



<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!

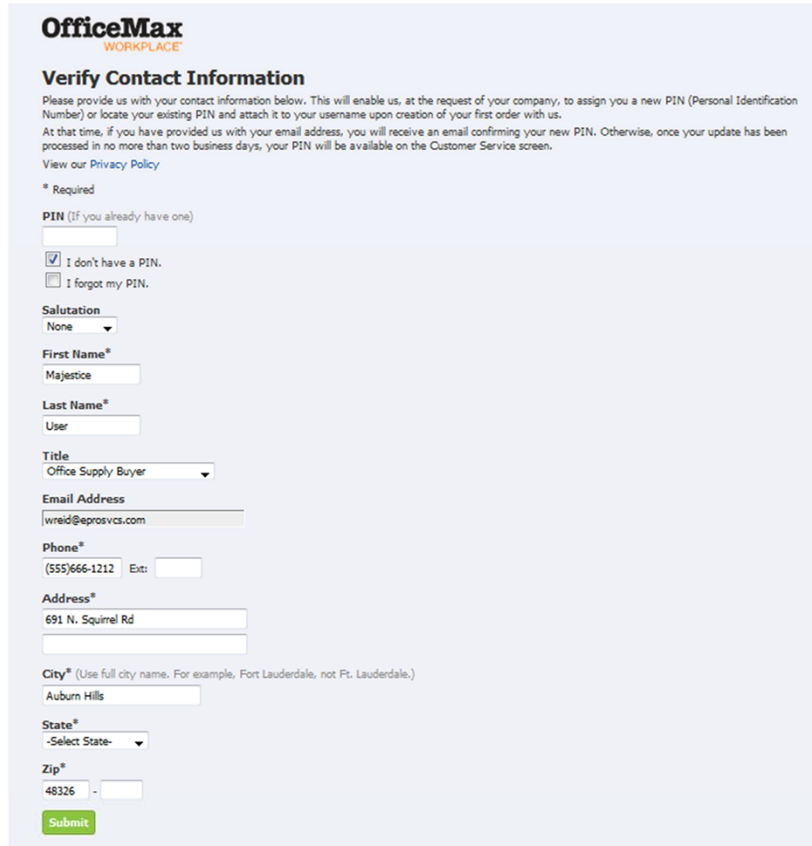
ENTER OLD PASSWORD:   
ENTER NEW PASSWORD:   
REENTER NEW PASSWORD:

[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.



The Power of SUNY

SUNY Downstate Medical Center CC3 Contract Welcomes Fraser, Joan Admin:Schum,

Enter a keyword to search

Approvals Profile Suppliers Searches Reports

Welcome Shoppers to the

Ordering System for Office Supplies

Search **ONLY** for Preferred Source products  
**NOT** For OFFICE DEPOT Products



Does Not Meet DHSUS Form, Function and Utility

CLICK Here  
Order Directly From  
OFFICE DEPOT

Customer Service

For NYSPSP: 800-421-9010 or CustomerCare

For NYSID: 800-221-5994 x291 or 518-463-9706 x291

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

service@NYSID.ORG



Order By Item | My Lists

Search by Keyword or Item#

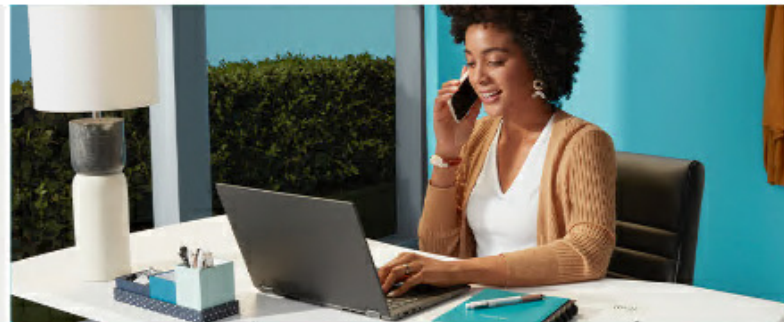


My Account - Orders - Quick Order - My Lists - Cart - 0 Items \$0

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

MY OFFICE DEPOT

Search for  
OFFICE DEPOT Products



Services

Cart 0

Recently Viewed

You do not have any Recently Viewed Items

Order By Item

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



paper



Order By Item | My Lists

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)

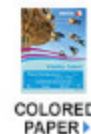
#### Categories

- ☐ 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

\$39.55 / case

Add to Cart

Add to list

Add quantity and click  
Add to Cart

Services

Cart 0

Recently Viewed

You do



Order By Item | My Lists

Search by Keyword or Item#





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

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.
 <b>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</b> Item # 196517 Entered Item # 196517  <b>Best Value</b>	<b>\$39.55 /case</b>	1

[Continue Shopping](#)

SHOPPING CART

CHECK OUT

If done shopping click  
Check Out





## The Power of SUNY

SUNY Downstate Medical Center CC3 Conti



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:\*

Select One ▼

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:\*

SUNY Downstate Medical Cen ▼

Street1: 450 Clarkson Avenue, Mail Stop

Street2:

City: Brooklyn

State: New York

PostalCode: 11203

## Payment Info

**Payment Type ID:\***

**Name On Card:\***

**Credit Card Type:\***

**Card Number:\***  Note

**Expiration Date:\***

**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:**

**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
								Total: \$39.55
								<a href="#">CHECKOUT</a>

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

# **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