



University of Pittsburgh Employee Purchase Program

There are two ways to take advantage of the employee purchasing program with Office Depot. You can either go into our local Pittsburgh stores to receive the discounts or you can order online and have the order delivered to you home.

If you would like to shop in our stores, you do not need to register with us. All you will need to do is display your University of Pittsburgh ID when you are checking out. There is an ID card at the registers for the University of Pittsburgh employee purchasing program. The person at the register will scan this card to pass along the discounts to you. You can then pay by check, cash or credit card.

The local store locations in the Pittsburgh area are listed below.

Downtown – 623 Smithfield St Pittsburgh, PA 15222

Bethel Park – 4000 Oxford Drive Bethel Park, PA 15102

West Mifflin – 2325 Mountain View Drive West Mifflin, PA 15122

North Hills – 7377 McKnight Road Pittsburgh, PA 15237

Munhall – 630 Waterfront Drive East Munhall, PA 15120

Monroeville – 3619 William Penn Hwy Monroeville, PA 15146

The other option is to order online and have the order shipped to your home address. Please contact Kelly Knetzer at kelly.knetzer@officedepot.com or 877-353-9100 x4104 to register. We will need your home shipping address, an email address and phone number for order confirmations to set you up with a login for the website. Once the login is setup, you can shop online to receive the discounts. The website you can go to is <http://business.officedepot.com>. This will bring you to the login screen. You will use the login we will provide you and all your shipping information will be setup and defaulted for you.

You will receive the same discounted price whether you elect to visit one of our retail stores or if you place your order on-line. The discounts you will receive are 10% off the retail pricing. There is also a list of about 3,000 of the most commonly purchased items by the University that are discounted on average about 35% off. These items include some paper, toner and general supplies. You will also receive discounts in our copy and print center. The b/w copies will be \$0.03 and the color copies are \$0.30. There are some exclusions to the program. Anything that is on sale or clearance would be the marked price in the store. Technology items are excluded from the 10% discount, you will receive the lowest published price throughout Office Depot at the time of purchase.