

The Office Depot website is displayed.

Look through the categories and search for items that you need. The prices shown are the AAA Mid Atlantic's negotiated prices.

To order an item, simply click on it and update the quantity, then add it to the cart. If you cannot find an item on the website or in the catalog, contact Office Depot Customer Service or your Account Manager for assistance.

QUICK STEP ORDERING INSTRUCTIONS

PLACING AN ORDER

1. If you know the item number(s) for the product(s) you wish to order, select "**Order by Item #**":
2. Type in **Office Depot item number, quantity, and comment**, if desired.
3. If you do not know the item number(s) for the product(s) you wish to order, you can:

- a. Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking "Go"

SEARCH		GO
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- b. Shop using our online catalog. Simply click on "Home" in the upper left hand corner

 Home
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or in the grey toolbar and you will be directed to category listings of the catalog

View All Products A-Z 

4. Select "**Add to Cart**" to add your desired product to your shopping cart
5. Select "**Continue Shopping**" to continue or "**Check Out**" [Check Out](#) from the shopping cart in the top left if you have finished shopping.
6. If you selected "**Continue Shopping**" then click on "**Order by Item #**" to add more items.
7. If you selected "Check Out", verify items in your cart and complete any required information. If you are satisfied with your order, proceed to complete process by clicking on: **Place Order**.

CREATING AN ORDER

Any of the following options can be used to add items to your shopping cart:

1. **Browsing the Catalog:** To find and select items by searching the online catalog, utilize the **Home** page to browse product categories or use the "**Search Tools**" navigation bar on the left side of the page.
2. **Order by Item #:** To enter up to twenty item numbers and quantities at a time, select "**Order by Item #**" from the "**Shopping Tools**" navigation bar on the left side of the page.
3. **Shopping Lists:** Create a personalized shopping list or add items to your shopping cart from an existing list by selecting "**My Shopping Lists**" from the "**Shopping Tools**" navigation bar on the left side of the page. This is a great place to store your **frequently ordered items**!

IDENTIFYING BEST VALUE PRODUCTS

All “Best Value” contract items are easily identified on the Office Depot website as they are all tagged with the Best Value icon.



When searching for items, simply sort by “**Best Value**” to bring all items to the top of the list.



Or you can also access the link located on the **Bulletin Board** which will direct you to the custom lists which have been categorized by products.

ORDERING BY ITEM NUMBER

With **Order by Item Number**, you can quickly enter up to twenty items directly to the Shopping Cart or a Shopping List by entering the item numbers and quantities. To display the **Order by Item #** page, select “**Order by Item #**” on the left navigation bar. To begin adding items to the Shopping Cart:

1. Type the item number in the “**Item #**” field. Item numbers include Office Depot SKU numbers, manufacturer numbers, and customer-specific codes.
2. Type in the quantity desired in the “**Qty**” field. **Note:** If you leave any of the quantity boxes blank, the items will be added to your Shopping Cart with a quantity of 1.
3. When finished, select “Add to Cart” located at the bottom of the page.

VIEW CART & CHECK OUT

CHECKING OUT



When finished shopping, click on the “**View Cart**” link or picture of the shopping cart. You will have the opportunity to review your Shopping Cart.

1. Review the items in the cart and when you are ready to proceed with your purchase, click the “**Checkout**” button.
2. When you are ready to proceed, click “**Place Order**”.
3. You will be redirected to **Workday**, which will continue creating the Requisition.

CHECK OUT