

Technical support: 800.269.6888 □ Customer Services: 888.263.3423

User Login

On the internet browser address bar, enter <https://business.officedepot.com>.

Enter your user Name/ID

Enter Password

Click Log in

“Keep Me Logged on”

Check this box to by-pass the login page and connect to your account without rekeying credentials.

Lost Login / Password assistance

Home

The landing page includes 2 tiles for messages to keep you informed. Just click [Read More](#) to view details.

Products

Shop for products by their category.

Services

For Office Depot services such as:
Print and Copy, Coffee, Print, Shredding, Tech and Water Services and Workplace Interiors.

Orders Orders: Completed and Pending

Order By Item
Add up to 20 items directly to your Shopping Cart

Shopping Lists Company Wide and Personal lists to conveniently order your preferred items.

ORDER ID	ORDER DATE	PO NUMBER	ORDER CENTER	ORDERED BY	STATUS	TOTAL
140155074-001	12/03/2020	PO567	ANDERSON	TEST USER	Held for Restrictions	\$140.66
139873284-001	12/03/2020	PO567	ANDERSON	TEST USER	Held for Restrictions	\$100.71
139938486-001	12/03/2020	PO567	ANDERSON	TEST USER	Cancelled	\$66.49
139895737-001	12/03/2020	PO567	A + TEST	TEST USER	Cancelled	\$49.38
138089787-001	12/03/2020	PI9	COST CENTER	DARIL TAMAYO	Held for Customer	\$320.64

Search

Type in product Description or product #.
Predictive search suggestions reduce keystrokes

Brand Identity
Your company branded custom stationery
 My Files
Request print of your custom documents

Subscriptions

Manage re-occurring orders subscriptions.

Information Center:
Manage account and profile,
View Orders.
Store Purchase Card
Log Off

Building Your Order

Step 1 - Logon to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative.

Step 2 - Combine any of the following tools to build you order:

- | | |
|--|--|
| <ul style="list-style-type: none">– Catalog: Click on Products, drill down through the categories– Search: type Keyword or Item Number. Type a keyword in the 'Search' field will display 'Search Suggestions' and 'Category Matches.' <p>Sort results by: using attributes such as 'Price,' 'Best Value' or 'Contract', Price, A-Z or relevance</p> –  Order By Item Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click Add to Cart. Click the "Show Images" check box to view product images and details. Enter up to 20 items at once. | <ul style="list-style-type: none">–  Shopping Lists - Open a Personal or Company wide shopping lists. Locate the item(s) Enter or modify the quantity and click the Add To Cart adjacent to the item quantity. |
|--|--|

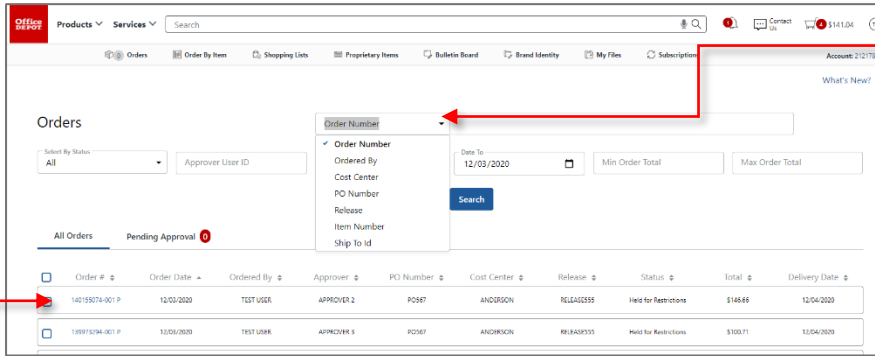
Step 3 - Review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4 - Review selected items and shipping address and accounting field requirements; modify as needed. If the order is released by 5:00 it will be processed for next available day delivery.

Checking Orders Processing Returns

Click on  **0 Orders**,

The orders will be shown grouped by shopping cart and displayed in most recent orders at the top of the page.



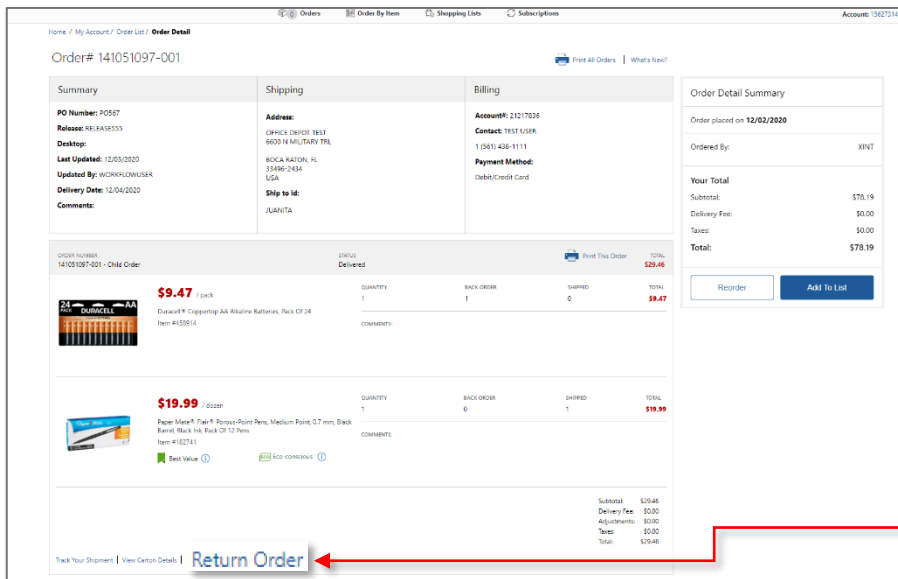
Click on any order number to view order details

To find a specific order:

Use the Search, select from the drop box, parameter:

Once you have made your selection and entered the search criteria, Press enter on your keyboard. Filters are available to the left of your list of orders.

You can apply filters based on Status, Date Range, Dollar Range or Approver. Once you have made your selection, click on apply. To release, the approver must click on the order to open it.



On the order detail page, you can reorder items or submit a return. Some users may have the additional options of releasing canceling or modifying orders that are held for approval.

RELATED ORDERS

Orders you create may be split into two or more separate orders due to account settings and/or order fulfillment methods. When viewing the Order Detail page of an order that has split into multiple orders, the other orders resulting from the split will be listed below.

To submit a return, click the link found in the lower left side of the order. Then follow the simple prompts.