

ORDERING SFS SUPPLIES THROUGH OFFICE DEPOT QRG

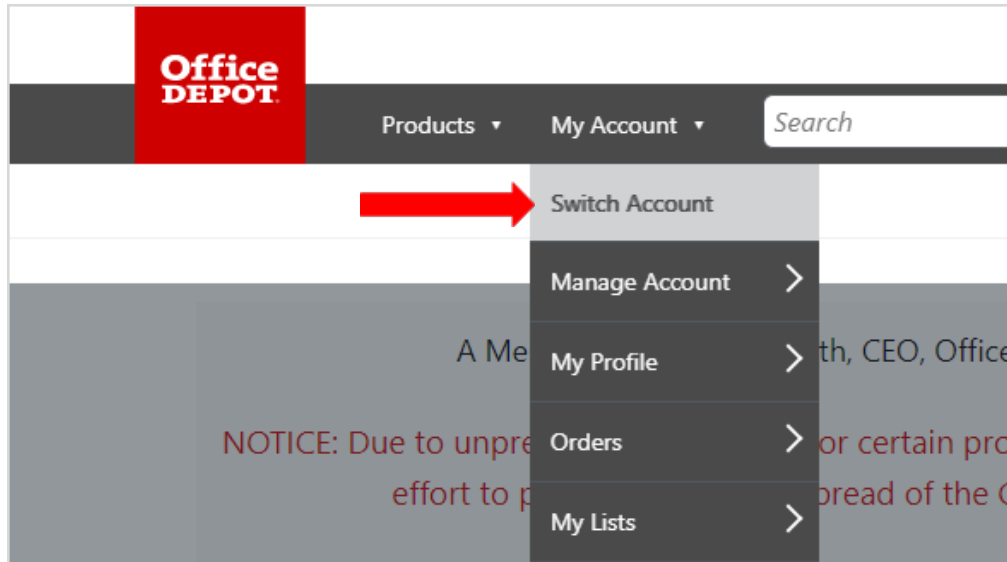
Guidelines

Ship From Store (SFS) Supplies are now available to order through Office Depot. Use the steps below to place orders as needed.

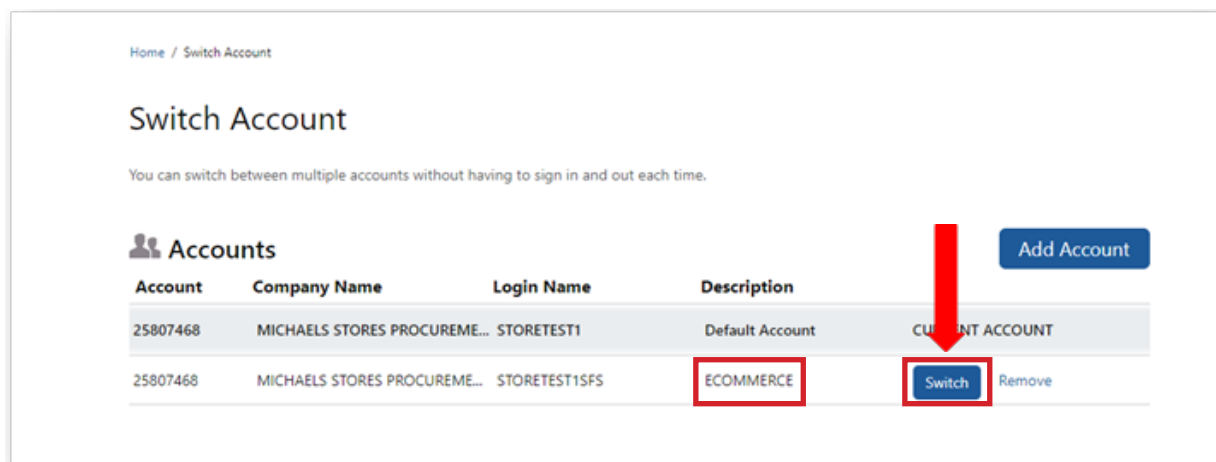
Refer to the last page for a listing of supplies that are available to support SFS.

The Office Depot site is used to order normal Store supplies, as well as SFS supplies. These supplies are accessed in separate areas of the system and will be deducted from the appropriate budget when an order is placed.

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. To order SFS supplies, you will have to switch accounts after logging in. Navigate to **My Account** and select **Switch Account**.
 - You will see your Office Depot account number and available budget shown on the right side of the page.



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



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4. After Switching Account, the page will display a **Successfully Switched** account confirmation.
5. You will be directed to the Shopping List page. Click on **SFS Supplies** shown under the Shopping List category.

Home / My Shopping Lists

My Shopping Lists

Create New List

Anyone with an account can use them. You must be fully logged in with your login name and password to use your shopping list. For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

[CREATE NEW LIST](#)

Default List

Default	Name	Comments	Type	Reminders	Updated
For a better shopping experience please select your default shopping list.					

Shopping Lists

Change View State: View All Lists

Search:

☒ All ☐ Personal ☐ Company Wide

Select Default	Name	Comments	Type	Reminders	Updated
☐	Save For Later	Save For Later List	Save For Later	None	2020-04-13
☐	SFS Supplies		Company Wide	None	2020-04-10
☐	Save Default				

Result 1 - 2 of 2

My Account | View All

Account: 25807468
Budget \$100.00
Pending Approval 0

Cart
Your cart is empty
[View Cart](#)

Alerts & Notifications
Recently Viewed
Recommendations For You
Order By Item
Recent Searches
Helpful Links

6. Items can be selected and added to cart directly from the shopping list 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

☒		\$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 Eco-conscious 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" x 10" x 8" Kraft, Pack Of 15 Item Number 697168 Entered Item # 697168 Manufacturer # MD021414 Eco-conscious 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
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7. Once all needed items have been selected, click on **Add Items to Cart** at the bottom of the shopping list.

Feedback



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

8. 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

Need Help?

- Email Assistance
- Phone Support
- FAQs

Talk with a Representative

Chat Now

SHOPPING CART

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9. 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

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

10. Verify contact information, delivery information and budget information. Your SFS budget will be reflected in the Account Information.

Email options

☒ Send me an email confirmation of this order

☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 476223366-001 Estimated delivery 04/14/2020

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

Account information

Cost Center Limit

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 ECOMM

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

Contact

STORE TEST1

Contact Phone (123) 456-1234

Ext

Comment:

Not used by our delivery carriers.

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11. Payment Information will auto-populate. Delivery date shown will default to next available delivery day.
 - o 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.
12. Items shipping from different warehouse locations will split into separate orders.

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  Best Value	\$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

13. Select **Place Order** to complete your order.
 - o 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

Price	Qty.	Total	Remove Item
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14. 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)

15. After you have placed your order, you can track it by going to **Orders**, located just below the Search bar.

Products ▾ My Account ▾ Search

[Orders](#) [Order By Item](#) [Shopping Lists](#) [Bulletin Board](#)

Board & Messages

16. Once you have placed your SFS/eComm order, be sure to **Switch** the account back to the Supplies Profile.
- This will ensure that the next time you access your account, you will login under your Supplies profile.

Account: 25807468 Contact Us ▾ Logout

Search

Welcome Store

Account: 25807468
Budget \$150.00
Pending Approval 0

Cart

Your cart is empty

[View Cart](#)

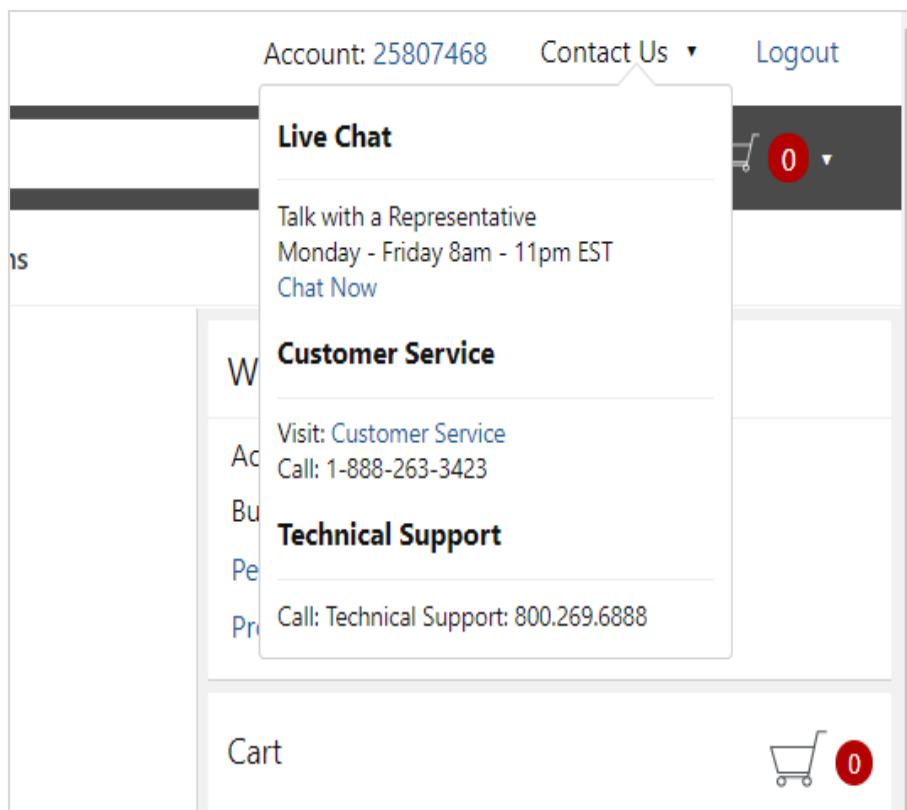
Switch Account

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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 Chat with Customer Service to resolve any issues.



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Approved Supplies for SFS Use

Size	Office Depot SKU	Description
E1BF	370587	13X13X2 CORRUGATED BOXES
E2	698986	10X8X6 CORRUGATED BOXES
E2-BF	697195	20X16X4 CORRUGATED BOXES
E3	696700	15X10X5 CORRUGATED BOXES
E4	100115	14X12X14 CORRUGATED BOXES
E7	697168	20X14X14 CORRUGATED BOXES
E9	251023	19X13X13 CORRUGATED BOXES
E10	253003	24"X15"X10" CORRUGATED BX
F2	315824	6X6X4 CORRUGATED BOXES
G1	761155	8X8x30 CORRUGATED BOXES
L7	255019	27"X14"X9" CORRUGATED BOXES
US	801544	17X13X5 CORRUGATED BOXES
U8	445095	18X18X18 CORRUGATED BOXES
V4	697609	24 X 10 X 10 CORRUGATED BOXES
64	253030	24X15X12 CORRUGATED BOXES
Small Bag	933591	POLYPRO BAG,RESEAL,10X13,CLR
Medium Bag	505969	14"X18" 2MIL RECLOS. POLY BAG
Large Bag	780564	POLYBAG,FLAT,3MIL,24X26,CLR
Tape	568419	OD PACKAGING TAPE - 6/PK
Bubble Wrap	653230	OD BUBBLE ROLL,12"X200'
Kraft Paper	401411	KRAFT ROLL,40LB,24X900