

Customer Service: 888.777.4044 • Technical Support: 800.269.6888

In your Internet Browser Address Bar, Type <https://business.officedepot.com>

User Login Page

Enter your User Name/ID

Enter your Password

Click "Log in"

"Keep me logged in" - Check this box to bypass the login page and connect to your account without re-entering credentials.

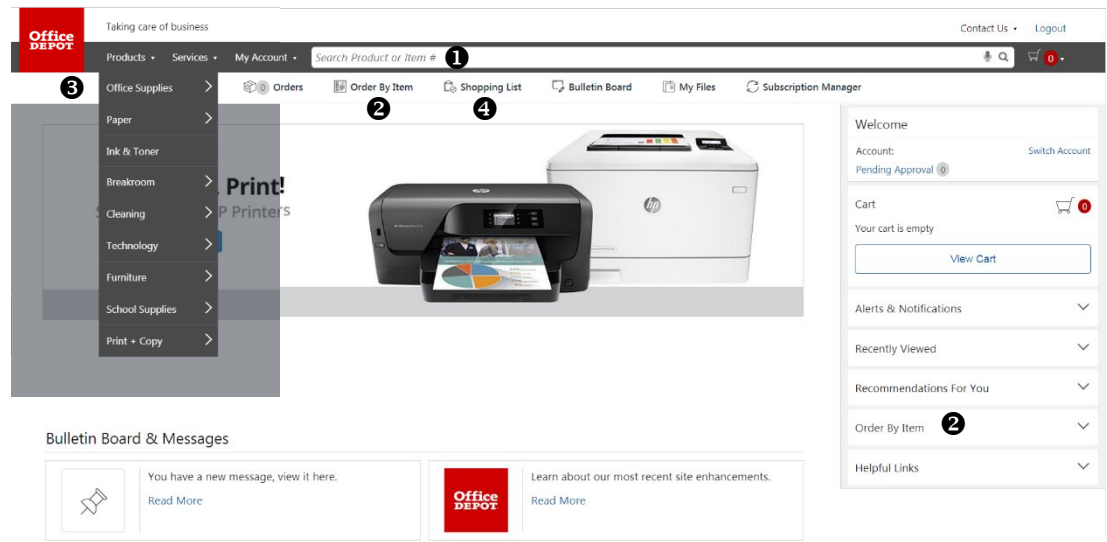
Home Landing Page

From This Page, All Shopping Features May Be Launched

- Help (Contact Us)**
Live Chat, Customer Service Links, User Guide & Online Demos.
- Order by Item #**
Key in up to 20 Product #s for simultaneous entry into shopping cart.
- Search by Keyword or Item#**
Type in product description, Office Depot or manufacturer product codes. Predictive search reduces keystrokes.
- Product Categories**
9 Popular categories to view product groupings.
- Shopping Lists**
Manage lists and quick-view default shopping lists.
- My Account**
View Order Tracking, Orders waiting for Approval, Future Orders and Recent Orders. Also Manage your Account Profile, ShipTo Information & Dashboard features.

Ways to Shop

1. Search by Keyword or Item#
2. Order by Item #
3. Category (Drop Down)
4. Shopping Lists



Build Your Order

Combine any of the following tools to build your order:

- **Search by Keyword or Item#**

The search field allows you to shop for items by simply entering in a keyword or Part ID and selecting the *search icon*. A summary of matching categories and the top-ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Contract, Best Value, Price and Relevance. To filter search results by characteristics such as brand, size, color, etc., click the desired characteristic listed on the *left-side tool bar*.

- **Order by Item Number**

The “**Order by Item #**” feature allows you to list the part ID and quantity of up to 20 item(s) directly to the cart, then simply click [ADD TO CART](#)

NOTE: Click the “**Show Images**” check box **before entering your items** to view product images and details.

- **Category**

After clicking the **Products drop-down**, you can simply hover over the headings, and narrow your search by selecting your desired item category.

- **Shopping Lists**

You may create a shopping list to locate items you purchase frequently in one easy-to-find place (**See below for details**). Selecting **Shopping Lists** on the home page will allow you to create a new list or view previously created lists. When using a previously created list, enter the quantity desired, make sure the **select** box is checked, and then click *Hint: If the shopping list quantities are preset to “o”, simply click “Select all” and populate a quantity only on the desired items.*

- **Ink & Toner**

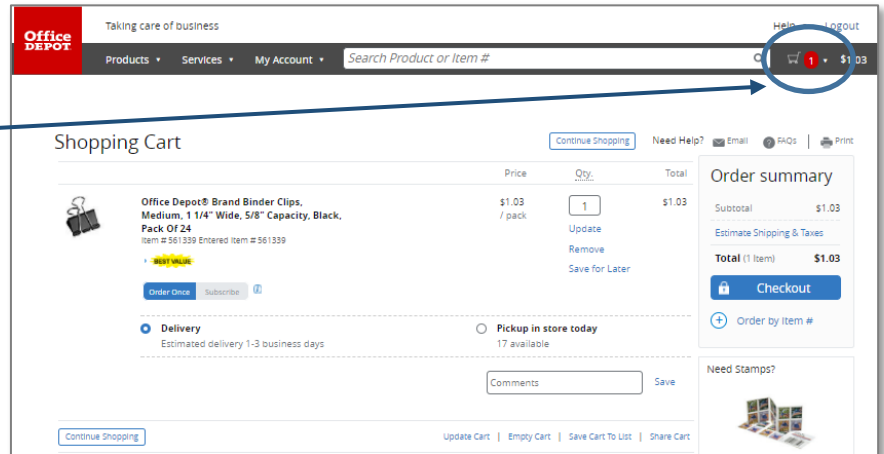
This category is located in the **Product** drop-down. You can easily find the appropriate ink or toner for your machine by item number, printer model, printer brand or series.

Review Shopping Cart

Select Shopping Cart



- To review your order
- View Office Depot recommended savings opportunities
- Share your cart with another user
- Save items for later
- Or add to custom shopping lists
- You may also hover over the icon for a quick snapshot of your order



Checkout

When you click **Checkout**

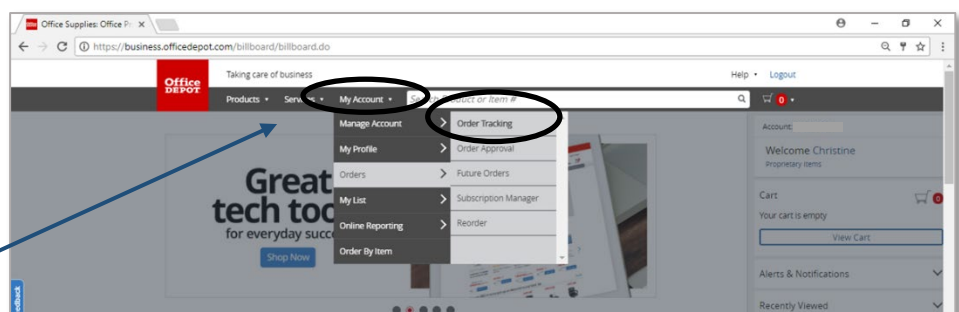
you can review and modify selected items, shipping address, and accounting field requirements.

Once you have reviewed and edited, simply click

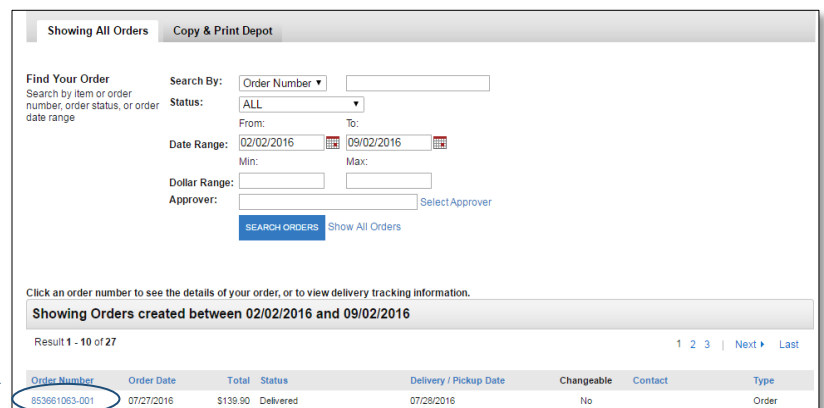


Orders received by 5:00 p.m. Local Time are Processed for Next Day Delivery

Order Tracking



- Click **"My Account"** from the Navigation Bar
- Scroll to **Orders** then Click on **Order Tracking**
- Enter search parameters to narrow results to a specific order, or a range
- Click on the **Blue Highlighted Order Number** to retrieve and view details



Online Returns

- Locate your order in **Order Tracking**
- Click on your order number to view in the “Order Details” screen
- Scroll to the bottom of your order and select **“Begin Return”**
- Follow steps 1 through 3 to submit your return

Place Return (Step 1 of 3)

Return Address

Your address:

691 SQUIRREL RD
EPIS INTERNAL ORDERING
691 N SQUIRREL RD STE 22
STE 220
AUBURN HILLS, MI 48326-3846
USA

Place Return (Step 2 of 3)

Select the item(s) you would like to return by providing the following details:

- Quantity to return
- Reason for return
- Number of boxes to return

Returnable Items

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
Portion 42-2 Replacement Ink Rollers, Black/Red, Pack Of 2 Item # 0048554	\$2.170 / pack	2	2	

* Return action: ☐ Exchange ☐ Return for Credit

* Number of boxes to return.

Place Return (Step 3 of 3)

Please review your return information. If you need to add your information, select the “Modify Return” link at the bottom of the page. You may print this page as a reference but your return is not complete until you click “Place Your Return”.

Return Information

Return Order Number: 9956247102
Return Request Date: 06/05/2017
Original Order Number: 942489506-001

Billing Information

Billing Contact: John Smith
Refund Method: Credit Card
Via: Amount: (\$10.88)

Cart Items

Cart Items	Price/Unit	Quantity To Return	Credit
Office Depot® Brand 11" Binding Combs, 20-Sheet Capacity, Black, Pack Of 100 Item # 33328	\$9.99 / pack	1	(\$9.99)

You've chosen to return your item in 1 box.

Subtotal:	(\$9.99)
Taxes:	(\$0.00)
Miscellaneous:	\$0.00
Total Credit:	(\$10.00)

Search for Best Value and Contract Items

(Very Important)

To search for your **Member Contracted Items**, be certain to **sort results to *under 400**.
(*Advanced sorting is available only when less than 400 results appear)

Click Drop-Down and Select **“Best Value and/or Contract”**

Note:

You will see a **Best Value** icon identifying these items when your results populate

You also have access to preferred-priced **Contract** items. Follow the same procedure and select **“Contract Items”** in the Drop-Down Menu to view additional products

Your Selections: clear all

- Standard File Folder
- Letter (8 1/2" x 11")
- 1/3

File Folders 346 results

Filter By

- Availability
 - ☐ For Delivery (331)
 - ☐ In Store (41)
 - ☐ For Store Pickup (41)
- Featured Items
 - ☐ On Sale (4)
 - ☐ New Arrivals (2)
- Categories
 - ☐ File Folders (319)
 - ☐ Expanding File Folders (27)
- Brand
 - ☐ Smead (104)
 - ☐ Pendaflex (62)
 - ☐ Barker Creek (62)
 - ☐ Office Depot (49)
 - ☐ SKILCRAFT (16)
 - ☐ See All Brand
- Product Type
 - ☒ Standard File Folder

By Relevance

Relevance

Contract Items

Best Value

Item 810838 ●

★★★★★ 2593 Reviews

Office Depot® **File Folders**, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 **Folders**

Availability: 2,459

✓ Sold Online

✓ Sold In Stores

Best Value

Eco-conscious

Recycled content

Item 543280

★★★★★ 568 Reviews

Office Depot® **File Folders**, 1/3 Tab Cut, Assorted Position, Letter Size, Manila, Pack Of 100 **Folders**

Availability: 2,721

✓ Sold Online

Best Value

Shopping Lists • Useful Information

Accessing shopping Lists While Shopping

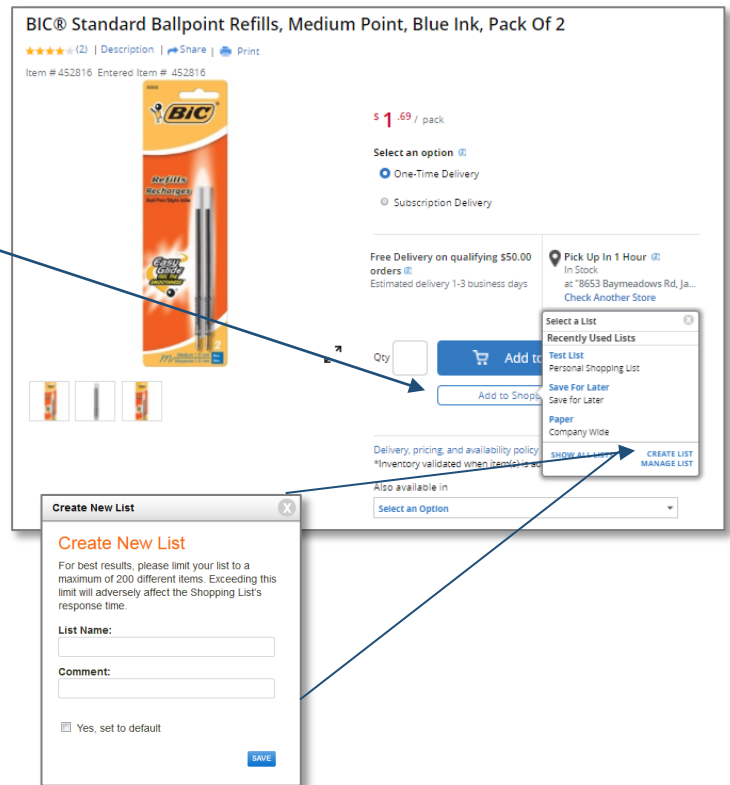
- Locate the item that you would like to add to the shopping list
- Select **“Add to Shopping List”**
A window will pop up. This window gives you the option to create a new list or add the selected item to an existing shopping list.

To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item. You will receive a pop-up window that indicates your item was added successfully

Create a New Shopping list

- Select **“Create List”**
- Enter the name of your new shopping list and select **SAVE**



Accessing Shopping Lists from the Home Page

- Click the **“Lists”** icon to access your shopping lists then select the appropriate Shopping List.
- Select the item(s) to add to your cart and adjust the quantity. Select **“Add to Cart”** to add the items into your shopping cart.

