

Quick Step Internet Ordering Instructions

Rock-it Cargo – Account # 55513166

Placing an Order

- 1) Use browser to access the Internet
- 2) Type in <https://business.officedepot.com>
- 3) Type in your Login Name = **Email Address**
- 4) Type in your Password = **Welcome** (when you login for the first time, you will be prompted to change your password)

- 5) Click on **LOGIN**

- 6) If you know the item number(s) for the product(s) you wish to order select: **Order by Item #**  **Quick Order**
- 7) Type in Office Depot Item #, quantity, and comment, if desired
- 8) 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**

- b. Shop using our online catalog. Simply click on  Home in the upper left hand corner or **View All Products A-Z**  in the grey toolbar and you will be directed to category listings of the catalog

- 9) Select **ADD TO CART** to add your desired product to your shopping cart
- 10) Select **Continue Shopping** to continue or **Check Out** from the shopping cart in the top left if you have finished shopping

- 11) If you selected **Continue Shopping** then click on **Order by Item #**  **Quick Order** to add more items
- 12) If you selected **Check Out** verify items in your cart and complete any required information
- 13) You now have three options,

SAVE FOR LATER

PUT THIS ORDER ON HOLD

PLACE ORDER

Click to submit your order.

- a. If you are satisfied with your order, select **PLACE ORDER** to complete the process
- b. If your order requires approval, you will not see **PLACE ORDER**. Select **PUT THIS ORDER ON HOLD** and your order will route directly to your approver.
- c. If you would like to save the items in a list but not create the order select **SAVE FOR LATER**
- 14) When you see **"Thank you for your order,"** and **your number**, your order has been successfully completed.

Online training is available in the Customer Service section or call the Internet Help Desk 800-269-6888