

Construction & Materials Group Purchasing Guide

- ✓ **DIRECT BILLS**
- ✓ **TRAVEL**
- ✓ **TRAINING**
- ✓ **PURCHASE
ORDERS**
- ✓ **CONTRACTS**
- ✓ **ORDERING**
- ✓ **VENDORS**

TABLE OF CONTENTS

DIRECT BILL HOTEL	1
TRAVEL VOUCHERS.....	2
TRAINING REQUESTS	3
ATTI APPLICATION.....	4
FISCAL HARDSHIP PROGRAM.....	5
BLANKET PURCHASES	6
MATERIALS/SERVICE PURCHASES	7
VENDOR CONTACTS & CONTRACT INFO.....	9
ITEM INFO	10
CHARGE UNITS	12
GROUP ACCOUNTS	13
<i>Grainger</i>	14
<i>Wist</i>	16
<i>Office Depot</i>	19

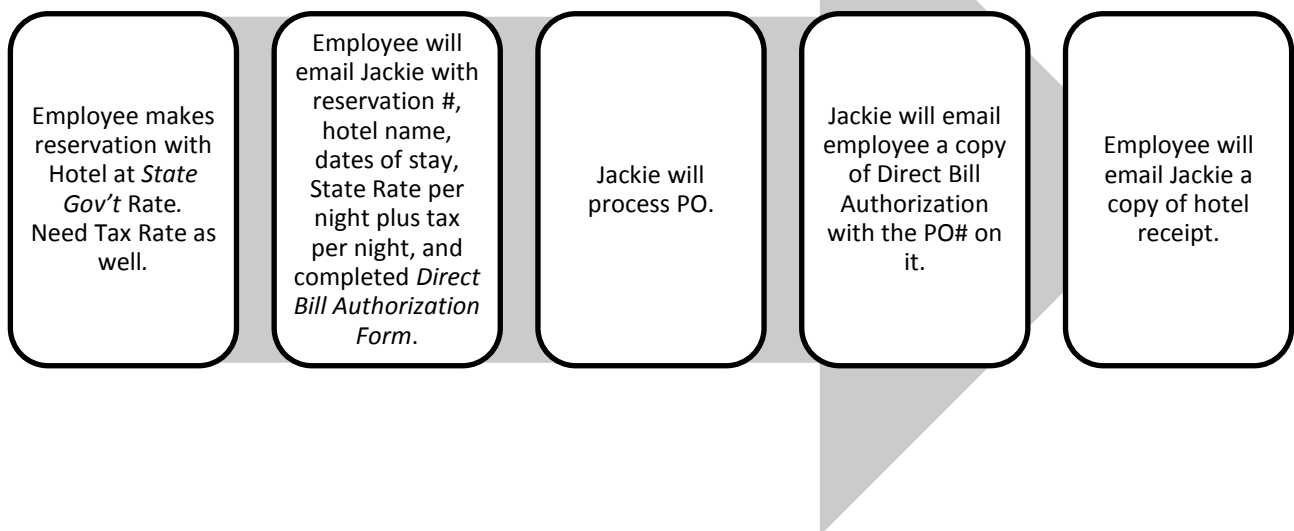
DIRECT BILL HOTEL PROCESS

SEND TO:

Jackie Hostetler at jhostetler@azdot.gov or MD 172A.

For assistance, please email or call Jackie at 602-712-7398

WORKFLOW:



SUBMISSION CHECKLIST:

- ☒ Hotel Name, rate per night and tax per night, dates of stay
- ☒ Reservation # (preferably in an email from Hotel)
- ☒ *Direct Bill Authorization Form*

IMPORTANT:

Employees should tell hotel that reservation is for Direct Bill and a PO will be used. Hotel should *not* require employee to give a credit card number.

LINKS:

[ADOT Net Direct Bill Info](#)

[Lodging Rates](#)

TRAVEL VOUCHER PROCESS

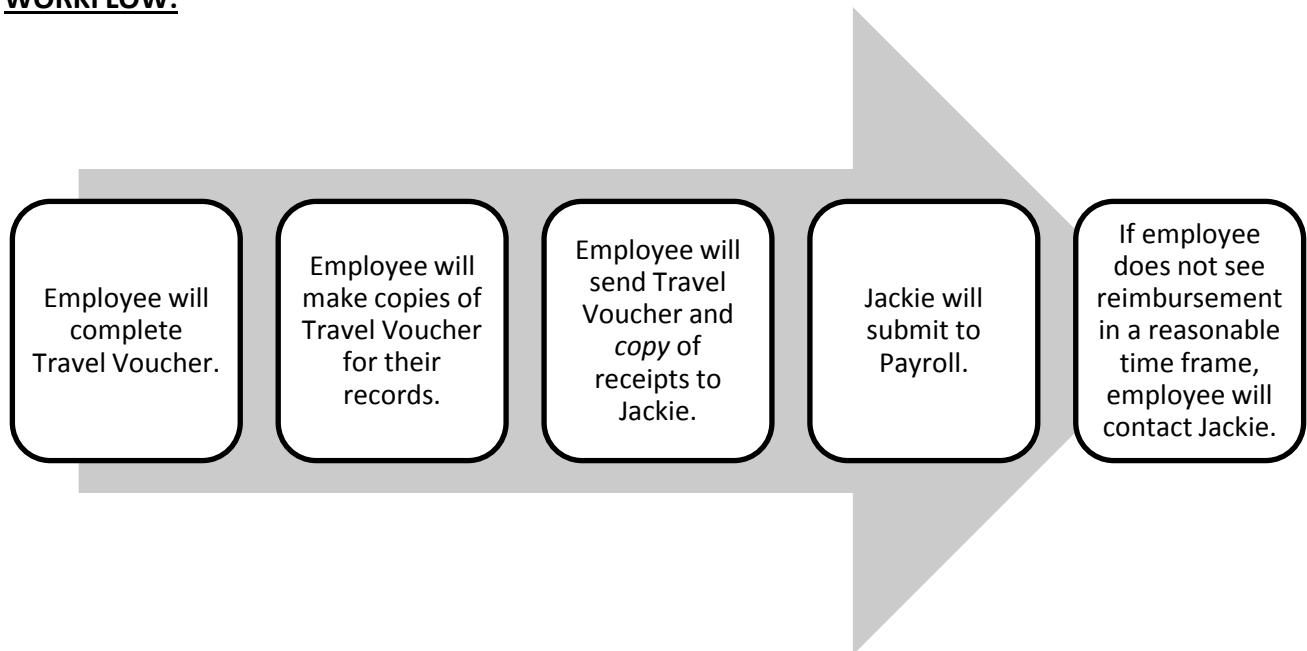
SEND TO:

Jackie Hostetler at jhostetler@azdot.gov or MD 172A.

or send to PayrollandTravelServices@azdot.gov and cc: jhostetler@azdot.gov

For assistance, please email or call Jackie at 602-712-7398

WORKFLOW:



SUBMISSION CHECKLIST:

- ☒ Completed Travel Voucher
- ☒ Copy of Receipts

IMPORTANT:

Employees should ensure that the following information appears on the Travel Voucher:

- Driver's license #
- Correct dates
- Supervisor signature & Employee signature
- If overnight stay using Direct Bill, explanation required in "Overnight stay explanation if no lodging costs". Please write: Direct Bill and Hotel Name, Address, Phone.

LINKS:

[ADOT Net Travel Voucher Info](#)

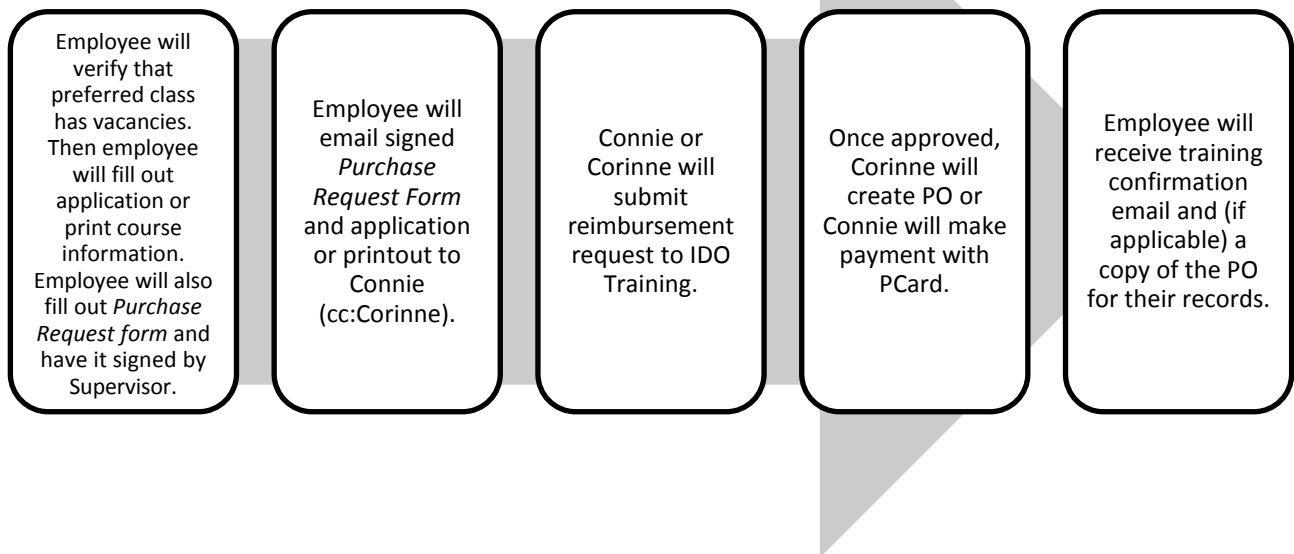
[Reimbursement Rate](#)

TRAINING REQUEST PROCESS

SEND TO:

Connie Rivas at arivas2@azdot.gov and cc: Corinne Colón at ccolon@azdot.gov
For assistance, please email or call Connie at 602-712-7324.

WORKFLOW:



SUBMISSION CHECKLIST:

- ☒ Signed *Purchase Request Form*
- ☒ Application or course info printout

IMPORTANT:

- Employee should verify that seats are available on the vendor's website before selecting a date
- Employee should not use ADOT's link to ATTI Application. Employee should fill out paper application (see page 4).

LINKS:

[ATTI Website](#)

[ACI Website](#)

ARIZONA TECHNICAL TESTING INSTITUTE
APPLICATION FORM

Technician's Name: _____
(Please print) (Last) (First)

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Fax: _____

Email Address: _____

- ADOT EMPLOYEES MUST COMPLETE
- ADOT UNIT# _____ ADOT PO# _____
- Supervisor Name _____ Supervisor Phone _____

Payment must be made with application form in order to be scheduled. Registration fee includes workbook. A confirmation will be sent in advance. Applicants wishing to cancel must contact ATTI no later than five days prior to a scheduled exam to receive a registration refund. There will be a \$25 fee for all canceled applicants to cover cost of workbook. Substitutions for paid registrations will be allowed with advance notice. A technician who cancels an exam must reschedule in one of the next two open exam dates. If the technician cancels out of that new exam date, (s)he can reschedule in one of the next two exam dates but will be charged a \$50 rescheduling fee. If the technician fails to attend the second rescheduled date, (s)he forfeits the exam fee and must start the ATTI application process over.

() Soils/Aggregate Level I	\$450.00	() Asphalt Level I	\$450.00
() Soils/Aggregate Emergency	\$710.00	() Asphalt Emergency	\$710.00
() Field Level I	\$300.00	() Reschedule Fee	\$50.00
() Field Emergency	\$545.00		
() Replacement Certification	\$5.00	() Replacement Card	\$5.00
() Workbook: (circle one)		Field Asphalt Soils/Agg.	\$15.00
() Re-examination: Previously failed exam (circle one)		Field Asphalt Soils/Agg.	\$50.00

(Preferred exam date)

Certification #: _____

Credit Card Payment is available through our website at www.attiaz.org. Although it is PayPal, you do not need a PayPal account. You can use any major credit card. You need to still fill out this application and email or fax it to ATTI.

Review: Once registered with ATTI you are automatically placed in the review course that takes place the Thursday & Friday prior to your scheduled exam at no additional charge.

Return check & application form to:

ATTI- 8050 N. 19th Ave., Phoenix AZ 85013 or by fax at (602) 532-7674 or email at Meghaen@attiaz.org

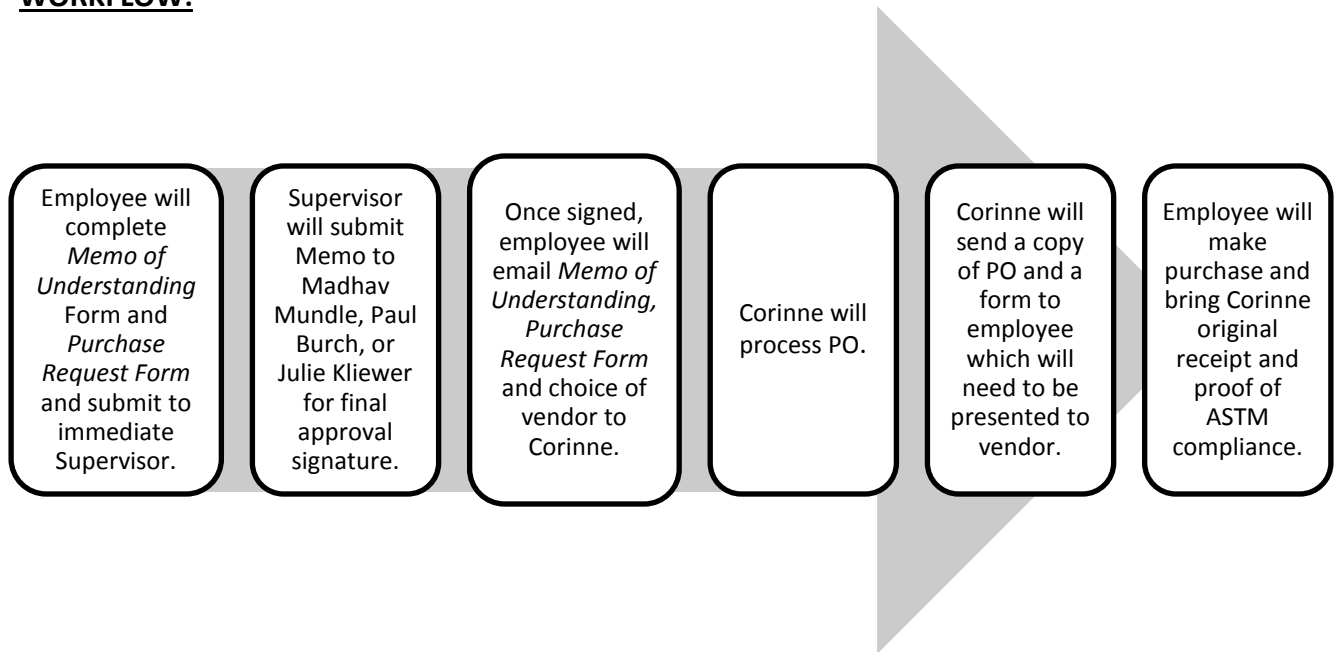
FISCAL HARDSHIP PROGRAM PROCESS

SEND TO:

Corinne Colón at ccolon@azdot.gov or MD 068R

For assistance, please email or call Corinne at 602-712-4850

WORKFLOW:



SUBMISSION CHECKLIST:

- ☒ Completed *Memo of Understanding*
- ☒ Completed *Purchase Request Form*
- ☒ Choice of vendor (Boot Barn or *Healy's Red Wings*)

IMPORTANT:

- Employee should not make purchase before receiving PO from Corinne.
- Employee may be required to show ADOT Badge when making purchase.

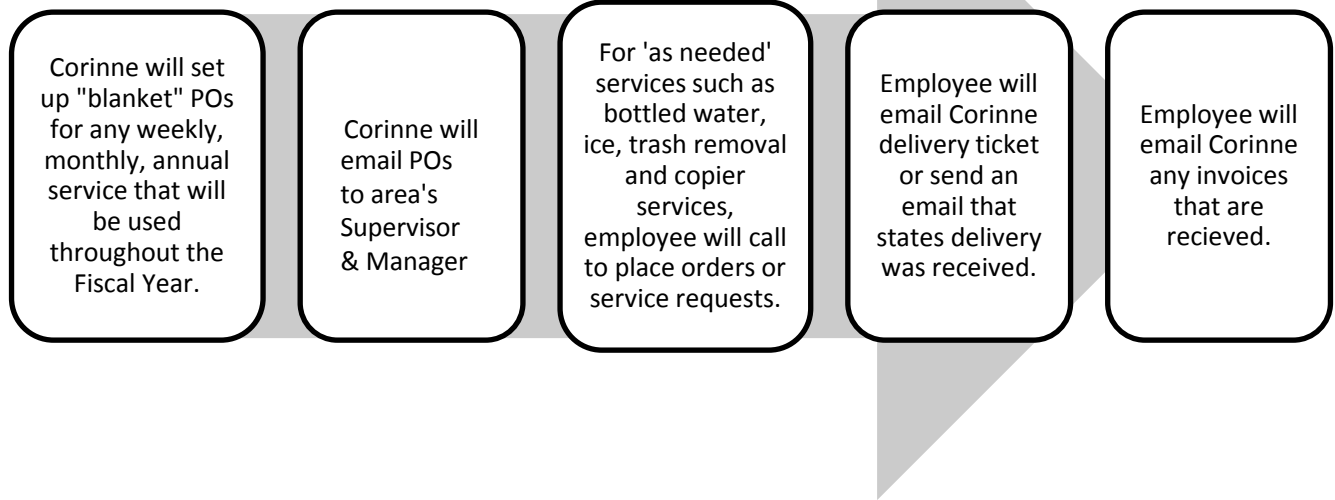
LINKS:

[ADOTNet Memo of Understanding](#)

BLANKET PURCHASE PROCESS

For assistance, please call or email Corinne Colón at ccolon@azdot.gov or 602-712-4850

WORKFLOW:



! IMPORTANT:

- Employee should not make purchase before receiving PO from Corinne.
- Blanket POs will be good for the entire Fiscal Year unless otherwise specified. If a new PO needs to be established, Corinne will send a copy of the newest PO.
- Blanket PO set up will be based on previous Fiscal Year numbers. If more or less is needed, Corinne will modify PO accordingly.
- If you need to add products or services, contact Corinne. Please do not ask the vendor (or delivery driver).

MATERIAL/ SERVICE REQUESTS PROCESS

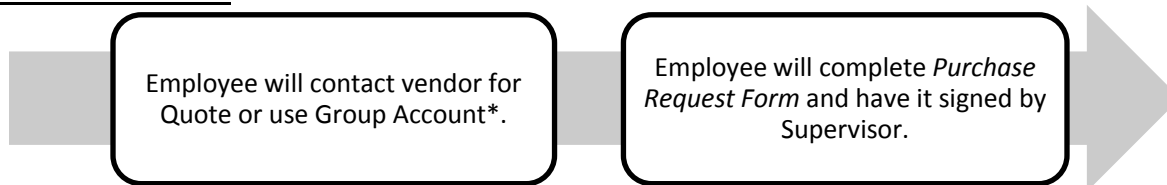
SEND TO:

Corinne Colón at ccolon@azdot.gov or MD 068R

and cc:Connie (invoices only) at arivas2@azdot.gov

For assistance, please email or call Corinne at 602-712-4850

QUOTE WORKFLOW:



*For quote and Group Account information such as item guide, contract information, and vendor contacts, see pages 9-20.

IMPORTANT:

- Quotes should have correct bill-to and ship-to addresses. Bill-to address is: 1221 N 21st Ave Phoenix, AZ 85009
- If you are not receiving a response from a vendor or if you are unable to find a vendor or item, please call Corinne for assistance.

PURCHASE REQUEST WORKFLOW:



SUBMISSION CHECKLIST:

- ☒ Quote or Group Acct List printout
- ☒ Completed *Purchase Request Form*

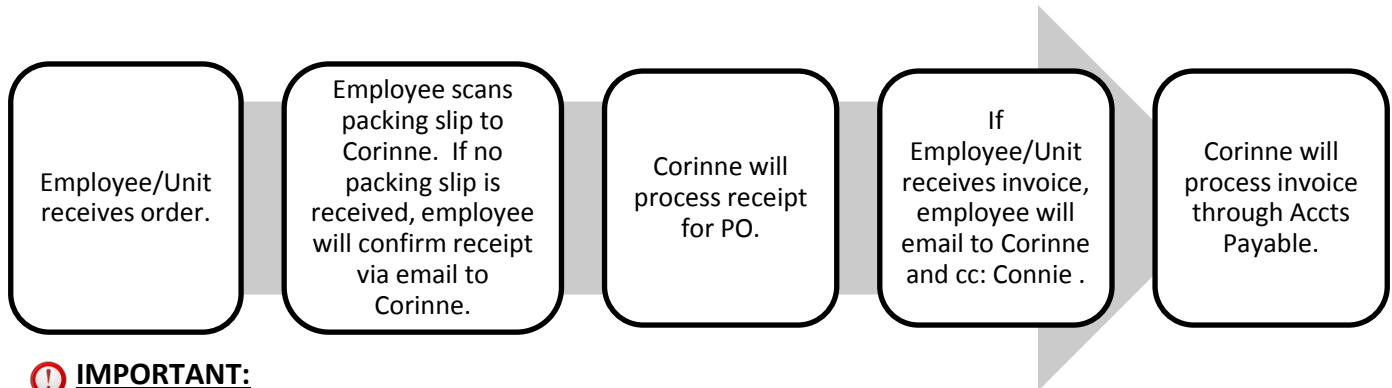
IMPORTANT:

- Employee should not make purchase before receiving PO from Corinne.
- Be sure the Charge Unit being used is correct (See page 12 for details).
- Freight should be added to Purchase Request Forms. If freight is unknown, please estimate.
- When requesting office supplies, employee must use Group Account for Wist or Office Depot (see Group Acct pages for details).

(continued)

MATERIAL/ SERVICE REQUESTS PROCESS (continued)

RECEIVING & INVOICE WORKFLOW:



IMPORTANT:

- Scanned copies must be legible. If scan is not legible, please mail to MD 068R.
- Invoices must include *all* pages
- If you receive a past due notice or a vendor refuses service due to past dues, please contact Corinne or Connie immediately.

VENDOR CONTACTS CONTRACT INFO

VENDOR	PHONE	EMAIL	CONTRACT CATEGORY	CONTRACT #	CONTRACT EXPIRES
BENJAMIN SUPPLY INC	520-623-3448	mike@benjaminsupply.com	Plumbing Materials	ADSP014-074939	7/6/2017
BORDER CONSTRUCTION SPECIALTIES	602-386-4650	sneil@bordercorp.com	Building & Plumbing Supplies	ADSP014-074953	7/6/2017
BRADY INDUSTRIES	Kirk K. 480-296-9079	kirk.kaiser@bradyindustries.com	Janitorial/ Cleaning Supplies	ADSP011-012618	9/30/2017
BROWNS PARTSMaster INC	623-889-7399	don.vanhorne@bpisite.com	Plumbing Materials	ADSP014-074943	7/6/2017
FASTENAL COMPANY	Ben B. Office: 602-272-3955 Ben B. Cell: 330-510-7656	Bbuzzell@fastenal.com AZPHE@stores.fastenal.com	Industrial & MRO Supplies	ADSP014-064763 & ADSP014-067015	1/31/2017
FERGUSON ENTERPRISES INC	Troy L. 520-792-1700	troy.lewallen@ferguson.com	Plumbing Materials	ADSP014-074945	7/6/2017
FISHER SCIENTIFIC CO LLC	Tom W. 724-517-2229	TOM.WRIGHT@THERMOFISHER.COM	Lab Supplies (General)	ADSP016-137080	4/1/2017
GRAINGER INC*	Lisa L. 480-736-3552	azgov@grainger.com	Building Materials	ADSP014-074941	7/6/2017
	Teri A. 480-736-3506 Cindy P. 480-489-7298		Industrial & MRO Supplies	ADSP014-064767 & ADSP015-076571	1/31/2017
OFFICE DEPOT*	Daniel D. 623-907-6013	daniel.durda@officedepot.com	Office Supplies	ADSP015-088798	3/31/2017
SIX POINTS HARDWARE INC	602-252-6157	chad@sixpointshardware.com	Building Supplies	ADSP014-074938	7/6/2017
TRIGGLEDIGGER	928-524-6946	waltshardware@frontiernet.net	Adhesives, Lubricants, & Sealants	ADSP014-064772	1/31/2017
VIRGINIA LABS	Don B. 800-296-7171	mail@qcresource.com	Lab Supplies (Materials/ Construction Specific)	ADOT16-137607	6/19/2017
VWR INTERNATIONAL LLC	Tina M. 602-321-3739	Tina_Maki@vwr.com	Lab Supplies (General)	ADSP016-135417	4/1/2017
WIST*	Kelsey W. 480-921-2900 x 159	KWright@wist.com	Office Supplies	ADSP015-088800	3/9/2017
ZEP SALES & SERVICE	Vian B. 877-428-9937	viann_bean@zep.com	Lab Solvent/ Degreaser	ADOT16-137608	6/19/2017

* Online Group Account Available. Website Lists can be used in place of quotes. See pages 13-19.

ITEM INFO

PRODUCT	On Contract/ Not on Contract	VENDOR(S)		
Acetone	OC	VWR International		
Adhesives	OC	Fastenal	Grainger	Triggledigger
Aerosol OT	OC	Fisher Scientific	VWR International	
Bags (Paper)	NOC	Arizona Bag Company		
Bags (Recloseable and Soil Sample)	OC	Virginia Labs		
Batteries	OC	Grainger	Wist	Office Depot
Beakers	OC	Fisher Scientific	VWR International	
Bearings	NOC	Bearing Belt & Chain		
Blades (Saws)	OC	Fastenal	Grainger	
Bleach	OC	Brady		
Blue Silica Gel	OC	VWR International		
Bolts, Nuts	OC	Fastenal	Grainger	
Buckets (1/10 CUFT Unit Weight)	NOC	Gilson		
Buckets (plastic)	OC	Fastenal	Grainger	
Buffer Solution	OC	Fisher Scientific	VWR International	
Bushings	OC	Fastenal		
Butcher Paper	OC	Fastenal	Grainger	
Calibration Services	NOC	Arizona Calibration	National Calibration	Radiation Safety
Cans (not paint cans or tins)	NOC	Virginia Labs	West Coast Containers	
Cans (Paint: Gal, Qrt)	OC	Virginia Labs		
Chart Recorder paper (Dickson)	OC	Grainger		
Chart Recorder paper (Supco)	NOC	Cole-Parmer		
Containers (1/2 Gal, wide-mouth)	OC	Virginia Labs		
Cooking Spray	OC	Shamrock Foods		
Copper Tubing	OC	Benjamin Supply	Browns Partsmaster	Ferguson
Crucibles	OC	VWR International		
Cylinders	NOC	Jatco		
Dishes, Crinkle	OC	VWR International		
Disinfectant	OC	Brady		
Ethanol (95%, denatured)	OC	Virginia Labs		
Fans	OC	Fastenal	Grainger	Office Depot
Fasteners	OC	Border Construction	Six Points Hardware	
Flashlight	OC	Fastenal	Grainger	
Flasks	OC	Fisher Scientific	VWR International	
Glass Cleaner	OC	Brady		
Gloves	OC	Fastenal	Grainger	
Hazard Disposal	OC	Southwest Hazard		
Hydrocholic Acid	OC	VWR International		
Irrigator Tube	OC	VWR International		
Keyboards	OC	Office Depot	Wist	
Kleenex	OC	Brady		
Liqui-Nox	NOC	Hach Company		
Lubricants	OC	Grainger	Triggledigger	
Lumber	OC	Six Points Hardware		
Magnesium	OC	VWR International		
Mats (Floor)	OC	Fastenal	Grainger	Brady

ITEM INFO

PRODUCT	On Contract/ Not on Contract	VENDOR(S)		
Mercury Disposal	OC	Southwest Hazard		
Metal	NOC	SW Steel		
Mice (computer)	OC	Office Depot	Wist	
Motors	OC	Fastenal	Grainger	
Nameplates	OC	AZ Correctional Industry		
Neoprene Pads	NOC	Deslauriers	Gilson	Virginia Lab Supply
Oil (Hydraulic, Motor, etc)	OC	Senergy		
O-Rings	NOC	Forney	MFP Seals	
Paint	OC	Grainger		
Paint Cans (Gal, QT)	OC	Virginia Labs		
Paper Discs (Gyratory & Marshall)	OC	Virginia Labs		
Paper Rolls (Kraft)	OC	Fastenal	Grainger	
pH Electrode	NOC	Daigger		
pH Meter	NOC	Daigger		
Pipettes	NOC	Cole-parmer		
Plastic	NOC	Professional Plastics		
Potassium	OC	VWR International		
PPE	OC	Fastenal	Grainger	
Red Iron capping material	OC	Fisher Scientific		
Rubber Stoppers	OC	VWR International		
Sand Equivalent Cylinders	OC	Virginia Labs		
Sand Equivalent Stock Solution	OC	Virginia Labs		
Sieves	OC	Virginia Labs		
Soap (Hand & Dish)	OC	Brady		
Sodium Chloride	OC	VWR International		
Solvent/Degreaser	OC	Zep Sales & Service		
Sulfur (Hi-Cap)	NOC	Forney		
Syringes	OC	VWR International	Fisher Scientific	
Temperature Probe	OC	VWR International		
Timers (Multi-station)	OC	Virginia Labs		
Tins	OC	Virginia Labs		
Toner	OC	Vision Business Products		
Tools	OC	Fastenal	Grainger	
Vinyl	NOC	Phoenix Tent & Awning		
Wheelbarrow wheels	OC	Grainger	Fastenal	
Wheelbarrows	OC	Fastenal		
Wypalls	OC	Brady		
Zep Big Orange	OC	Zep Sales & Service		

For items listed as OC, you must purchase from a listed, contracted vendor.

For items listed as NOC, you may purchase from any vendor. Listed vendors are those others have used.

NOTE: QCQA, Sheldon Labs, Sun West Containers, West Coast Plastics, Thermo-Fisher, and Mouser are currently **not** on contract. These vendors are only available for use when contracted vendors are unable to provide you with any products/services you need. If you have any questions, please call Corinne before you complete your purchase request @ 602-712-4850.

CHARGE UNITS

REQUESTING UNIT	CHARGE UNIT
Annex- Value & QA (4313)	4313
Asphalt Lab at Central Lab (4319)	4319
Chem Lab at Central Lab (4319)	4319
Construction & Materials Administration (4310)	4310
Cordes Jct Area (4510)	4316
East Area (4682)	4314
Field Reports (4312)	4312
Flagstaff Area Lab (4354)	4317
Flagstaff Regional Lab (4317)	4317
Globe Area Lab (4554)	4315
Holbrook Area Lab (4432)	4317
Kingman Area Lab (4517)	4316
Mix Design Lab at Central Lab (4319)	4319
Payson Area Lab (4355)	4317
Phoenix Regional Lab (4314)	4314
Prescott Regional Lab (4316)	4316
Soils & Agg Lab at Central Lab (4319)	4319
Structures Lab at Central Lab (4319)	4319
Tucson Area Lab (4595)	4315
Tucson Regional Lab (4315)	4315
Value & Quality Assurance (4313)	4313
West Area Lab (4683)	4314
Wilcox Area Lab (4553)	4315
Yuma Area Lab (4632)	4316

GROUP ACCOUNTS

For assistance, please email or call Corinne Colón at ccolon@azdot.gov or 602-712-4850

USAGE & GUIDES:

Construction & Materials Group has group accounts with the following vendors:

- Grainger (Industrial, MRO Supplies, and Paint) PAGES: 14-15
- Wist (Office Supplies) PAGES: 16-18
- Office Depot (Office Supplies) PAGES: 19-20



IMPORTANT:

- Employees must use Wist or Office Depot Account when requesting office supplies.
- Employees must *not* check out or place order when using Group Accounts.

GRAINGER Construction-Materials Group Account Info

Go to www.grainger.com and sign in using group USERID: Construction-Materials, Password: unit4310

My Account | Order History | Lists | Special Order Quotes

GRAINGER
FOR THE ONES WHO GET IT DONE

Sign Up for Email | Feedback | Help | Español

General Catalog | Find A Branch | Services | Solutions | Worldwide

All Products | Enter keyword, item, model or repair part number. **Search** Bulk Order Pad | Cart (0)

Sign In

User ID
Construction-Materials

Password
unit4310

☐ Remember Me

Sign In

[Forgot your User ID?](#) | [Forgot your Password?](#)

Register with Grainger

When you become a registered user on Grainger.com you can:

- Take advantage of faster ordering options
- Save favorite items to personal lists
- View your customized account information
- Track your order status and order history

Register

Search and select your item(s). Do NOT add to cart. Add item(s) to list.

GRAINGER
FOR THE ONES WHO GET IT DONE

Find A Branch | Services | Solutions | Worldwide

Your Products | Enter keyword, item, model or repair part number. **Search** Bulk Order Pad | Cart (0)

HVAC and Refrigeration \ Cooling Fans and Accessories \ Floor and Table Fans

Email Print

Filter Results By

Applied Filters [Clear All](#)

Blade Dia.
☒ 20"
Brand
☒ DAYTON

Search within these results

GO

— Blade Dia.

☒ 20" (1)
☐ 4-1/2" (2)
☐ 6" (1)

— Brand

AIR KING (3)
DAYTON (1)

Floor and Table Fans

1 Result Found that Includes 1 Product

How can we improve the Search Experience?

Product availability based on selecting either shipping or pick up and a location. **Ship to 85001** [Change](#) [Dismiss](#)

Sort results by: **Top Sellers** [View Previously Purchased Products Only](#)

Grid | **List** | Results per page: 16 | **32** | 48

DAYTON
20"Non-Oscillating Portable Box Fan 120 Voltage, 3 Number of Speeds
Item # **19RR54**
Mfr. Model # 9725

Portable Box Fan, Non-Oscillating, Blade Dia. 20 In., Number of Speeds 3, 1325/1200/1125 RPM, 0.85/0.75/0.70... [More](#)

Price \$92.72 / each

☐ Compare

Qty: 1 **Add to Cart** [+Add to list](#)

Expected to arrive **Mon. Sep 21.**

Ship to 85001 [Change](#)

Catalog Page # 4092

GRAINGER Construction-Materials Group Account Info

Add item(s) to **Existing List** or create a **New List**.

GRAINGER
FOR THE ONES WHO GET IT DONE

Your Products

HVAC and Refrigeration \ Cooling Fans and Access...

Filter Results By

Applied Filters Clear All

Blade Dia.
20"
Brand
DAYTON

Search within these results

GO

Blade Dia.
20" (1)
4-1/2" (2)
6" (1)

Add to List

Select Existing List
Select...

Create New List

*List Name
C. Colón 09/17/15

Share this list
Can be viewed by all users on the account

Description (Optional)

240 characters remaining

Add

Ship to 85001 Change Dismiss

View Previously Purchased Products Only

Qty: 1 Add to Cart

Add to list

When you complete your list, select your list and then select print. Please do NOT use the email list option.

My Account | Orders | C. Colón 09/17/15 | Lists (1)

Construction-Materials Group (Acct # 0827447111) | Log Off

GRAINGER
FOR THE ONES WHO GET IT DONE

Sign Up for Email | Feedback | Help | Español

Find A Branch | Services | Solutions | Worldwide

Your Products Enter keyword, item, model or repair part number. Search Bulk Order Pad Cart (0)

My Account | My List

Construction-Materials Group
ADOT PURCHASING
Grainger Account # 0827447111

My Account
Contact Info
Login Options
Payment Methods
Shipping Addresses
Pickup Locations
Express Checkout Defaults

Orders
Order History
Purchased Products
Invoice History

C. Colón 09/17/15
Edit | Delete
Updated 09/21/2015

1 Product
Private List - Not Shared

Subtotal: \$13.23

Add a Location to List

Organize products by where they are used or shipped.

Print

Email Export

Add Products to List

Qty Item #

Add

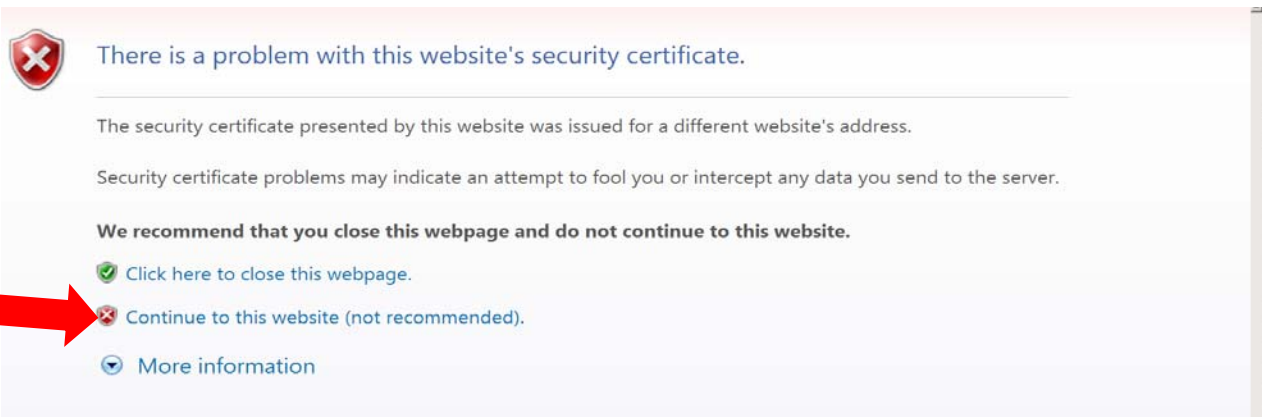
Add Multiple Items to Lists

Product availability based on selecting either shipping or pick up and a location.

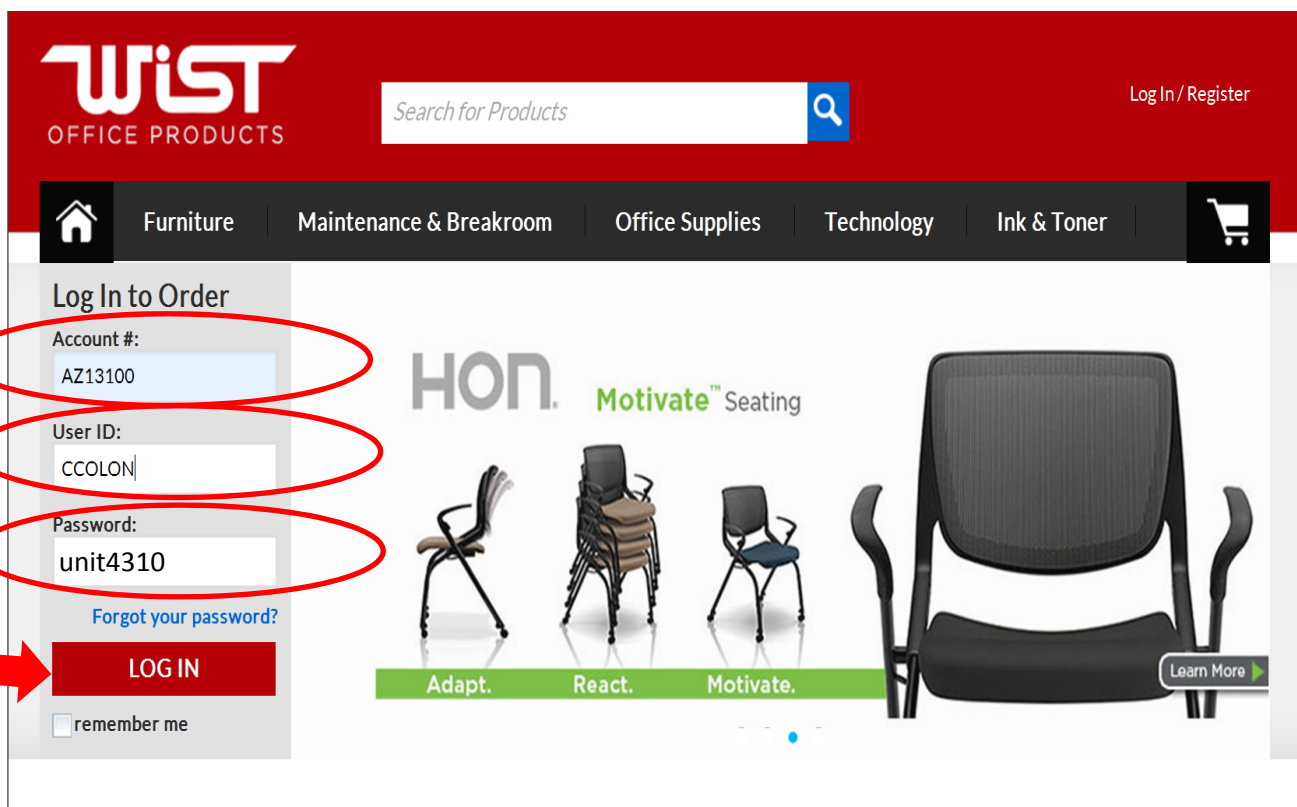
Ship to 85001 Change Dismiss

WIST Construction-Materials Group Account Info

Go to www.wiststate.com . You will see the following message. Click on “Continue to this website”.

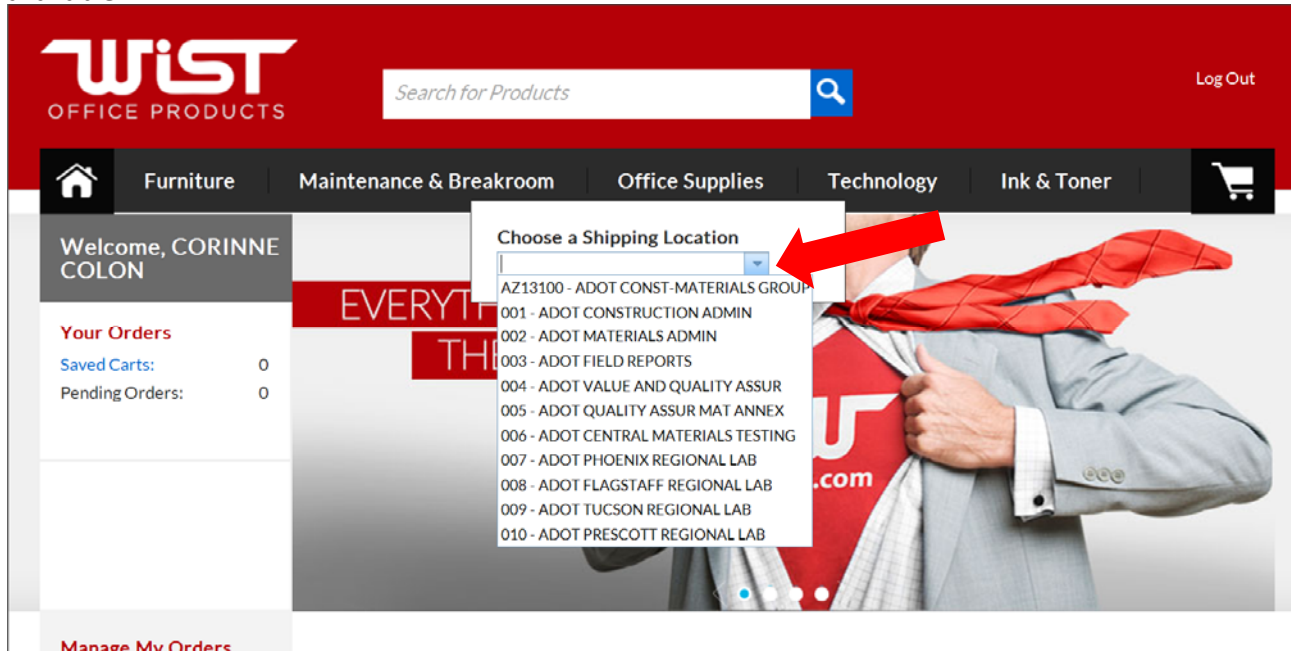


Sign in using group ACCT# AZ13100, USERID: CCOLON, Password: unit4310

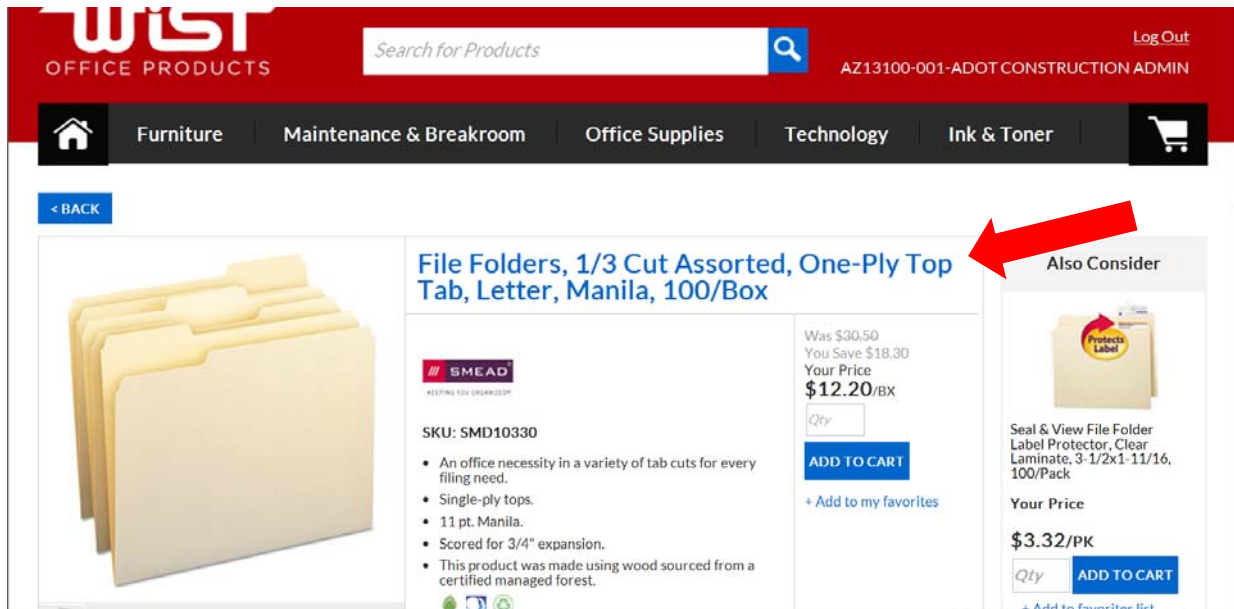


WIST Construction-Materials Group Account Info

Select your location from the drop-down list. If your location is not listed, please choose the closest location available.

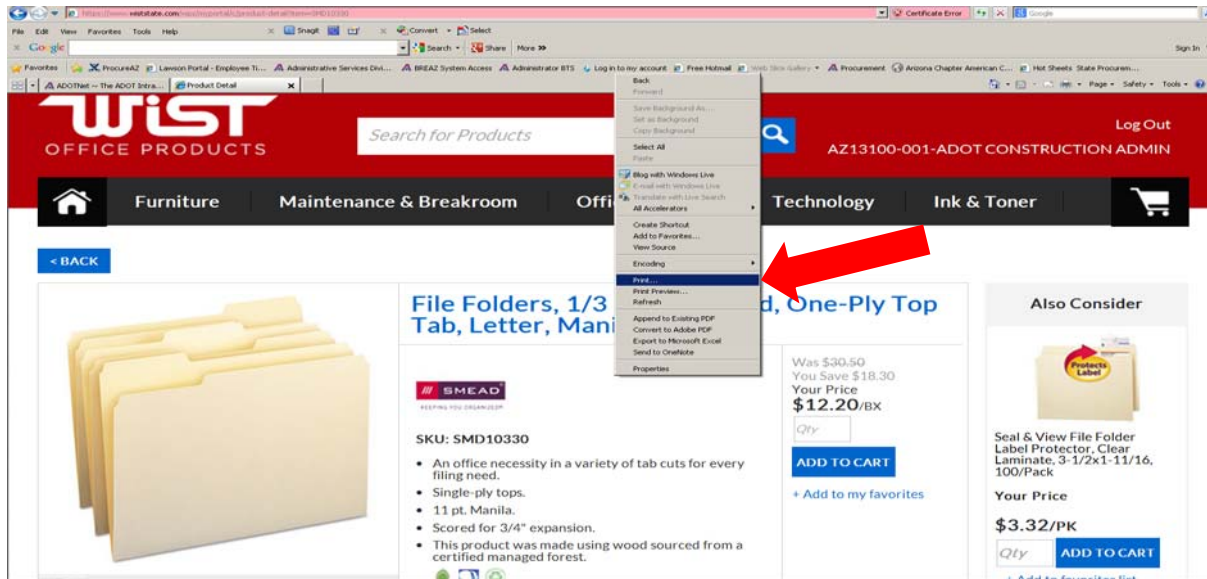


Search for your product(s). Click on blue item description of the product you want.

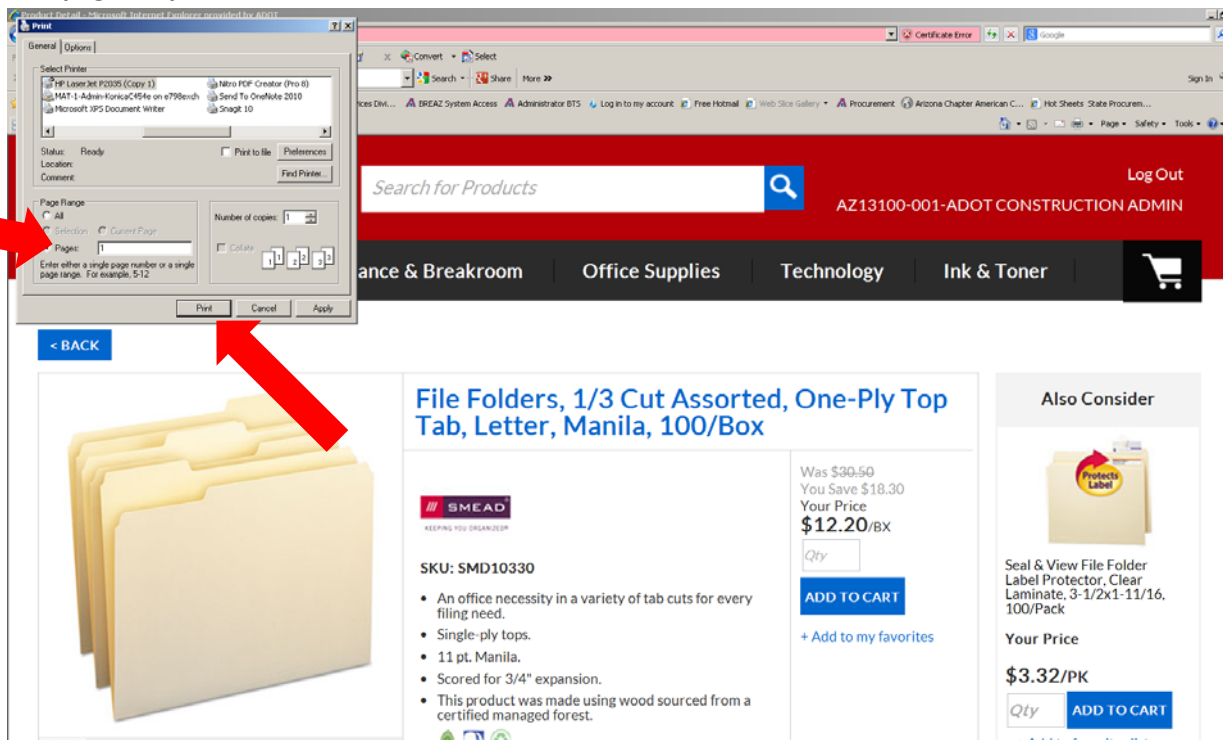


WIST Construction-Materials Group Account Info

Please do *not* add item(s) to cart. Right-click and select print.



Product descriptions are typically three pages. It is not necessary to print all pages. Please print the first page only.



Complete printing for each item you want. It will be necessary for you to write the quantity on your printouts.

OFFICE DEPOT Construction-Materials Group Account Info

Go to <https://business.officedepot.com/> and Log in using Group Login Name: ccolon@azdot.gov, Password: Unit#4310

Office Supplies: Office Products and Office Furniture: Office Depot - Microsoft Internet Explorer provided by ADDI

https://business.officedepot.com/

File Edit View Favorites Tools Help

Search

Sign In

Office DEPOT

Welcome to the Business Solutions Division.

Chat Now Contact Us

Registered Customers

Login Name

ccolon@azdot.gov

Password

Unit#4310

☐ Keep me logged in

LOGIN

Forgot your login name/password? Trouble Logging in?

experience the benefits of business made personal

Not a customer yet? GET STARTED

industry solutions

shop products

services & support

sustainability programs

Search and select your item(s). Do NOT add to cart. Enter quantity and add item(s) to Shopping List.

Office DEPOT

manila folders

My Account Orders Quick Entry My Lists Cart \$0

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology Furniture School Supplies Copy & Print

INSPIRING HOPE Support Breast Cancer Awareness

LEARN MORE

Home / Text Search / manila folders / Office Depot 1/5

Your Selections: clear all

Office Depot

1/5

Showing 2 results for 'manila folders'

Advanced Sorting Available! Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

Items 1 to 2 12 Per Page By Relevance

Grid List

Brand

☒ Office Depot

☐ Oxford (1)

☐ SKILCRAFT (1)

☐ Smead (5)

☐ Sparco (1)

Tab Cut

Office Depot 1/5 Cut Manila File Folders, 3/4" Expansion, Letter Size, 30% Recycled, Pack Of 100

Item 1376281

★★★★★ 3 Reviews

Availability: 257

✓ Sold Online

✓ Sold in Stores

BEST VALUE

\$10¹³ / box

Qty 2

ADD TO CART

ADD TO SHOPPING LIST

Subscribe

OFFICE DEPOT Construction-Materials Group Account Info

Select **Existing List** or create a **New List**. Add item(s) to list.

Add to List


You can add your item to an existing list or create a new one.

☐ Select an existing list
☒ Create a new list

Save For Later

List Name: C. Colon
 Comment: 10/01/15

List Name: First Initial, Last name
 Comment: Date

Description	Your price	Quantity	Total
 Office Depot 1/5 Cut Manila File Folders, 3/4" Expansion, Letter Size, 30% Recycled, Pack Of 100 Item Number 1376281 Entered Item # 1376281 Manufacturer # OM97183/316356OD BEST VALUE Eco-Conscious Recycled content	\$10.13 / box	2	\$20.26

[Cancel](#)
[ADD TO LIST](#)

Need Help?

- Email Assistance
- FAQs
- Talk with a Representative
- [Chat Now](#)

Once all items have been added to Shopping List, File > Print Shopping List. Please do NOT use the email list option.

Office Supplies: Office Products and Office Furniture: Office Depot - Microsoft Internet Explorer provided by ADDI

https://business.officedepot.com/cs/request.do?listId=7679819&entryFormList[0].comment=

File Edit View Favorites Tools Help

New Tab Ctrl+T
 Duplicate Tab Ctrl+K
 New Window Ctrl+N
 New Session
 Open... Ctrl+O
 Save Ctrl+S
 Save As... Ctrl+W
 Close Tab
 Page Setup...
 Print... Ctrl+P
 Print Preview...
 Send
 Import and Export...
 Properties
 Work Offline
 Exit

View & Edit List Details

List name: C. Colon

Comment: 10/01/15

☐ Yes, set to default
☐ Yes, remind me about this list via email.

[SAVE CHANGES](#)

First time user?

Set up reminders for yourself.

Once your list is created, simply click the Email Reminder button. Enter the start date and frequency that you would like to be reminded, then click "Save". It's that simple!

If you'd like to be reminded of specific products from your list, simply select the desired product, then click the Move button to transfer the item(s) to a new list. Then proceed to set up a reminder for that new list following the instructions above.



Email Your Shopping List

You can email your entire shopping list to others by selecting the button below.

[EMAIL LIST](#)

Items In Your List

Result 1 - 2 of 2

Description	Your price	Quantity	Total
 Paper Mate® Grip Retractable Ballpoint Pens, 1.0 mm, Medium Point, Blue Barrel, Blue Ink, Pack Of 24 Item Number 558157 Entered Item # 558157 Manufacturer # 54546 BEST VALUE SUBSCRIBE	\$7.42 / pack	1 Update	\$7.42
 Office Depot 1/5 Cut Manila File Folders, 3/4" Expansion, Letter Size, 30% Recycled, Pack Of 100 Item Number 1376281 Entered Item #	\$10.13 / box	2 Update	\$20.26

Category Group