

Technical support: 800-269-6888 • Customer Services: 888.263.3423

User Login

In the internet browser address bar, type <https://business.officedepot.com>.

- Enter your user Name/ID
- Enter Password
- Click Log in
- "Automatic Login"
Check this box to by-pass the login page and connect to your account without rekeying credentials.
- Lost Login / Password assistance



Home

The landing page includes a bulletin board to keep you informed. From this page all shopping features may be launched.

Help

Live Chat, customer service links, User Guide and online Demos

Store Locator

Order by Item

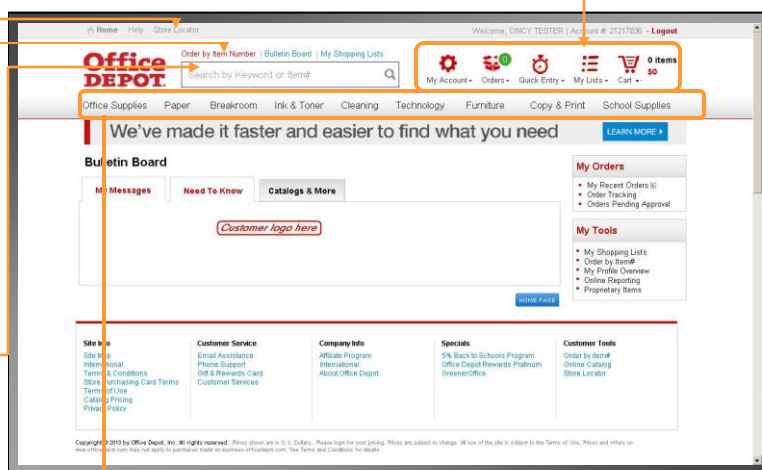
Key in up to 20 product #'s for simultaneous entry into shopping cart.

Search:

Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes

Click on Product Category to view product groupings.

Ink & Toner Find refills and supplies for your business machines.



My Account

To view Account Profile, On line Reporting, Dashboard features

Orders

View order tracking, Orders waiting for approval, Future Order Recent orders

Quick Entry:

Add a single item to order or shopping cart with fewer clicks.

My Lists

Shopping Lists, manage lists and quick view default shopping lists



Shopping Cart: value, details and current shipping address

Building Your Order

Step 1 Logon on to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative

Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Product Navigation Bar** and select the category or sub-category to view products.
- **Search:** type item **Keyword** or **Item Number** and click **Search**. 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: Best Value (Contract), 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 #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click  Click the **"Show Images"** check box to view product images and details. Enter up to 20 items at once.
-  **Quick Entry:** Add a single item to order by entering Office Depot part # manufacturer# , or custom product code numbers, quantity then 
-  **My Lists.** Select Default or any Add preselected lists. To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click Add to Cart.
Hint: If the shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.

Step 3  **** Shopping Cart** to review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4  - Review selected items and shipping address and accounting field requirements; modify as needed. If the order is released by 5:00 it will be processed for next available day delivery