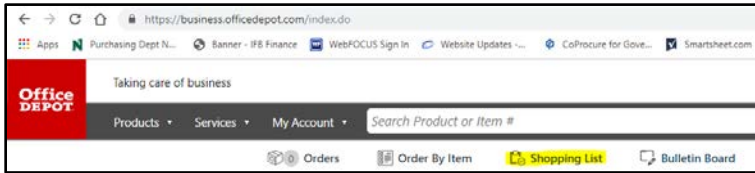
<https://www.nwmissouri.edu/services/purchasing/pdf/CreatingCentralStoresReqwithScreensBanner9.pdf>

Used boxes, used interdepartmental envelopes, various binders, various hanging file folders

Material Distribution Center maintains an inventory of used boxes and used interdepartmental envelopes. Contact MDC at 1508 to request those items. Various binders, hanging file folders, and other office items are available from surplus at no charge to departments. Visit MDC to view surplus items.

Shopping with Office Depot

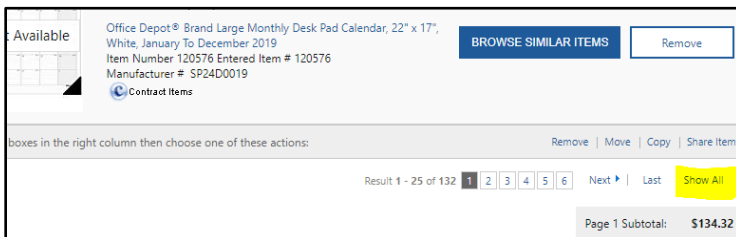
1. Go to: <https://business.officedepot.com>
2. Log in to your account (contact Ben Jermain bjerman@nwmissouri.edu to get an account)
3. Use search bar to search for items by description or manufacturer's number. To compare prices between Office Depot & Staples, it is easiest to use the manufacturer's number. To find the manufacturer's number, scroll to the "Product Details" section of the page for each item.
4. To find items that used to be carried in Central Stores:
 - a. Click on "Shopping List"



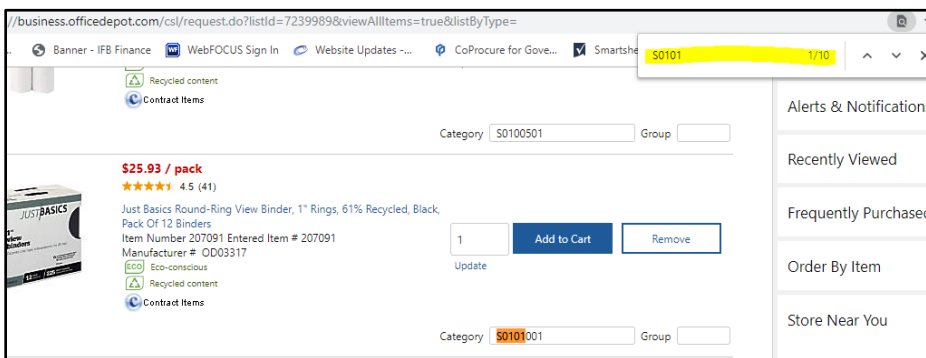
- b. Select "Central Stores Items" List



- c. Scroll to the bottom of the page and select "Show All"



- d. Use CTR + F to search with a description or Central Stores number (see attached list for numbers)



- e. Use "Add to Cart" to add an item from the Central Stores list to your cart
5. Place the order with your P card or with "Account Billing". If you use Account Billing, you must create a purchase requisition (PR) and enter the PR number in the PO number field. Put your name and building/office number in the Contact box.

At Checkout scroll down to make sure the correct payment information is selected. If “Account Billing” is selected a PR must be submitted.

Account information

PO Number

Make these my default values, if permitted

* Contact

Contact Phone

Ext

Comment:

Not used by our delivery carriers.

* Marked fields are required

Payment information

Office Depot Credit Card

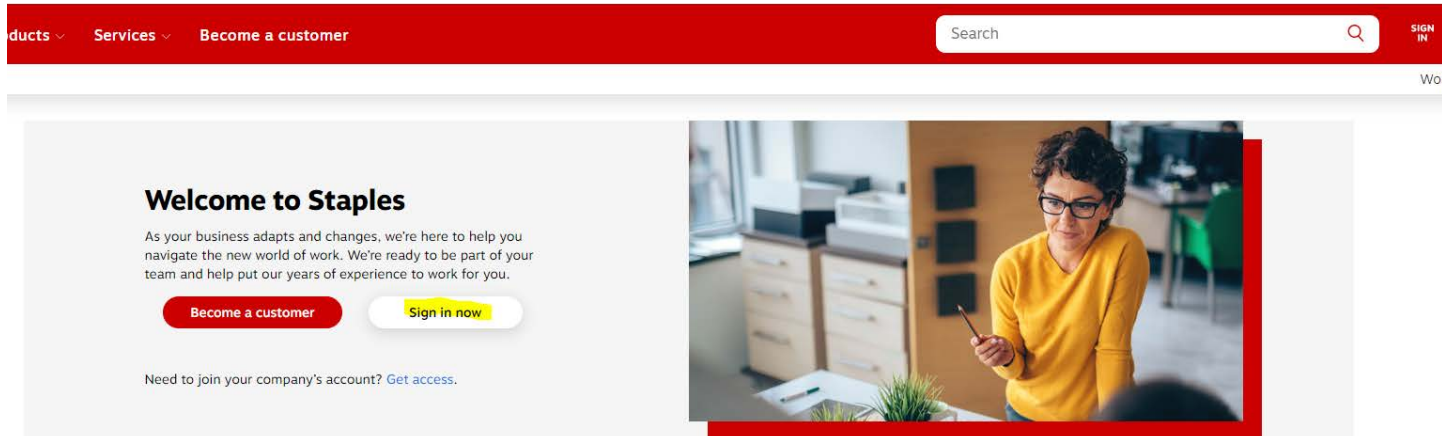
Credit Card

Account Billing

6. After the user places the order, it will be sent to Purchasing for review and approval.

Shopping with Staples

1. Go to: <https://www.staplesadvantage.com> and select “Sign In Now.”



2. Log in to your account (contact Ben Jermain bjerman@nwmissouri.edu to get an account) Enter you user ID (Northwest email). Then click “Next” and enter your password.

Please enter a User ID to access an existing account

User ID*

BJERMAIN@NWMISSOURI.EDU

Next

[Forgot Account number or User ID?](#)

[Forgot your Password?](#)

Can't Sign in to Staples Advantage?

[My company is new to Staples Advantage](#)

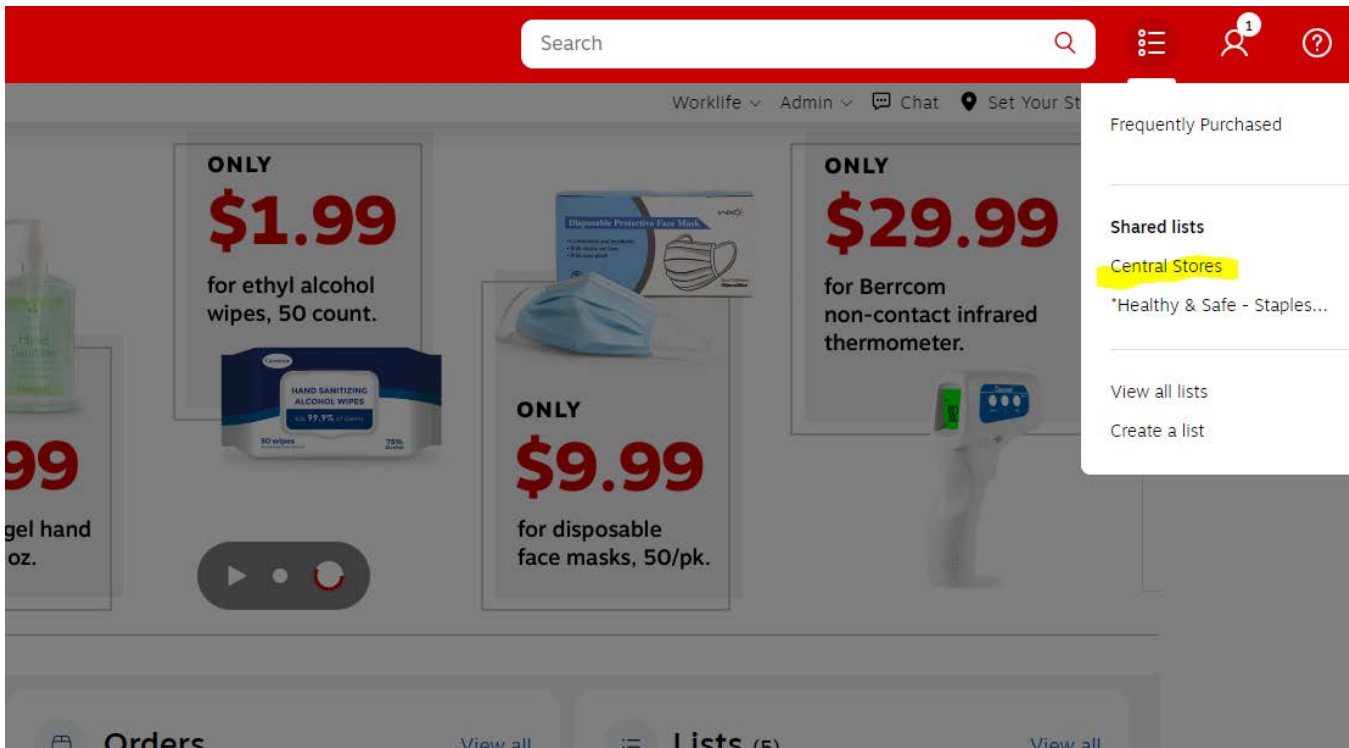
[My company has a Staples Advantage account, but I cannot sign in](#)

Contact us

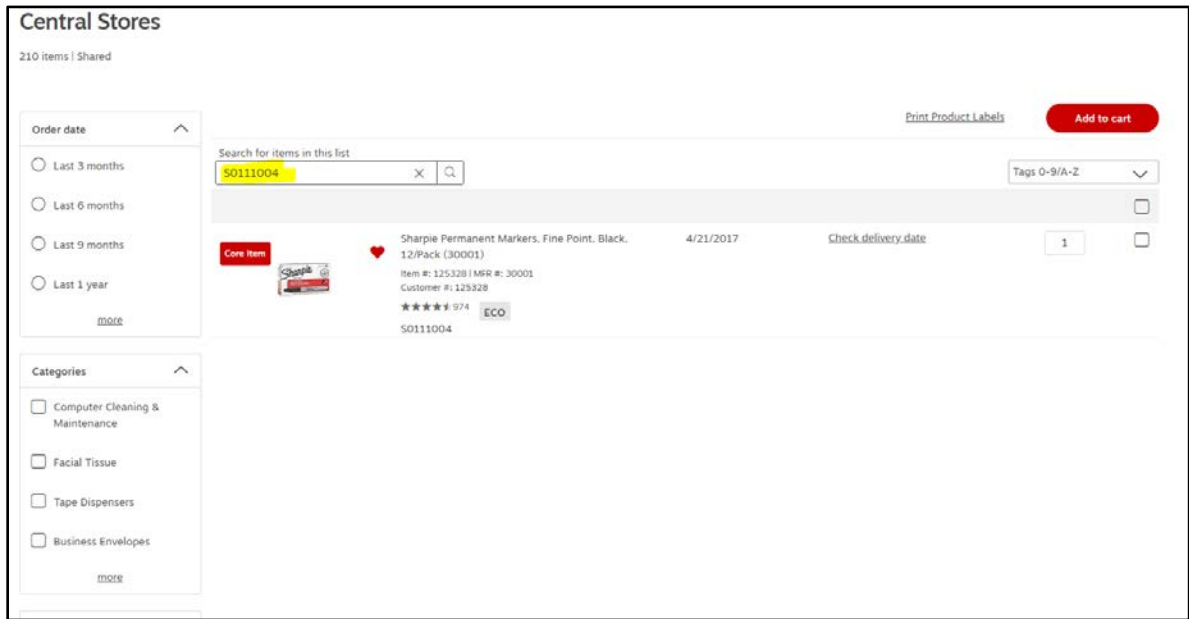
Staples Advantage customers

1-877-826-7755

3. Use search bar to search for items by description or manufacturer's number. To compare prices between Office Depot & Staples, it is easiest to use the manufacturer's number.
4. To find items that used to be carried in Central Stores:
 - a. Select Your Lists, My Lists, then Central Stores



- b. Use the lower search bar to search for a description or Central Stores number (see attached list for numbers)



5. Place the order with your P card or with Account Billing. If you use Account Billing, you must create a purchase requisition (PR) and enter the PR number in the PO number field. Put your name and building/office number in the Contact box.

Select the correct payment option at checkout. If "Invoice" is selected a PR must be submitted.

Review & Checkout

[Add to list](#) [Print](#)

<h3>Shipping & Delivery</h3> <p>MATERIALS Change shipping location Ben Jermain NORTHWEST MO STATE UNIVERSITY W 16TH AND COLLEGE PARK DR MARYVILLE, MO 64468 US MATERIALS DISTRIBUTION CTR 660-562-1570 Edit address</p> <p>Custom delivery date ⓘ If you would like to choose a different date than is shown for the items in your cart, click the link below. Select custom delivery date</p>	<h3>Accounting</h3> <p>Budget Center <input type="text"/></p> <p>PO <input type="text"/></p> <p>ATTENTION <input type="text"/></p>	<h3>Payment</h3> <p><input type="radio"/> Credit Card <input checked="" type="radio"/> Invoice</p>	<h3>Order Summary</h3> <table><tr><td>Items (1)</td><td>\$15.91</td></tr><tr><td>Pretax subtotal</td><td>\$15.91</td></tr><tr><td>Estimated tax ⓘ</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$15.91</td></tr></table> <p>Submit Order</p>	Items (1)	\$15.91	Pretax subtotal	\$15.91	Estimated tax ⓘ	\$0.00	Total	\$15.91
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Total	\$15.91										

6. After the user places the order, it will be sent to Purchasing for review and approval.

CENTRAL STORES ITEM NUMBERS

S0100501	Adding Machine Paper, 2 1/4", White
S0101001	Binder, 1", 8 1/2 x 11, Black Vinyl w/label holder – CHECK WITH MDC FOR USED BINDERS OF VARIOUS SIZES/COLORS
S0101004	Binder, 1.5", 8 1/2 x 11, Black Vinyl label holder
S0101005	Binder, 1", 8 1/2 x 11, White Vinyl w/View Cover
S0101006	Binder, 2", 8 1/2 x 11, White Vinyl w/View Cover
S0101007	Binder, 3", 8 1/2 x 11, White Vinyl w/View Cover
S0101070	Indexes, 8 1/2 x 11, Blank Inserts, 8 tab Clear
S0101073	Indexes, 8 1/2 x 11, Blank Inserts, 8 tab Color
S0101092	Indexes for Printer, 8.5 x 11, 8 tab clear inserts
S0101499	Appointment Book, July-Aug, Month at a Glance
S0101502	Calendar Refill, Per Day, Time Per 1/2HR, 3.5x5.75
S0101505	Calendar, Desk Pad, Jan-Dec, Sheet/Mo, 22" x 17"
S0103001	Clipboard, Letter Size, 9" x 12 1/2"
S0103501	Paper Clips, #1 Gem, 1 3/8", 100/Box
S0103502	Paper Clips, Jumbo, 2", 100/Box
S0103509	Binder Clip, 3/4"W x 3/8" Capacity w/Wire Handles
S0103510	Binder Clip, 2" Wide, 1" Capacity w/Wire Handles
S0103511	Binder Clip, 1 1/4"W x 5/8 Capacity w/Wire Handles
S0104507	Correction Fluid, w/Sponge App, White, 20ml
S0104508	Correction Pen, Multi Purpose, White, Fine Point
S0104515	Correction Tape, Dry Line, 1/6", One Line Coverage
S0105046	Sheet Protectors, 8.5x11", Top Load, Prepunch Side
S0105050	Tape Dispenser w/1" Core for Tapes to 3/4", Black
S0105056	Facial Tissue, White, 100 - 2 Ply sheets/Box – ORDER FROM CENTRAL STORES
S0105057	Paper Towel, Roll, 11x9, Perforated, 85 Shts/Roll – ORDER FROM CENTRAL STORES
S0105063	Phone-Wipes, Cleaner & Sanitizer, 12 Pads/Box
S0105064	Hand Sanitizer, 7.5 oz. Pump Bottle
S0106501	Manila, 28#, 6x9, SelfStick Envelope, 50
S0106503	Manila, 7.5x10.5, Self-Sticking Envelope, 50/pkg
S0106504	Manila, 9x12, Self-Sticking Envelope, 28lb, 50/pkg
S0106505	Manila, 10x13, Self-Sticking Envelope, 50/pkg
S0106506	Manila, 12x15.5, Self-Sticking Envelope, 50/pkg

S0106510 Bubble Mailer Envelope, Plain, #2, 8.5 x 12"

S0106511 Bubble Mailer Envelope, Plain, #6, 12.5 x 19"

S0106512 Bubble Mailer Envelope, Plain, #5, 10.5 x 16"

S0106521 Interdepartmental Envelope, 10 x13", 50/pkg – **CHECK WITH MDC FOR USED ONES**

S0106528 Interdepart Envelope, #10 Yellow, w/ lines, 50/pkg

S0106530 #10 Yellow Envelopes, 500/box

S0107019 Magazine File, 10 3/8 x 4 x 12 3/4", Fiberboard

S0107020 Storage Box, 10Hx12Wx15L, Letter/Legal Size, w/Lid

S0107021 Storage Box, 10Hx12Wx24D, Letter, String & Button

S0107502 Folder, Letter 1/3 Cut, Single Ply Top, 100/box

S0107503 Folder, Letter Size, 1/3 Cut, 2-Ply Top, 100/bx

S0107510 Folder, Hanging, Letter, 1/3 Cut, Green, 25/box **CHECK WITH MDC FOR USED (LIKE NEW) ONES**

S0107514 Tabs, Hanging File Folders, Clear, 1/5 Cut, 25/bx

S0107521 Hanging Folder, Letter, 1/5 Cut, 25/bx, Blue

S0107523 Hanging Folder, Letter, 1/5 Cut, 25/box, Orange

S0107527 Hanging Folder, Letter, 1/5 Cut, 25/Box, Yellow

S0107535 Folder, Letter, 1/3 Cut, 2 Ply, Blue, 25/pkg

S0107536 Folder, Letter, 1/3 Cut, 2 Ply, Brt Green, 25/pkg

S0107537 Folder, Letter, 1/3 Cut, 2 Ply, Red, 25/Pkg

S0107538 Folder, Letter, 1/3 Cut, 2 Ply, Yellow, 25/pkg

S0107540 Expanding Pocket Folder, 3.5" Wide, No Dividers

S0108001 Rubber Cement, 4 Ounce Bottle With Brush

S0108008 Glue Stick, .7 Ounce

S0109002 Index Cards, 3x5", Ruled, White, 100/pkg

S0109009 Index Cards, 5x8", Ruled, White, 100/pkg

S0111004 Sharpie Marker, Permanent, Fine Pt, Black, 12/Box

S0111005 Sharpie Marker, Perm, Ultra Fine Pt, Black, 12/Box

S0111006 Sharpie Marker, Perm, Fine, Red,Blk,Grn,Blue 4/Set

S0111018 White Melamine Board Marker, Waterbase, 8 Assorted

S0111030 Highlighter Marker, Chisel Pt, Non-Toxic, Yellow

S0111031 Highlighter Marker, Chisel Pt, Non-Toxic, Pink

S0111032 Highlighter Marker, Chisel Pt, Non-Toxic, Blue

S0111033 Highlighter Marker, Chisel Pt, Non-Toxic, Lt Green

S0111035 Fluorescent Markers, (Blue,Grn,Yellow,Pink,Orange)

S0111053 Broadtip Marker, Permanent, Non-Toxic, Black

S0111070 Dry Erase Marker, Blk, Greensteel/Whiteboard, 12bx
S0111071 Dry Erase Marker, Red,Greensteel/Whiteboard, 12/bx
S0111072 Dry Erase Marker, Grn,Greensteel/Whiteboard, 12/bx
S0111073 Dry Erase Marker,Blue,Greensteel/Whiteboard, 12/bx
S0111509 Phone Message Pad, 2Part Carbonless, 400 sets/book
S0111519 Post-It Note Pads, 1.5 x 2", Yellow, 12 pads/pkg
S0111520 Post-It Pads, 3x3, Yellow, 100 shts/pd, 12 pds/pkg
S0111524 Post-It Pads, 3x3, Ultra Colors, 100/pad, 5/pkg
S0111525 Post-It Pads, 3x5, Yellow, 100 shts/pd, 12 pds/pkg
S0111527 Post-It Pads, 4x6, Ruled, Yellow, 100 sheets/pad
S0111535 Post-It Fan Folded Pads, 3x3, Yellow, 100 shts/pad
S0111545 Post-It Flag Disp, 1/2" Wide, Blue,Red,Grn,Yellow
S0111550 Post-It Flags, Blue, 1 x 1.7", 50 Flags/pkg
S0111551 Post-It Flags, Green, 1x1.7", 50 Flags/pkg
S0111552 Post-It Flags, Yellow, 1x1.7", 50 Flags/pkg
S0111555 Post-It Easel Pad, 25x30.5, Plain White, 30 Sht/pd
S0113530 5" x 8" Pad, Ruled, White, 50 shts/pad, 12pds/pkg
S0113533 8 1/2" x 11" Pad, Ruled, White, 50 sheets/pad
S0113534 8 1/2" X 14" Pad, Ruled, White, 50 sheets/pad
S0113540 Steno Pad, Narrow Ruled, green, 6x9, 80 sheets/pd
S0114001 Pencil, #2, Hexagon, First Quality, Wood, 12/box
S0114010 Pencil Sharpener, Manual, Wall Mount, Std Pencils
S0114033 Lead, Mechanical Pencil, .5mm, Hi-Polymer, 12/tube
S0114050 Mechanical Pencil, With Twist Type Eraser
S0114517 Fine Ball Point Pen, Black, 12/box
S0114519 Medium Ball Point Pen, Black, 12/box
S0114520 Medium Ball Point Pen, Red, Pentel RSVP
S0114521 Medium Ball Point Pen, Black, Pentel RSVP
S0114522 Medium Ball Point Pen, Blue, Pentel RSVP
S0114560 Extra Fine Point Roller Ball Pen, Black, Pilot
S0114561 Extra Fine Point Roller Ball Pen, Blue, Pilot
S0114562 Extra Fine Point Roller Ball Pen, Red, Pilot
S0114563 Extra Fine Point Roller Ball Pen, Green, Pilot V5
S0114565 Retractable Fine Point Pen, Black, Pilot
S0114571 Retract Gel Rolling Ball Pen, Fine, Black Pilot G2

S0114572 Retract Gel Rolling Ball Pen, Fine, Blue, Pilot G2
S0114573 Retract Gel Rolling Ball Pen, Fine, Red, Pilot G2
S0115501 Rubber Bands, #19 Large, 3 1/2" x 1/16", 1/4# Bag
S0115504 Rubber Bands, #64, Large Heavy, 3.5x.25", 1/4# Bag
S0116501 Scissors, 8" Straight, Nickel, Plastic Handle
S0117501 Desk Stapler, 4" Throat, Black
S0117510 Staple Remover
S0117519 1/4" Premium Staples, Chisel Point, 5000/box
S0117520 1/4" Staples for Standard Stapler, 5000/box
S0118001 Magic Transparent Tape, 1/2" x 36 Yards, 1" Core
S0118002 Magic Transparent Tape, 3/4" x 36 Yards, 1" Core
S0118012 Masking Tape, 1" x 60 Yards, Good Quality
S0118015 Masking Tape, Economy Grade, 3/4" x 60 Yards
S0118030 Box Sealing Tape w/Cutter, Clear, Hvy Duty, 2x60yd
S0118031 Box Sealing Tape, Clear, 2"x 55yd, 3" core, 2.2mil
S0118035 Duct Tape, Silver, 2" x 60 Yards, General Purpose
S0118305 Push Pins, Plastic Head, Assorted Colors, 50/box
S0119591 C ITOH Models, Twin Spool, Red/Black, 2 spools/pkg

COMPUTER CARTRIDGES – Contact Jody Throener for Quotes – 1572; jodye@nwmissouri.edu

S0150354 Inkjet Cartridge, HP 51626A #26, Black
S0150385 Inkjet Cartridge, HP 51629A #29, Black
S0150394 Laser Cartridge, Lexmark T650, T650H11A, 25K yield
S0150396 Laser Cartridge, Lexmark 64015HA, Hi Yield, Black
S0150403 Laser Cartridge, Lexmark E260A11A, 3500 pgs, black
S0150525 Inkjet/Laser Label, AVE5160, 1 x 2 5/8, 100 sht/bx
S0150527 Laser Labels, 1" x 4", white
S0150532 Inkjet/Laser Labels, 2" x 4", White, 100 shts/bx
S0150550 Name Tag Label, Blue Border, Inkjet/Laser, 400/bx