



my^{cloud}
files

Quick User Guide

What is My Files?

My Files is a cloud-based solution from Office Depot that allows Prime employees to easily order on-demand print collateral for AT&T Stores and business opportunities alike. Available print collateral includes in-store signage, merchandising assets, event flyers, promotional assets & exterior vinyl banners.

Who has access to My Files?

Field leaders – District Managers, Market Directors and Vice Presidents – plus PrimeBUSINESS employees. Stores do not have access.

Is there a budget?

Yes, the budget is as follows:

- District Managers – \$50/mo.
- Market Directors – \$100/mo.
- PrimeBUSINESS – \$300/mo.

Is there an approval process?

Yes, all orders will be routed to the user's direct supervisor for approval.

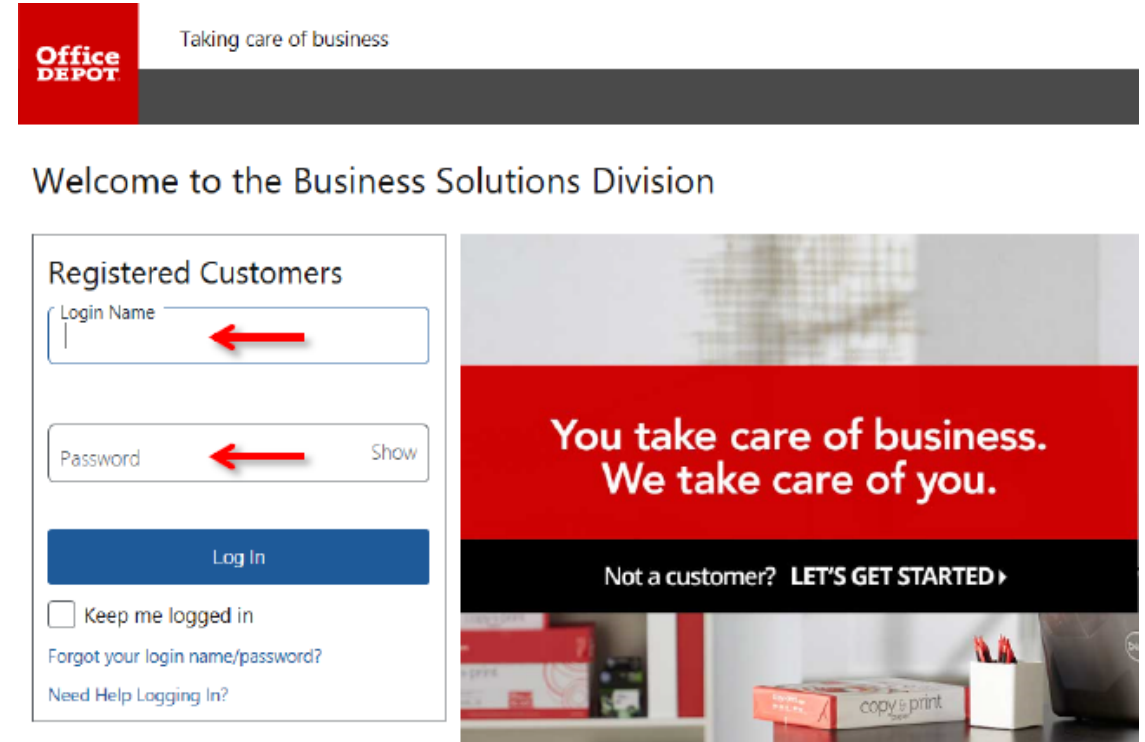


Follow these steps to access My Files:

1. Visit <https://business.officedepot.com>
2. Log in using your Prime email address & default password of 'Welcome1'
3. Once logged in, you'll be taken to the Bulletin Board, where you can learn about the site or begin placing orders

Upon accessing My Files for the first time, please change your password.

- Click on Account # in top right of screen
- Click on 'My Profile Overview' under 'My Profile' in the lefthand menu
- Select 'Edit Login Info & Password'
- Update password then click Save



Office DEPOT Taking care of business

Welcome to the Business Solutions Division

Registered Customers

Login Name 

Password  Show

Log In

☐ Keep me logged in

[Forgot your login name/password?](#)

[Need Help Logging In?](#)

You take care of business.
We take care of you.

Not a customer? LET'S GET STARTED >

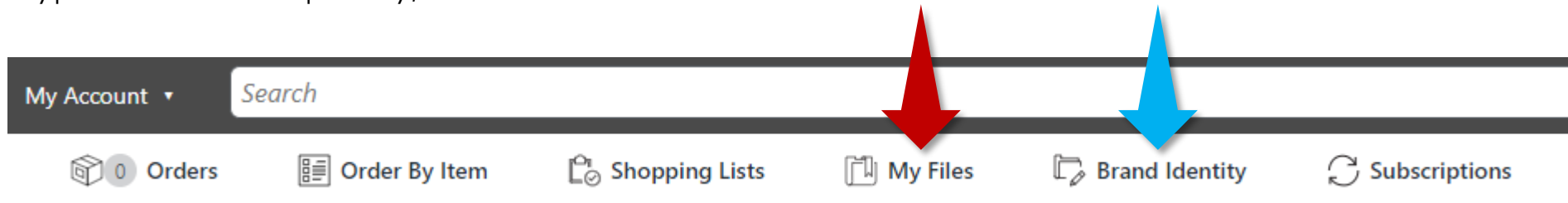
To place an order for print collateral, follow these steps:

Flyers

- Click on 'My Files' in the top navigation, or the 'Flyers' icon in the Bulletin Board
- The Catalog with available flyers will open for your viewing
- Double click on a folder to view available **static** & **variable** flyers
- For **static** flyers (non-editable), select 'Order Item' then input quantity and select 'Add to Cart'
- For **variable** flyers (editable), select 'Order Template'
 - Now, you must configure the flyer by inputting variable data, such as address, phone number, etc.
 - Review information for accuracy & spelling, input quantity and select 'Proceed to Cart'

Exterior Vinyl Banners

- Click on 'Brand Identity' in the top navigation, or the 'Exterior Vinyl Banners' icon in the Bulletin Board
- Click 'Signage'
- Select the type of banner & quantity, then click 'Add to Cart'



Once the order has been placed, an approver will release or reject the order (see next page).

Approving Orders (MDs and VPs Only)

When a user places an order, the approver will receive an email. There are two ways to approve or reject an order:

Option 1:

- In the email, click on the 'Release' button to approve the order or 'Reject' to decline the order
- After clicking on 'Release', the My Files site will open and you will be prompted to log in
- The order is then released

Option 2:

- Log into the My Files website, then click on 'Orders' in the top lefthand side of the screen
- Click on 'Orders Pending Approval' to see a list of orders
- Click on 'Order #' to view details to determine if you approve or reject the order
- If you approve of the order, check the box to the left of the Order #, then click 'Approve' to release the order



888-263-3423

Approval Requested

Thank you for shopping with Office Depot.

We are confident you will be pleased and look forward to serving you again soon.

Note that due to product availability or size, items ordered together may not be shipped together. Shipping confirmation emails will provide details on all shipments.

For your reference, below is a summary of your order:

Order #483262316-001

Order placed on 04/24/2020

Ordered by: IMPSUSANSTEST

Last modified by: IMPSUSANSTEST

Subtotal: \$114.96

Delivery Fee: \$0.00

Taxes: \$11.78

Misc.: \$0.00

Estimated Total: \$126.74

Release

Reject

(Upon login your request will be processed automatically) For disapproved or cancelled orders your email address will appear as the only comments.

Select By Status
All

Approver User ID

Date From
01/24/2020

Date To
04/24/2020

Min Order Total

Max Order Total

Reset

Search

All Orders

Pending Approval 0

☐	Order #	Order Date	Ordered By	Approver	PO Number	Cost Center	Release	Status	Total	Delivery Date
☒	483262316-001 P	04/24/2020	SUZY Q	ACCOUNT ADMIN	TEST PO NUMBER 1234	5555		Held for Restrictions	\$126.74	04/27/2020
☐	454225071-001 P	03/06/2020	IMP TESTUSER2			13685		Cancelled	\$134.66	03/10/2020
☐	454189865-001 P	03/06/2020	IMP TESTUSER2			13685		Cancelled	\$205.31	03/10/2020
☐	454182383-001 P	03/06/2020	IMP TESTUSER2			13685		Cancelled	\$171.09	03/10/2020
☐	454169079-001 P	03/06/2020	SUZY Q		TEST PO NUMBER 1234	5555		Cancelled	\$387.84	03/09/2020
☐	454164157-001 P	03/06/2020	SUZY Q		TEST PO NUMBER 1234	5555		Cancelled	\$352.58	03/09/2020

Reject

Approve

In-Store Pickup & Shipping for Orders

When a user places an order, they will be presented with two options to receive the print collateral:

1. **In-store Pickup**
2. **Delivery**

In-Store Pickup

- Orders less than \$50 must be picked up at a local Office Depot

Delivery/Shipping

- Orders over \$50 may be shipped
- DM/MD Hub Stores are the default ship-to address – this cannot be changed

It's very important that approvers (MDs and VPs) review all orders to ensure these requirements are met.



Order Issues – Exterior Vinyl Banners

biwestregion@odcallcenter.com

(800) 965-6270

Order Issues – Flyers

CPD.CustomerOnlineSupport@OfficeDepot.com

Orders, Billing, Shipping & Technical Help

Office Depot® Print Services Customer Service

1 (800) 983-3376

Please have your Order Number available



General Help

Britney Samson, Sr. Marketing Manager

bsamson@primecomms.com

(281) 275-6855