



# *STATE OF MISSISSIPPI*

**CONTRACT NUMBER  
8200063096**

**ODP BUSINESS SOLUTIONS, LLC  
COOPERATIVE AGREEMENT**

**FOR OFFICE SUPPLIES**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING AND TRAVEL  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201**

**ODP BUSINESS SOLUTIONS, LLC  
and  
THE STATE OF MISSISSIPPI**

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**SCOPE:** ODP BUSINESS SOLUTIONS, LLC for Office Supplies

**CONTRACT NUMBER:** 8200063096

**SMART NUMBER:** 1130-22-C-SWCT-00294

**EFFECTIVE DATES:** July 1, 2022 – June 30, 2024

**CONTACTS:**

**State of Mississippi**

Belinda Russell

[Belinda.Russell@dfa.ms.gov](mailto:Belinda.Russell@dfa.ms.gov)

601-359-5041

**ODP BUSINESS SOLUTIONS, LLC Contract Administrator:**

Austin Igweike

Business Solutions Manager

Business Solutions Division | Office Depot, Inc.

[austin.igweike@odpbusiness.com](mailto:austin.igweike@odpbusiness.com) Phone: 512-815-5530

**WEBSITE:** <https://www.odpbusiness.com>

**LOG-IN:** State of MS

**PASSWORD:** Mississippi1

The password is Case Sensitive. The user will need to capitalize the M in Mississippi1

Email for Purchase Orders has changed- **New Email:** [stateofms@officedepot.com](mailto:stateofms@officedepot.com)

For expedited order processing please follow the directions below. Use item numbers and price from the State of Mississippi Price site listed below on your MAGIC Purchase Orders.

**SUPPLIER:** -Vendor Supplier# - 3102100355 – ODP Business Solutions, LLC

**Purchase Order Contact Information:**

Provide correct contact information - email and phone number. The order confirmation will be sent to the email address listed on the PO.

**Delivery Address:**

Delivery Address for order must print under the Delivery Address heading.

**Goods Recipient:**

Key in name of the contact for the order as this name will print on the shipping label.

If no name is posted under Goods Recipient, the contact person at top of PO will be listed on shipping label.


**Notice to Vendor:**

Please key in your ODP Business Solutions account number under Notice to Vendor. You can find your account number listed on your invoices and packing slips.

**MAGIC PO lines:**

Key in the ODP item number in the Product NO/Price Column under the price or key in the Description field. Do not put the item numbers in the Notice to Vendor section.

**Delivery:**

Supply orders over \$50 are delivered free. Orders under \$50 will be charged \$9.99 small order fee. Oversize items may have a delivery fee, these items are noted on the site with  FURNITURE DELIVERY icon. If ordering under \$50 or an oversize item with delivery fee the fee must be listed on the Purchase Order.

**State of Mississippi Price Site:**

Web-site: <https://www.odpbusiness.com>

Log-in: State of MS

Password: Mississippi1 (Case Sensitive)

**Customer Service: 888-263-3423**

Customer Service can assist with order information, returns, shortages, damaged items, product questions and exchanges. Customer Service will need your account number and/or order number to assist. The account number can be found on invoice and packing list.

You can email assistance request to: [stateofms@officedepot.com](mailto:stateofms@officedepot.com)

Email Subject line – account number & type of request (return, damage, deliver status etc.)

Body of Email – You must include the order number, which is listed on the order confirmation and packing slip and all information pertinent to your request.

**Procurement Card Purchasers:**

P-card purchasers can order online, you must have a log-in on your account. To receive State Contract Pricing for store pick-ups, you must order online or through Customer Service for store pick-up. You will not receive State Contract price at store unless you order online or through Customer support 888-263-3423 for store pick up.

**Online Ordering** – email request to [stateofms@officedepot.com](mailto:stateofms@officedepot.com)

Provide: Account Number, Contact Name, Contact Email, Contact Phone, Delivery location – Billing option Credit Card/Account Billing or both.

**\*If ordering with P-Card you will still need to key in PO field, you can key in date, name etc.**

**Helpful Numbers:**

Website: <https://www.odpbusiness.com> [odpbusiness.com]

Customer Service: 888-263-3423 (have account number or order number available)

Customer Service – [bsdcustomer care@officedepot.com](mailto:bsdcustomer care@officedepot.com)

Internet, Log-in & Password Help Desk: 800-269-6888

Billing: 800-721-6595

**Use matrix below to connect with the correct Customer Support team online, email or phone:**

Contact Method	Support Team Contact Information	Orders	Tracking	Returns	Billing	Tech Support
Online Website	<a href="https://www.odpbusiness.com">www.odpbusiness.com</a>	✓	✓	✓	✓	✓
Customer Service Email	<a href="mailto:strategicsupport@officedepot.com">strategicsupport@officedepot.com</a>	✓	✓	✓		
Customer Service Phone	800-279-1528	✓	✓	✓	✓	
Invoice Copies & POD	<a href="mailto:abbillingsupport@officedepot.com">abbillingsupport@officedepot.com</a>				✓	
Tech Support/Website Issues	800-269-6888					✓

We have established an agreement with Omnia Partners to allow purchases from their cooperative contract with ODP Business Solutions, LLC (“ODP BSD”) for commodities only. It is the buyer’s responsibility to ensure this contract is not used in place of a required competitive process or as a substitute for other required purchasing approvals as required by Mississippi law. This cooperative contract was approved as another option for agencies to save money on office supplies that are not currently covered by our competitively bid state contracts and provides that the provisions thereof may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of sale specified therein.

The ODP Business Solutions, LLC contract pricing is available with a user ID and password, provided by ODP, to their government website. ODP can also associate your state procurement cards so the contract pricing will also be available at any local ODP retail location. The ODP contact information is listed above.

**PLEASE NOTE:** The Omnia Partners cooperative contract with ODP is NOT an approved purchasing mechanism in Mississippi for computer and telecommunications equipment. While ODP has attempted to flag computer and telecommunications equipment as “Restricted Items” in their online catalog for view by the State of Mississippi, it is the buyer’s responsibility to ensure this contract is not used in place of a required competitive process or as a substitute for other required purchasing approvals as required by Mississippi law. Purchasers who are uncertain whether a particular item falls within this restriction may review the ITS Procurement Handbook or call the ITS Procurement Help Desk at 601-432-8166.