

Quick Start Guide

Introducing the Office Depot Print Site

Prime has partnered with Office Depot to launch an on-demand print site!

- ✓ POP & merchandising (static)
- ✓ Flyers for “win local” (variable)
- ✓ Recruiting cards
- ✓ Exterior vinyl banners

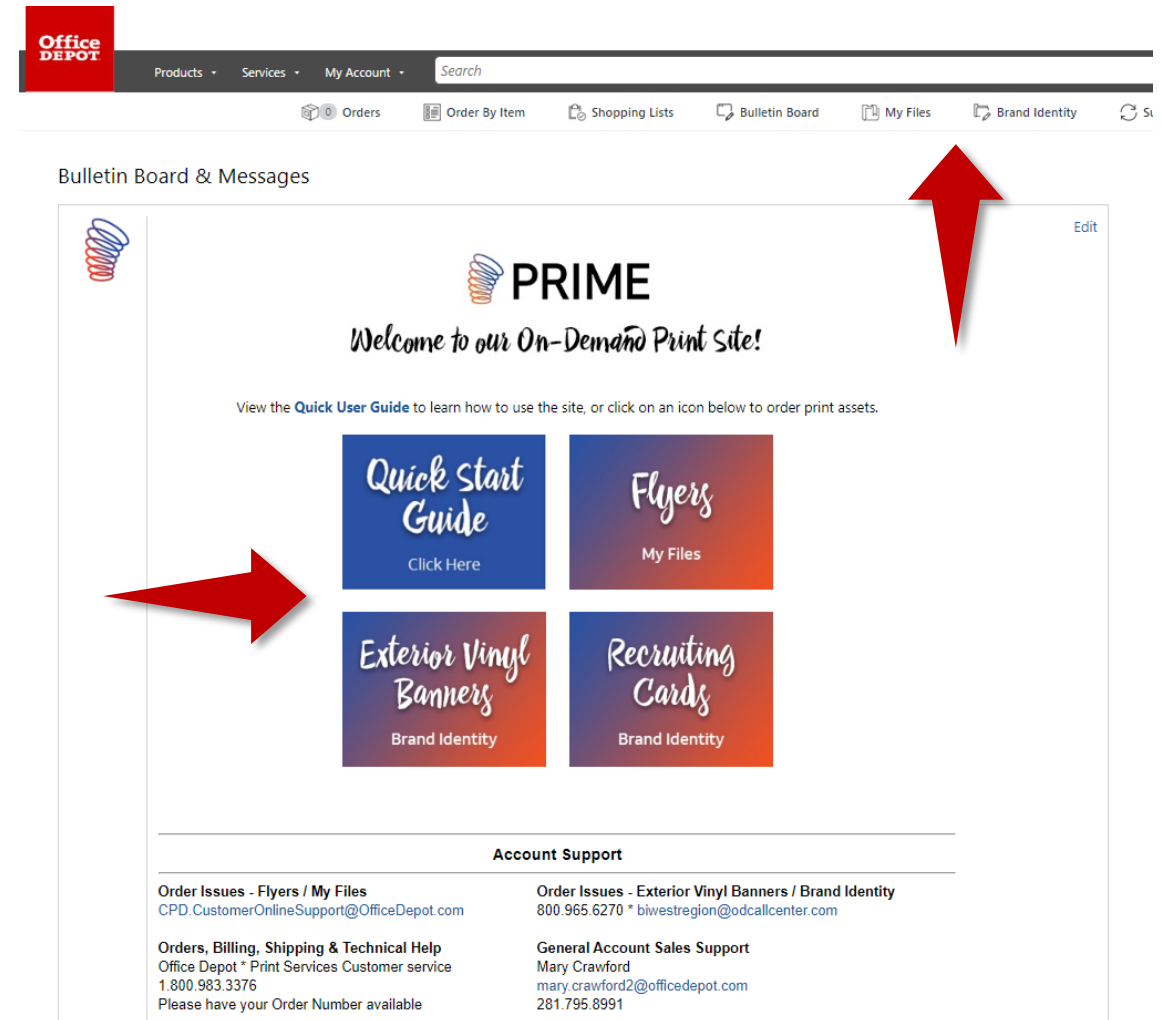
Who has access?

Field leaders (DMs & above) and PrimeBUSINESS.
Stores **do not** have access.

Is there a budget? Yes!

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

Budgets reset on the 1st of the month.



Accessing the Print Site

Follow these steps to access My Files:

1. Visit <https://business.officedepot.com>
2. Log in name is your Prime email address
3. Default password is 'Welcome1'
4. 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:

1. Click on Account # in top right of screen
2. Click on 'My Profile Overview' under 'My Profile' in the left-hand menu
3. Select 'Edit Login Info & Password'
4. 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 >

Forget your password?
Reset it by clicking on this link!

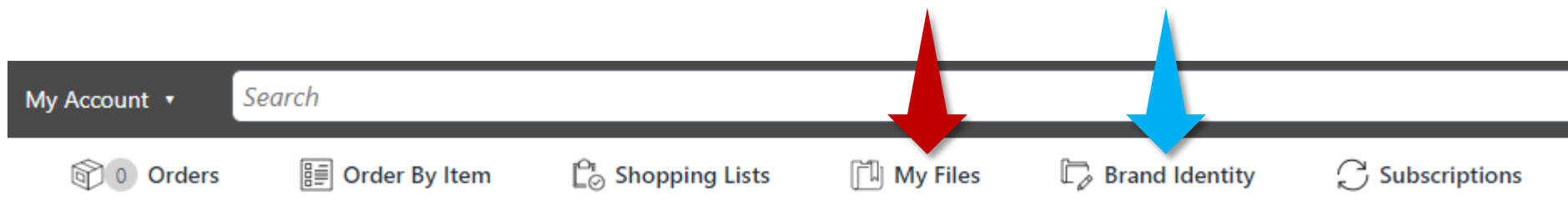
Follow these steps to place an order:

Flyers

1. Click on 'My Files' in the top navigation, or the 'Flyers' icon in the Bulletin Board
2. The Catalog will open
3. Double click on a folder to view available static & variable flyers
4. For **static** flyers (**non-editable**), select 'Order Item' then input quantity (min. quantity is 10) and select 'Add to Cart'
5. For **variable** flyers (**editable**), select 'Order Template'
 - a) Now, you must configure the flyer by inputting the store's data, such as address, phone number, etc.
 - b) Review information for accuracy & spelling, input quantity (min. quantity is 50), then select 'Proceed to Cart'

Exterior Vinyl Banners & Recruiting Cards

- Click on 'Brand Identity' in the top navigation, or the 'Exterior Vinyl Banners' / 'Recruiting Cards' icons in the Bulletin Board
- Select the product & quantity, then click 'Add to Cart'

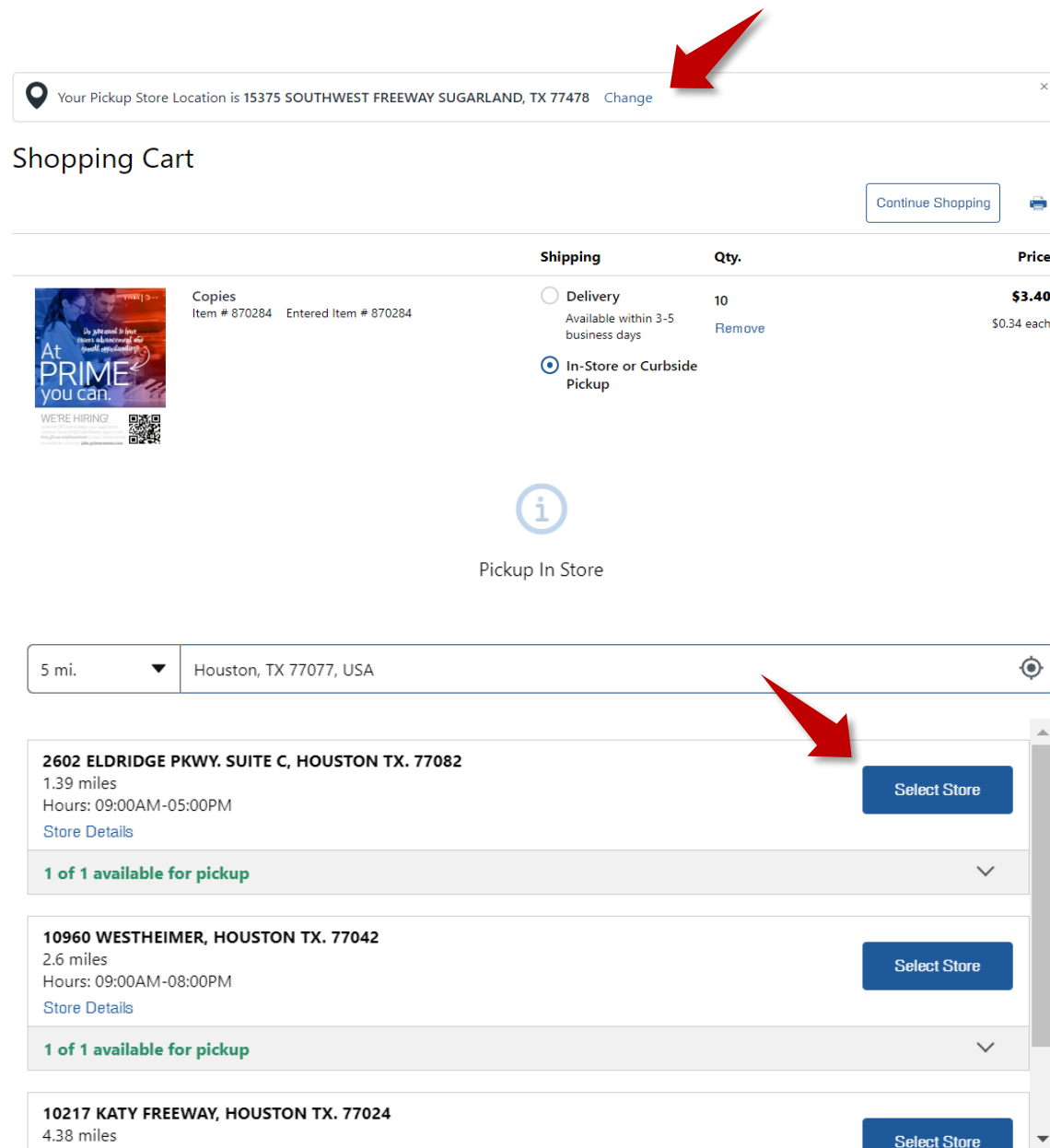


Checking Out

Once you've added all collateral to your cart, you're ready to proceed with check out.

1. Click on the shopping cart icon ()
2. Carefully review items in cart & confirm quantities are correct
3. Select Delivery OR In-Store Pickup
 - a) Easily change the Office Depot location for In-Store Pickup by clicking "Change"
 - b) For Delivery, click "Select Store" to choose Ship-to location
 - a) Orders **less than \$50** should be picked up in-store
 - b) Orders **\$50 or more** may be delivered
4. Click on the Checkout button ()

Once the order has been placed, the user will receive an email confirmation with order #, as well as follow-up emails for In-Store Pickup and/or Delivery.



Your Pickup Store Location is 15375 SOUTHWEST FREEWAY SUGARLAND, TX 77478 [Change](#)

Shopping Cart

[Continue Shopping](#) 

	Shipping	Qty.	Price
 Copies Item # 870284 Entered Item # 870284	☐ Delivery Available within 3-5 business days	10 Remove	\$3.40 \$0.34 each
 Pickup In Store			

5 mi.  Houston, TX 77077, USA 

2602 ELDRIDGE PKWY. SUITE C, HOUSTON TX. 77082
1.39 miles
Hours: 09:00AM-05:00PM
[Store Details](#)

[Select Store](#)

1 of 1 available for pickup 

10960 WESTHEIMER, HOUSTON TX. 77042
2.6 miles
Hours: 09:00AM-08:00PM
[Store Details](#)

[Select Store](#)

1 of 1 available for pickup 

10217 KATY FREEWAY, HOUSTON TX. 77024
4.38 miles
[Store Details](#)

[Select Store](#)



Orders **less than \$50** should be picked up in-store at Office Depot

- In-store pickup orders are ready in <24 hours, or in many cases, **same-day!**
- **Please use In-Store Pickup for orders as often as possible**

Orders **\$50 or more** may be delivered

- Shipping can take up to **7 business days**
- **Only select Delivery if you are unable to do In-Store Pickup**
- Some assets do require delivery, as they are printed at an off-site production facility
- Should delivery be needed, user can select AT&T Store from dropdown in checkout process

Please follow this only restriction to avoid unnecessary charges to the Print Site.



Order Issues – Flyers

CPD.CustomerOnlineSupport@OfficeDepot.com

Order Issues – Exterior Vinyl Banners

biwestregion@odcallcenter.com

(800) 965-6270

Orders, Billing, Shipping & Technical Help

Office Depot® Print Services Customer Service

1 (800) 983-3376

Please have your Order Number available

General Questions & Collateral

Britney Samson

Sr. Marketing Manager

(281) 275-6855

bsamson@primecomms.com

Budgets, User Access & Reporting

Mehmet Cakmak

Sr. Procurement Manager

(281) 671-0516

procurement@primecomms.com