

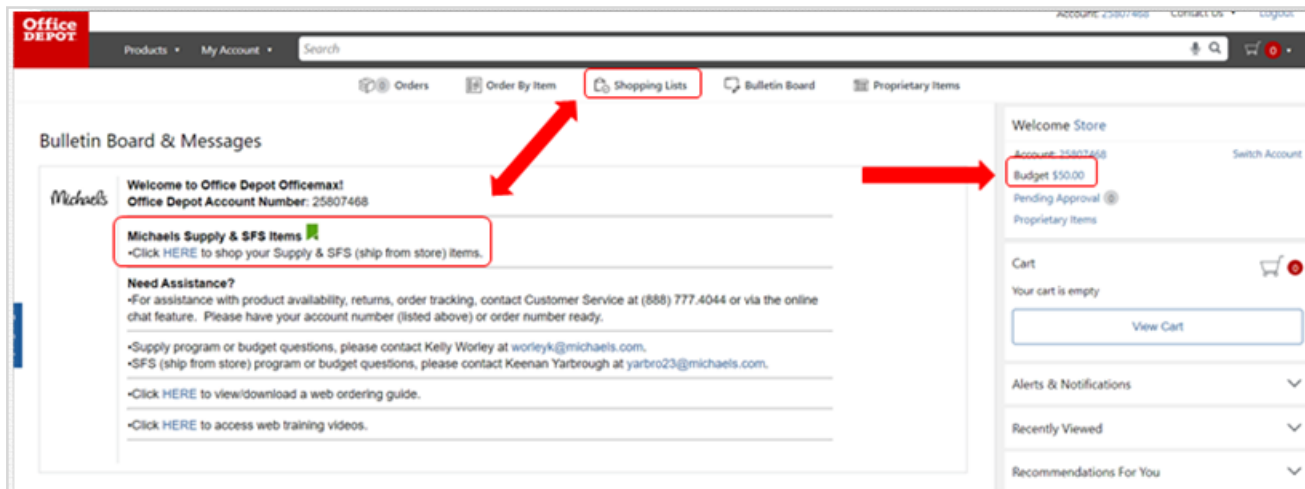
JOB AID 604-1: ORDERING SUPPLIES THROUGH OFFICE DEPOT

Overview

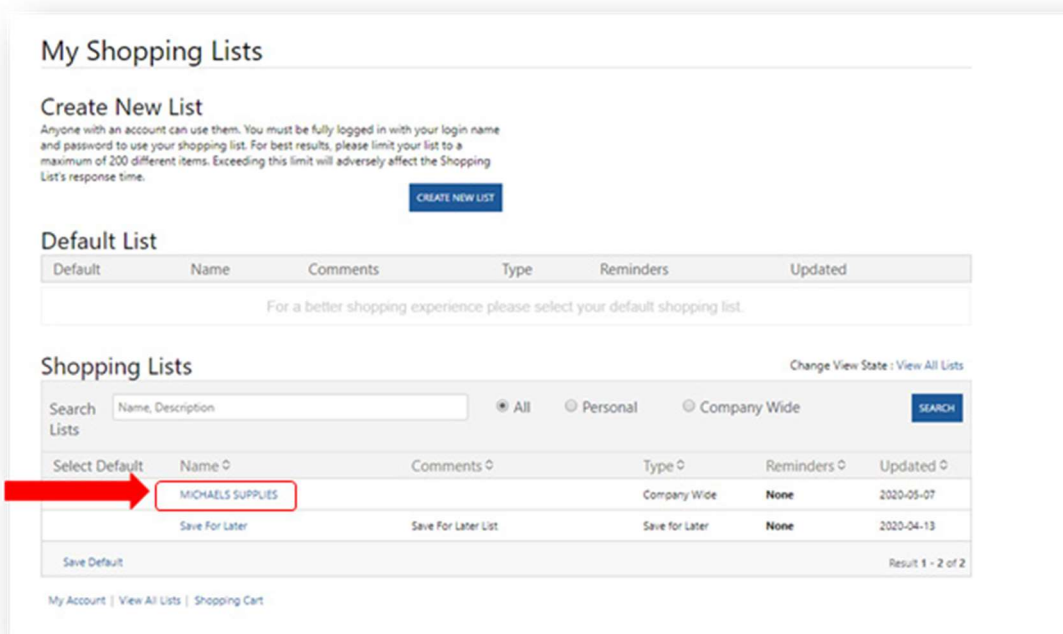
Regular Store supplies, as well as Ship From Store (SFS) Supplies orders through Office Depot. Orders may be placed once per month, or on a weekly basis. Whatever frequency your Store uses, note that any unused portion of your budget will not roll over from month to month. Budgets are available in the system according to the [Calendar](#) in MIK Hub.

Creating an Order

1. Log into MIK Hub and select the [Office Depot](#) link.
 - When signed into MIK Hub with an active session, you will be automatically logged into the Office Depot site through Single Sign On.
2. Upon log in, your account will default to the Store Supplies account. Your store budget will be noted under the account number.

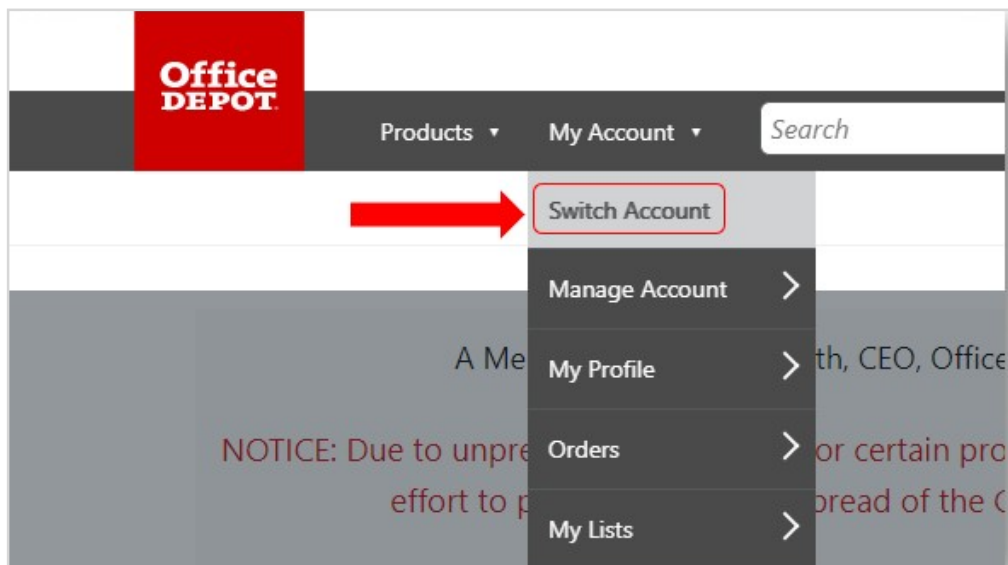


3. Store Supplies are available to shop through the Shopping List.

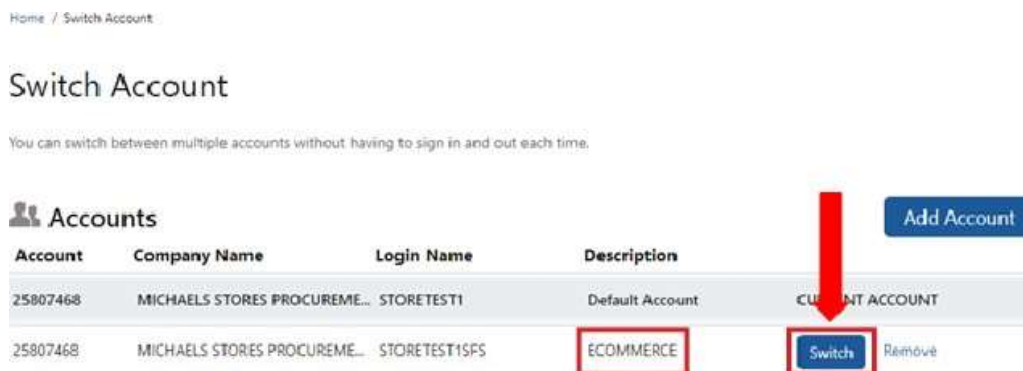


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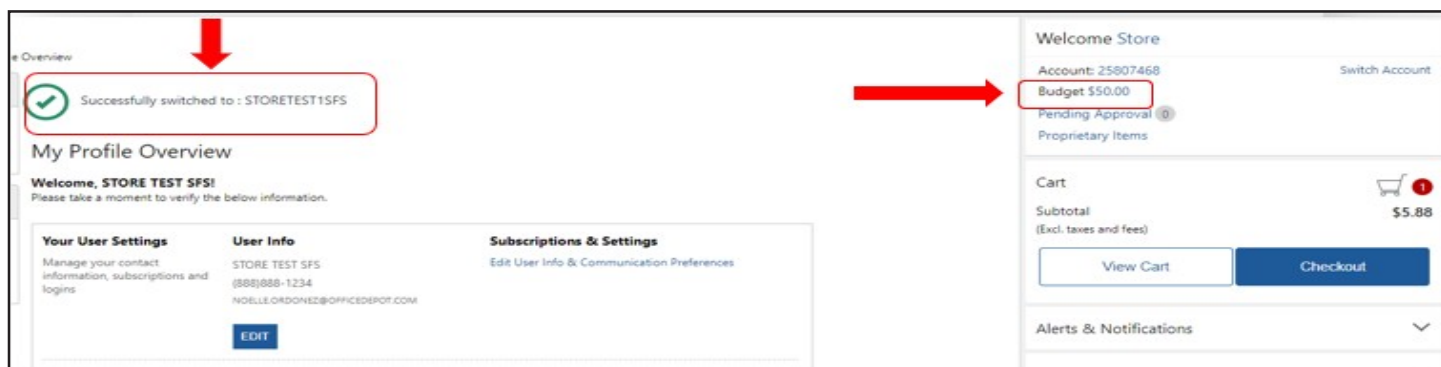
4. If you wish to order SFS supplies, you will have to switch accounts after logging in. Navigate to **My Account** and select **Switch Account**.



5. Select the **Switch** account button to change to SFS Supplies/eCommerce account.



6. After Switching Account, the page will display a **Successfully Switched** account confirmation.



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7. You will be directed to the Shopping List page. Select the category you wish to ship from on the **Shopping List** screen.

Shopping Lists					
Change View State : View All Lists					
Search Lists	Name, Description		☒ All ☐ Personal ☐ Company Wide		
			SEARCH		
Select Default	Name	Comments	Type	Reminders	Updated
	BREAKROOM		Company Wide	None	2020-05-11
	BUBBLE WRAP AND FILM		Company Wide	None	2020-05-08
	CABLE TIES		Company Wide	None	2020-05-08
	COMBO LOCKS		Company Wide	None	2020-05-08
	EQUIPMENT		Company Wide	None	2020-05-08
	FIRST AID		Company Wide	None	2020-05-11
	FLAT MAILERS		Company Wide	None	2020-05-08
	GLOVES		Company Wide	None	2020-05-11
	JANITORIAL CLEANING		Company Wide	None	2020-05-11
	KRAFT PAPER		Company Wide	None	2020-05-08
	OFFICE SUPPLIES		Company Wide	None	2020-05-08
	POWER CORDS		Company Wide	None	2020-05-08
	REGISTER AREA		Company Wide	None	2020-05-11
	RETAIL FIXTURES		Company Wide	None	2020-05-11
	Save For Later	Save For Later List	Save for Later	None	2019-12-10
	SHIPPING BOXES		Company Wide	None	2020-05-08
	SHOPPING BAGS		Company Wide	None	2020-05-08
	STORAGE		Company Wide	None	2020-05-08
	TAGGING AND LABELING		Company Wide	None	2020-05-08
	TAPE		Company Wide	None	2020-05-08

8. From the Store Supplies or SFS Supplies Shopping Lists, items can be selected and added to cart directly by selecting the items and quantity needed.

Office DEPOT

Products • My Account • Search

Account: 25807468 Contact Us • Logout

Orders

Order By Item

Shopping Lists

Bulletin Board

Home / My Lists / Edit My List

SFS Supplies Items In Your List

Select all

Email List

Settings

☒



\$5.88 / each

★★★★★ 710 Reviews

Office Depot® Bubble Roll, 3/16" Thick, Clear, 12" x 200'

Item Number 653230 Entered Item # 653230

Manufacturer # OD-653230

Best Value

1

Add to Cart

Category

Bubble Rolls & Wrap

Group

☒



\$94.99 / case

★★★★★ 0 Reviews

Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25

Item Number 100115 Entered Item # 100115

Manufacturer # 141214

Recycled content

1

Add to Cart

Category

File Boxes

Group

☒



\$40.99 / pack

★★★★★ 1 Review

Office Depot® Brand Multi-Depth Corrugated Cartons, 20" x 14" x 14", Scored 12", 10", 8", Kraft, Pack Of 15

Item Number 697168 Entered Item # 697168

Manufacturer # MD201414

Recycled content

1

Add to Cart

Category

Multi-Depth Boxes

Group

Quantities can be updated if more than "1" is needed

Select the check box of items you need to order

Cart

Your cart is empty

View Cart

Alerts & Notifications

Recently Viewed

Recommendations For You

Order By Item

Recent Searches

Helpful Links

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9. Once all needed items have been selected, click on **Add Items to Cart** at the bottom of the shopping list.

Office Depot® Brand Corrugated Cartons, 6" x 6" x 4", Kraft, Pack Of 25
Item Number 315824 Entered Item # 315824
Manufacturer # 664
Eco-conscious
Recycled content

1

Add to Cart

Category Shipping Boxes Group

\$69.99 / case
★★★★★ 0 Reviews
Office Depot® Brand Corrugated Boxes, Flat, 2"H x 13"W x 13"D, Kraft, Pack Of 25
Item Number 370587 Entered Item # 370587
Manufacturer # 13132
Eco-conscious
Recycled content

1

Add to Cart

Category Shipping Boxes Group

Result 1 - 21 of 21

Page 1 Subtotal: **\$1,100.43**
Total **\$1,100.43**

My Account | View All Lists | Shopping Cart

ADD 2 ITEMS TO CART

Add To Cart

10. Continue adding items as needed. To return to the Shopping Lists screen, select the Shopping Lists tab at the top of the screen.

11. Review the summary of items shown and select **Shopping Cart**.

Home / Find Your Product

The items listed below were added to your shopping cart.

Description	Your Price/unit	Qty.
Office Depot® Bubble Roll, 3/16" Thick, Clear, 12" x 200' Item # 653230 Entered Item # 653230 Best Value	\$5.88 /each	1
Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 100115 Entered Item # 100115 Eco-conscious Recycled content	\$94.99 /case	1

Continue Shopping

SHOPPING CART

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Checkout

Once you have added all needed supplies to your cart, click on the Checkout button.

1. Select Check Out.

Shopping Cart

[Continue Shopping](#)

	Shipping	Qty.	Price
	Office Depot® Bubble Roll, 3/16" Thick, Clear, 12" x 200" Item # 653230 Entered Item # 653230  Best Value	1 Save For Later Remove	\$5.88 \$5.88 each
	Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 100115 Entered Item # 100115	1 Save For Later Remove	\$94.99 \$94.99 case

Comments [Save](#)

Order Summary

Subtotal	\$201.74
Estimated Tax	\$16.64
Estimated Delivery	FREE
Total (4 Items)	\$218.38

[Checkout](#)

Need Stamps?



USPS® Four Flags FOREVER® Postage Stamps, Booklet Of 20

[Add To Cart](#)

[More stamp options](#)

2. Verify contact information, delivery information and budget information.

Email options

☒ Send me an email confirmation of this order

☐ Send a copy of order confirmation to

Order summary

Delivery order 1	# 476223368-001	Estimated delivery 04/14/2020
Delivery order 2	# 476229694-001	Estimated delivery 04/24/2020

Account information

Cost Center Limit X

Cost Center	0102
Total budget:	\$100.00
Your remaining budget:	\$100.00

(Does not include this order or any orders on hold)

PO Number

PO Number is an optional field

*** BUDGET**

0102

Your budget # number will auto-populate. To view available funds as shown, click on your store # under budget.

* Marked fields

* Contact

STORE TEST1

Contact Phone (123) 456-1234 Ext

Comments Not used by our delivery carriers.

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3. Payment Information will auto-populate. Delivery date shown will default to next available delivery day.
 - The Schedule Future Delivery feature should ONLY be used for orders delivered 21-days or more into the future. This will not be available for all items.

Delivery order : # 476261052-001

Estimated delivery 04/14/2020

	Price	Qty.	Total	Remove Item
 Office Depot® Bubble Roll, 3/16" Thick, Clear, 12" x 200" Item # 0653230 Entered Item # 653230 	\$5.88 / each	1	\$5.88	
			Subtotal	\$5.88
			Delivery fee	FREE
			Adjustments	\$0.00
			Taxes	\$0.49
			Total	\$6.37

Delivery order : # 476283788-001

Estimated delivery 04/24/2020

	Price	Qty.	Total	Remove Item
 Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 0100115 Entered Item # 100115	\$94.99 / case	1	\$94.99	
			Subtotal	\$94.99
			Delivery fee	FREE
			Adjustments	\$0.00

5. Select **Place Order** to complete your order.
 - You are still able to make changes to your cart, (i.e.: remove items, update quantities.)

Payment information

Account Billing

Redeem a Gift Card or Rewards Certificate

Delivery options

Standard Delivery

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:
 04/14/2020

Schedule Future Delivery

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

Delivery order : # 476261052-001

Estimated delivery 04/14/2020

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6. If you exceed your budget, your order will not go through and you will receive an error message. Remove item(s) from your cart until your order falls within your available budget.

Delivery order : # 476283788-001
Estimated delivery 04/24/2020

	Price	Qty.	Total	Remove Item
Office Depot® Brand Corrugated Boxes. 14"H x 12"W x 14"D. 15% Recycled. Kraft. Bundle Of 25 Item # 0100115 Entered Item # 100115	\$94.99 / case	1	\$94.99	

Subtotal \$94.99
Delivery fee FREE
Adjustments \$0.00
Taxes \$7.84
Total \$102.83

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the Terms and Conditions.

[Continue Shopping](#) [Save Cart to List](#) [Save Order](#) [Place Order](#)

You must select "UPDATE CART" after click to REMOVE ITEM(S)

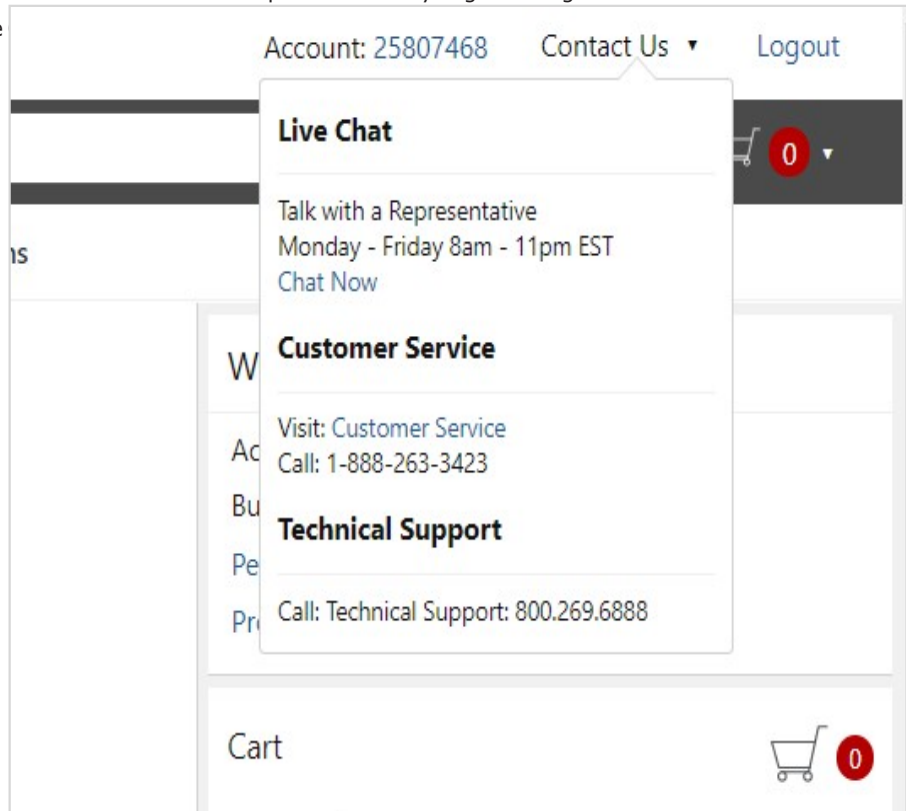
7. At the top of the page, click on the **Orders** link.

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Contacting Office Depot

In the event that you need to reach out to Office Depot Customer Service regarding an order, you need to have the Office Depot account number handy. This number is: **25807468**.

- * You can contact Customer Service by phone at: **1-888-777-4044**.
 - The website will show a different phone number for Customer Service. If you dial the number on the website instead of the one listed above, you will be transferred to the correct department once you give the agent the account number listed above.
- * You are also able to Live



Returns

If you receive product in error or need to return an item, this can be done online. The order status must be either **Shipped** or **Delivered** in order to start a return.

1. Log into [Office Depot](#).



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3. Orders

Order Number

Select By Status: Approver User ID: Date From: Date To: Min Order Total: Max Order Total:

All Orders Pending Approval 2

☐	Order #	Order Date	Ordered By	Approver	PO Number	BUDGET	Status	Total	Delivery Date
☐	48871140-001 P	05/05/2020	RITZ NORTH HILLS MANAGER			\$662	Delivered	\$483.07	05/18/2020
☐	488765500-001 P	05/05/2020	TAMARA RALM HARBOR MANAGER			\$432	Shipped	\$105.27	05/18/2020
☐	488785884-001 C	05/05/2020	TAMARA RALM HARBOR MANAGER			\$432	Delivered	\$45.92	05/07/2020
								\$191.19	
☐	488754185-002 P	05/05/2020	ATL DOUGLASVILLE MANAGER			\$047	Waiting Backordered Items	\$0.00	05/07/2020
☐	488754185-001 P	05/05/2020	ATL DOUGLASVILLE MANAGER			\$047	Delivered	\$37.75	05/07/2020
☐	488759627-001 C	05/05/2020	ATL DOUGLASVILLE MANAGER			\$047	Delivered	\$277.09	05/18/2020
								\$429.75	

4. Select the Order # with item(s) that need to be returned.

5. Scroll

Quantity: 5, Back Order: 0, Shipped: 5, Total: \$107.95

H, Kraft, Pack

COMMENTS:

Subtotal: \$452.90
Delivery Fee: \$0.00
Adjustments: \$0.00
Taxes: \$27.17
Total: \$480.07

6. Select

Select your items to return

☐	Item	QUANTITY	RETURN	TOTAL
☒	Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 100115	1	1	\$94.99
☐	Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 251023	2	0	\$0.00
☐	Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 887195	1	0	\$0.00
☐	Office Depot® Brand Corrugated Boxes, 14"H x 12"W x 14"D, 15% Recycled, Kraft, Bundle Of 25 Item # 887608	1	0	\$0.00

Reason: Please select a reason...

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7. Once the information for the return is received by Office Depot, you will receive information specific to your return.
 - A message may be displayed that instructs the Store that Office Depot will not be picking up item. Instead, a credit will be issued. The Store will be able to decide if they keep/donate/dispose of the item(s)
 - They Store may be contacted with a call tag for the product via email. Print the call tag and place the tag on the outside of the box for UPS to pickup. Place with other items for UPS pickup.
 - If the Store is not able to print a call tag, a confirmation will be sent once the return has been submitted. The Store is to write the return number on the outside of the box(es) and place the box(es) in the area where deliveries are made and an Office Depot driver will pick it up between 1-5 business days.

Frequently Asked Questions

- * I need more product than my budget allows. What can be done?
 - If you need to request additional budget to order critical supplies, email your DM with the following information.
 1. Description of needed item(s)
 2. Quantity needed
 3. Total Cost of additional item(s)
 - Your DM will review and if they approve, they are to email storesupplies@michaels.com with the request for a budget increase.
- * Who do I contact with questions on my account?
 - Customer Account Number: 25807468
 - Customer Service: **800-279-1528**
 - Please note that the website will show a different phone number for Customer Service. If you dial the number on the website instead of the one listed above, you will be transferred to the correct department once you give the agent the account number listed above.
 - Technical Support: 800-269-6888
 - Michaels Support Contact: **Michelle Jensen @ storesupplies@michaels.com**