



<https://epsprocure.e-procurementservices.com/osp/oc>

**SUNY Downstate Health Sciences University
Office Supply Vendor**



EPS Procure

E-PROCUREMENT

**First Time Users:
Password = Welcome1**

**FirstName.LastName
@downstate.edu**

Password

Log In

Forgot Password? [Click Here!](#)

Customer Service
1-855-690-3774
eps-help@eprosvcs.com



First Time Users are prompted to change password



EPS Procure

The requirements for new passwords are a minimum length of 7 characters, and the password must contain 3 out of 4 of the following categories:
(A-Z)(a-z)(0-9)(! or @ or # or \$ or % or ^ or *)
Example - Fuzzy\$lippers!

ENTER OLD PASSWORD:
ENTER NEW PASSWORD:
REENTER NEW PASSWORD:

[CHANGE PASSWORD](#)

ONE TIME REGISTRATION

Upon the first time punching out to the Office Depot site, you will be prompted to register only for the first time you log in.

- You may select the “I don’t have a pin” option
- Populate the required fields
- Select submit

OfficeMax
WORKPLACE

Verify Contact Information

Please provide us with your contact information below. This will enable us, at the request of your company, to assign you a new PIN (Personal Identification Number) or locate your existing PIN and attach it to your username upon creation of your first order with us.
At that time, if you have provided us with your email address, you will receive an email confirming your new PIN. Otherwise, once your update has been processed in no more than two business days, your PIN will be available on the Customer Service screen.
[View our Privacy Policy](#)

* Required

PIN (If you already have one)

I don't have a PIN.
 I forgot my PIN.

Salutation
None ▾

First Name*
Majestic

Last Name*
User

Title
Office Supply Buyer ▾

Email Address
wneid@eprosvcs.com

Phone*
(555)666-1212 Ext:

Address*
691 N. Squimel Rd

City* (Use full city name. For example, Fort Lauderdale, not Ft. Lauderdale.)
Auburn Hills

State*
-Select State- ▾

Zip*
48326 -

- Once you are in the Office Depot punchout site, you will search for your desired items, add the items to your cart and then transfer them back to the TierOne site.

For order questions or product info please contact Your TierOne Diversity Partner Customer Service located on the homepage.

Welcome Shoppers to the
Search **ONLY** for Preferred Source products
NOT For OFFICE DEPOT Products

Ordering System for Office Supplies

SUNY U-Wide Procurement



Office DEPOT.
OfficeMax
NOW ONE COMPANY

E&I Cooperative Services
Sourcing. Strategy. Savings.



Does Not Meet DHSUS Form, Function and Utility

CLICK Here Order Directly From OFFICE DEPOT

State Finance Law §162 (Preferred sources), SUNY required to buy office supplies, which meet their form, requirements, from the New York State Preferred Source for People Who Are Blind (NYS PSP) and New York State Industries for (NYSID) offerings in the "Preferred Sources" catalog before buying products.

Customer Service

For NYS PSP: 800-421-9010 or CustomerCare@nyspsp.org

For NYSID: 800-221-5994 x291 or 518-463-9706 x291 or nysid@nysid.org or service@NYSID.ORG

For Office Depot: 888-263-3423 or ecsupport@officedepot.com



Order By Item | My Lists

Search by Keyword or Item#



My Account - Orders - Quick Order - My Lists - Cart - 0 Items \$0

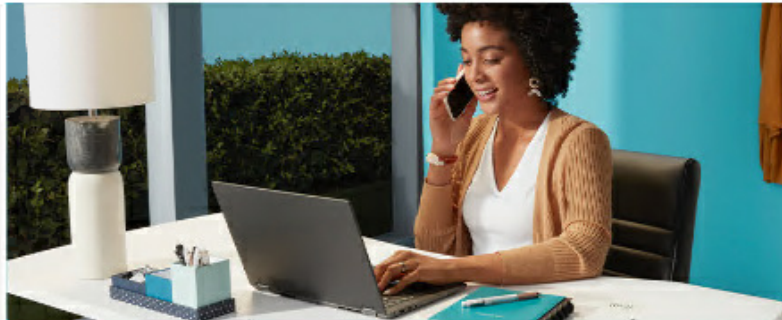
Logout

Office Supplies Paper Ink & Toner Cleaning Electronics Furniture School Supplies Computers & Accessories Print & Copy

MY OFFICE DEPOT

Search for OFFICE DEPOT Products

We've
h
back
kplace
checked, your space clean
ers in the know



A Message from Gerry Smith, CEO, Office Depot, Inc. **Steps we are taking to help our customers** [Learn more](#)

NOTICE: Due to unprecedented demand for certain products and work/travel restrictions imposed by various governmental agencies in an effort to protect against the spread of the COVID-19 Coronavirus, delivery

Services

Cart 0

Recently Viewed

You do not have any Recently Viewed Items

Order By Item



Search bar containing the text "paper"

Order By Item | My Lists

Logout

My Account ▾
 Orders ▾
 Quick Order ▾
 My Lists ▾
 Cart ▾ 0 Items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Electronics Furniture School Supplies Computers & Accessories Print & Copy

MY OFFICE DEPOT ▾

Home / Paper / Copy & Printer Paper

Filter By

- Availability
 - For Delivery (866)
 - In Store (150)
 - For Store Pickup (150)
- Featured Items
 - On Sale (21)
 - New Arrivals (1)
- Categories
 - Copy & Multipurpose Paper (377)
 - Colored Paper (205)
 - Cover & Card Stock (122)
 - Inkjet Printer Paper (59)
 - Continuous Feed Computer Paper (47)
 - See All Categories
- Brand

Copy & Printer Paper 886 results



For access to additional sort options, please use one of the search or category filters on the left to narrow your search.

By Relevance 24 Per Page Grid



Item 196517
 ★★★★★ 12922 Reviews
Boise® X-9® Multi-Use Copy Paper, Letter Size (8 1/2" x 11"), 20 Lb, Bright White, Ream Of 500 Sheets, Case Of 10 Reams

Availability: 16,463
✓ Sold Online

Qty **\$39⁵⁵ / case** [Add to Cart](#)

[Add to list](#)



Services

Cart 0

Recently Viewed

You do not have any items in your cart.



Order By Item | My Lists

My Account | Orders 0 | Quick Order | My Lists | Cart 1 Items \$39.55



Logout

Office Supplies | Paper | Ink & Toner | Breakroom | Cleaning | Electronics | Furniture | School Supplies | Computers & Accessories | Print & Copy

MY OFFICE DEPOT

Home / Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 Boise® X-9® Multi-Use Copy Paper, Letter Size (8 1/2" x 11"), 20 Lb, Bright White, Ream Of 500 Sheets, Case Of 10 Reams Item # 196517 Entered Item # 196517  Best Value	\$39.55 /case	1

[Continue Shopping](#)

SHOPPING CART

CHECK OUT

If done shopping click
Check Out



Enter a keyword to search



Approvals Profile Suppliers Searches Reports Help

Items in your cart Select all

CHECKOUT (1) items



196517

Supplier: Office Depot-Direct

Description lists

Boise(R) X-9(R) Multi-Use Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Bright White, Ream Of 500 Sheets, Case Of 10 Reams

Cost Center:

1

\$39.55USD \$39.55

UOM: CS

Cart Summary

Total

\$39.55USD

CHECKOUT

Select all

COPY COST CENTERS

COPY ACCOUNT CODES

COPY ITEMS

Total **\$39.55USD**

SAVE

REMOVE

CHECKOUT

Favorite Cart

Shopping Cart Name

Location



SAVE AS FAVORITE

1. If you have multiple cost centers, choose the correct cost center you would like to use

2. Then Click Check Out



Enter a keyword to search



CHECKOUT DETAILS

*-Required.

Shipping Info

ShipTo Attention:*

Shipping Address ID:*

Street1:

Street2:

City:

State:

PostalCode:

If you order for multiple locations, choose the location for our supplies to be delivered

Billing Info

Buyer Contact:

Billing Address ID:*

Street1: 450 Clarkson Avenue, Mail Stop

Street2:

City: Brooklyn

State: New York

PostalCode: 11203

Payment Info

Payment Type ID: User Input Credit Card

Name On Card:

Credit Card Type: American Express

Card Number: Note

Expiration Date: 01-Jan 2020

Street 1:

City:

State/Province:

Zip/Postal Code:

If you hard coded your credit card information, it will appear here, if not you must enter it to complete your order

Additional Info

External PO Number:

Ship Via: Select One

Alternate Email:

Note To Approver:

Note To Supplier:

Line Items Info

Part	Description	Retail Price	UOM	Qty	Account Code	Cost Center	Required Date	Sub Total
96517	Boise(R) X-9(R) Multi-Use Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Bright White, Ream Of 500 Sheets, Case Of 10 Reams	\$39.55 USD	CS					\$39.55

Complete by clicking Checkout and you will receive an order confirmation via email

CHECKOUT

OFFICE DEPOT

Customer Service

Customer Service: 800.521.3939

For Delivery, Order, and Product Related Questions

M-F 8:00 AM- 8:00 PM ET