

MEMORANDUM

Date: March 13, 2018

To: The University Community

From: Lauren Weitzel, Director
Purchasing and Campus Services

Re: Delivery Addresses in Office Depot

There have been some issues with the ship to/delivery addresses in the Office Depot online ordering system being incorrect and/or unclear. There will be an update applied to the addresses and accounts. Please see the important information below:

- Delivery addresses will be by building and physical street address of that building. This will mean one address will be shared for many departments/deliveries in that building.
- When ordering the department, name, and the room number can be entered in the fields indicated. This option may be marked as the default for future orders or enter it each time.
- For any changes to a building address, please contact purchasing@millersville.edu. Address changes will need to be completed by Office Depot by the request of the purchasing office.

Be sure to check your delivery address before starting a new order. The update will apply the generic building address to your profile and you will have to enter the information above.

Thank you for your cooperation.

Please contact the purchasing office with any questions at x 4184