

Login Page

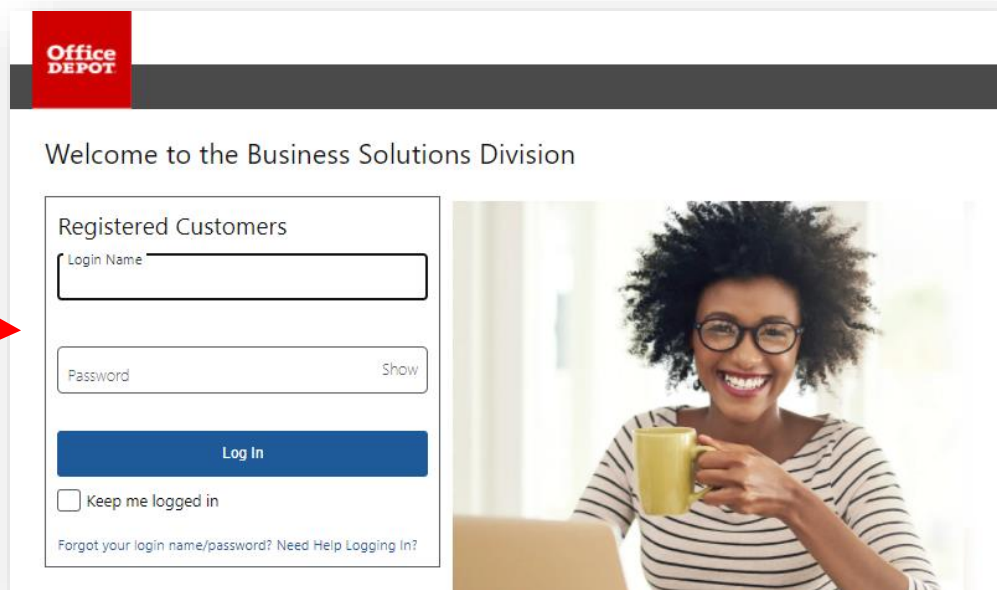
URL: <https://business.officedepot.com>

Enter Login Name:

VANSXXX
(XXX = 3 digit store #)Enter Password
(case sensitive):

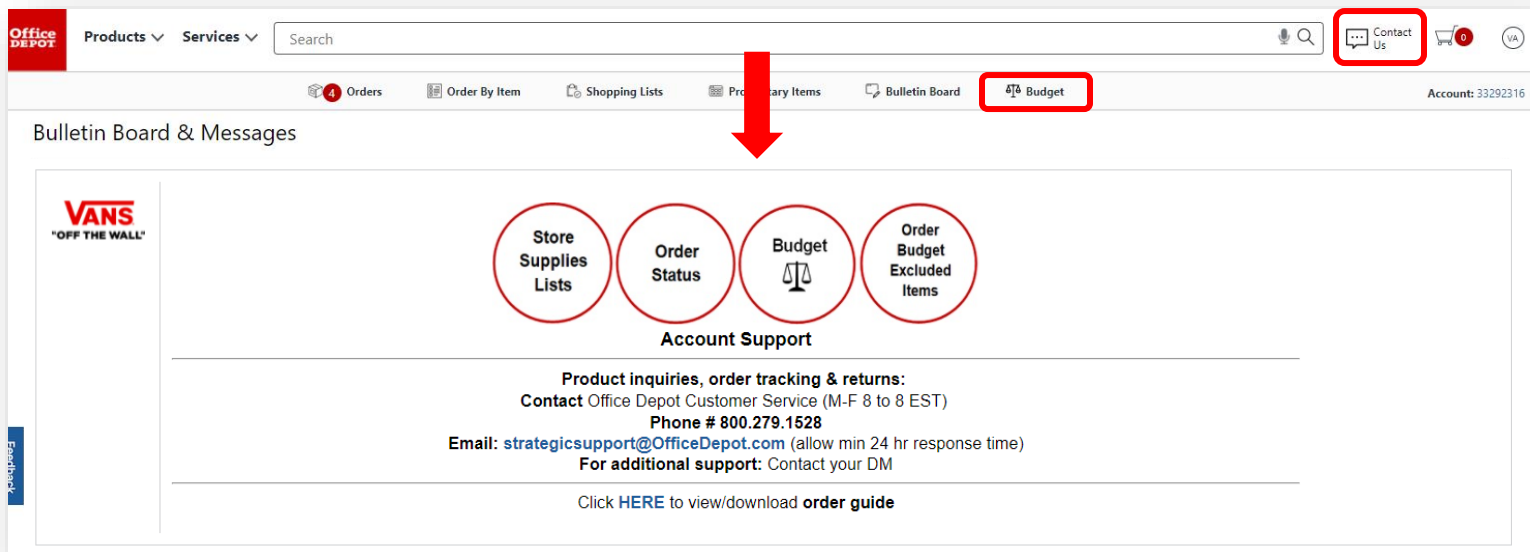
Vans1966!

Click LOGIN button



Home

Bulletin board provides links to **frequently accessed items** (click each circle), **budget** information & **Customer Service** contact information.



Bulletin Board & Messages

VANS
"OFF THE WALL"

Store Supplies Lists Order Status Budget Order Budget Excluded Items

Account Support

Product inquiries, order tracking & returns:
Contact Office Depot Customer Service (M-F 8 to 8 EST)
Phone # 800.279.1528
Email: strategicsupport@OfficeDepot.com (allow min 24 hr response time)
For additional support: Contact your DM

Click [HERE](#) to view/download order guide

****IMPORTANT****

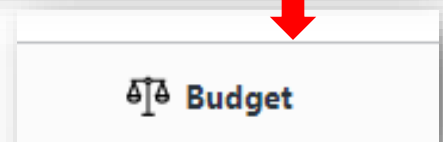
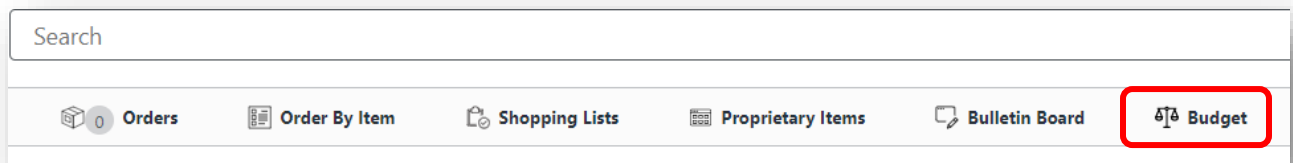
When you first login to your account, you will land on your default account which allows you to shop for all store supplies EXCEPT toner cartridges & shopping bags.

To order toner cartridges & shopping bags, you must switch to your no budget account & place a separate order for these items as they will not deduct against your monthly budget.

Follow the instructions on the next page to switch accounts.

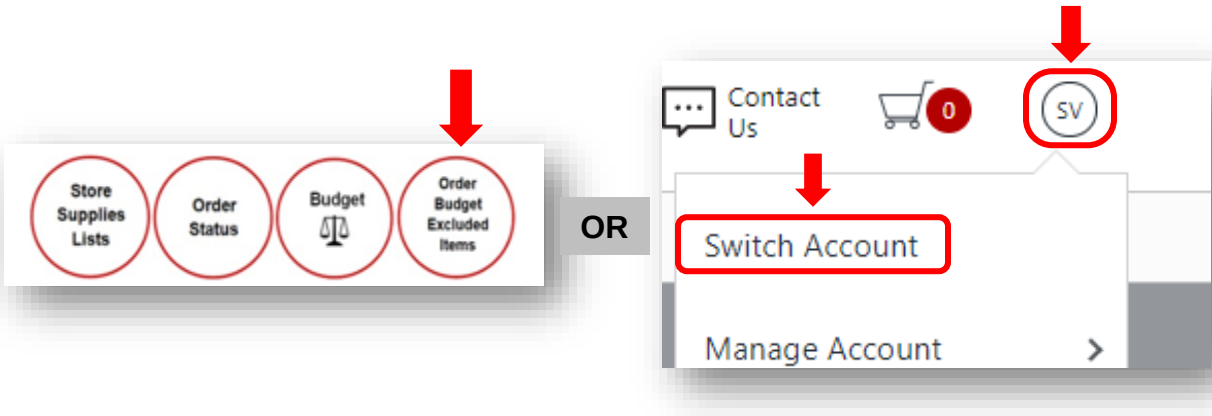


- To view your monthly budget and dollars available/used, hover your cursor over the **Budget icon** in the quick link bar as shown below.
- Your budget dollars used will update right after your order is placed.
- Budgets include sales tax.
- IMPORTANT! Order totals which exceed your available budget will route for approval to your DM.



Order Budget Excluded Items

- To order items excluded from your monthly budget, switch to your secondary account by clicking the circle icon (as shown to the left here) OR go to My Account (upper right hand corner of page), then **SWITCH ACCOUNT** as shown below.



- Next click blue **SWITCH** button as shown below.
- Add shopping bags and/or toner cartridges to your cart and checkout. These items will not count against your monthly budget.

Switch Account

You can switch between multiple accounts without having to sign in and out each time.

Accounts Add Account

Account	Company Name	Login Name	Description	
33292316	VF OUTDOOR LLC VANS	VANS_STOREDEFAULTVIEW	Default Account	CURRENT ACCOUNT
33292316	VF OUTDOOR LLC VANS	VANS_NOBUDGETVIEW	No budget catalog	Switch Remove



- Click on the **store supplies list** icon (as shown here to the left) from the landing page to view your store supplies lists.
- Shared lists by product category are noted below.
- Click on the list you'd like to shop & easily add items to your cart with just a click.
- If you prefer to shop from your own list, you can create a **personal list(s)** which is only visible for your store.

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
For a better shopping experience please select your default shopping list.				

Shopping Lists

Search	Name, Description		☒ All	☐ Personal	☐ Company
Lists					
Select Default	Name	Comments	Type		
☐	BACK OFFICE		Company Wide		
☐	frequently ordered		Personal Shopping List		
☐	JANITORIAL		Company Wide		
☐	LOSS PREVENTION				
☐	SAFETY				

Create your own **personal/store specific shopping lists**. Simply click "create new list" and name your list as shown.

Create Shopping List

Create New List

For best response time, please limit your list to a maximum of 200 different items.

List Name

Description

List Type

Personal

☐ Set As Default

☐ Set As Favorite

You can also build your order by using the **SEARCH** option as shown. NOTE: items which have a **Restricted item icon** (see example) will route for **DM approval**.

Search

Orders

Order By Item

Shopping Lists

Proprietary Items

Bulletin Board

Budget



Restricted Item

Checkout

- Hover over the shopping cart icon (upper right corner) to view a snapshot of your cart.
- Click **CHECKOUT** if you are ready to place your order.
- Review the shipping address to ensure accuracy.
- Your budget & cost center will auto populate

Cart Summary

Current Delivery Info:
VANS
1588 S COAST DR
COSTA MESA, CA 92626-1533
[Change](#)

Office Depot® Brand Copy And Print Paper, Letter ...
\$63.39 each QTY 1

Subtotal(1 item): \$63.39

[View Cart](#) [Checkout](#)

If ready to place your order, click **PLACE ORDER** button.

If you have a restricted item in your cart and/or if over your budget, you will see a **SUBMIT** button. Entire order will be submitted to your DM for approval.

Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User information
VANS ADMIN
(888) 777 - 4044
noreply@officedepot.com [Change](#)

Delivery information
VANS
1588 S COAST DR
COSTA MESA, CA 92626
(Taxable) [Change](#)

Email options
☒ Send me an email confirmation of this order
☐ Send a copy of order confirmation to

Order summary
Delivery order 1 # 165672738-001 Estimated delivery 04/08/2021

Account information
* BUDGET 3
* COSTCTR 150120003

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:
04/08/2021

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 : # 166346620-001
Estimated delivery 04/08/2021

	Price	Qty.	Total	Remove Item
Office Depot® Brand Copy And Print Paper, Letter Size (8-1/2" x 11"), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams Item # 0348037 Entered item # 348037	\$63.39 / case	1	\$63.39	☐
Subtotal			\$63.39	
Delivery fee			FREE	
Adjustments			\$0.00	
Taxes			\$4.12	
Total			\$67.51	

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](#)

Delivery order : # 166311839-001
Estimated delivery 04/16/2021

	Price	Qty.	Total	Remove Item
Honey-Can-Do Collapsible Commercial Garment Rack With Wheels, 66 5/8" H x 22" W x 74 5/16" D, Chrome Item # 0919277 Entered item # 919277	\$95.19 / each	1	\$95.19	☐
Subtotal			\$95.19	
Delivery fee			FREE	
Adjustments			\$0.00	
Taxes			\$6.19	
Total			\$101.38	

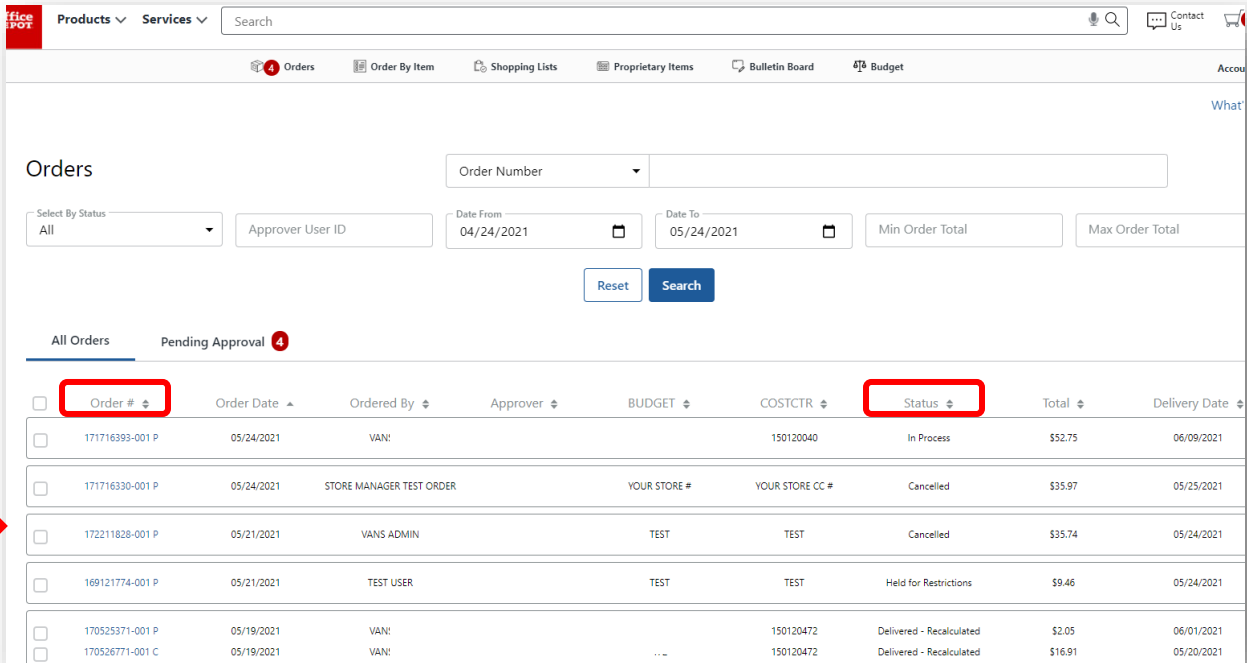
Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#)

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

Order Status

- Track the **status of your order**, request an **online return**, place **reorders** and/or add to your **personal shopping list** by clicking on the related **ORDER #** to access these options - see below.
- Order history will hold orders placed over the past **12 months**.
- Utilize the filters to locate **specific orders**.
- Orders for **restricted items** and/or if your order **exceeds your available budget**, it will route to your DM for approval. Order status will reflect as "held for review" or "held for restrictions"



Products Services Search

Orders Order By Item Shopping Lists Proprietary Items Bulletin Board Budget

Orders

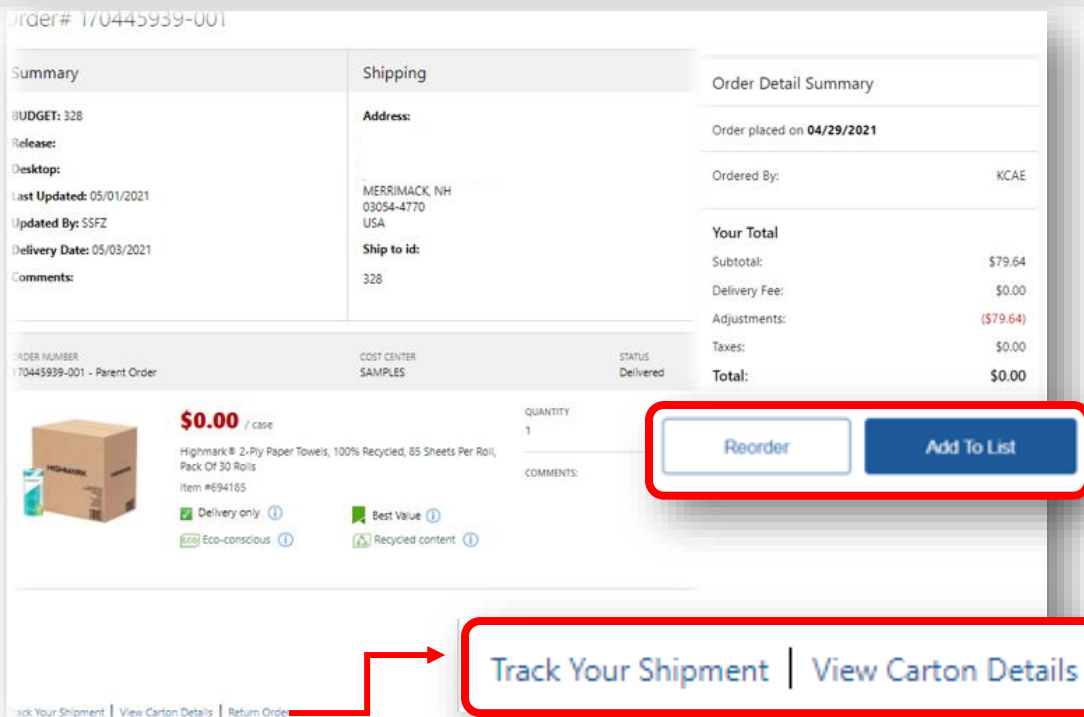
Order Number

Select By Status: All Approver User ID Date From: 04/24/2021 Date To: 05/24/2021 Min Order Total Max Order Total

Reset Search

All Orders Pending Approval 4

☐	Order #	Order Date	Ordered By	Approver	BUDGET	COSTCTR	Status	Total	Delivery Date
☐	171716393-001 P	05/24/2021	VAN:			150120040	In Process	\$52.75	06/09/2021
☐	171716330-001 P	05/24/2021	STORE MANAGER TEST ORDER		YOUR STORE #	YOUR STORE CC #	Cancelled	\$35.97	05/25/2021
☐	172211828-001 P	05/21/2021	VANS ADMIN		TEST	TEST	Cancelled	\$35.74	05/24/2021
☐	169121774-001 P	05/21/2021	TEST USER		TEST	TEST	Held for Restrictions	\$9.46	05/24/2021
☐	170525371-001 P	05/19/2021	VAN:			150120472	Delivered - Recalculated	\$2.05	06/01/2021
☐	170526771-001 C	05/19/2021	VAN:			150120472	Delivered - Recalculated	\$16.91	05/20/2021



Order# 170445939-001

Summary	Shipping	Order Detail Summary
BUDGET: 328 Release: Desktop: Last Updated: 05/01/2021 Updated By: SFFZ Delivery Date: 05/03/2021 Comments:	Address: MERRIMACK, NH 03054-4770 USA Ship to id: 328	Order placed on 04/29/2021 Ordered By: KCAE Your Total Subtotal: \$79.64 Delivery Fee: \$0.00 Adjustments: (\$79.64) Taxes: \$0.00 Total: \$0.00

ORDER NUMBER: 170445939-001 - Parent Order COST CENTER: SAMPLES STATUS: Delivered

\$0.00 / case

QUANTITY: 1

COMMENTS:

Highmark® 2-Ply Paper Towels, 100% Recycled, 85 Sheets Per Roll, Pack Of 30 Rolls
Item #694165

☒ Delivery only ☒ Best Value ☒ Eco-conscious ☒ Recycled content

[Reorder](#) [Add To List](#)

[Track Your Shipment](#) | [View Carton Details](#) | [Return Order](#)

RETURNS/EXCHANGES

- PLEASE NOTE: In order to initiate a return or exchange, the order status must be **DELIVERED**.
- You can submit your return or exchange **online** (see below) or **call** or **chat** with Customer Service. **If the order status shows as delivered but the return link doesn't appear online then you must either call or chat with Customer Service for assistance.
- Once in the order detail, click on the **RETURN ORDER** link located below the items.
- Check the box next to the item(s) to return or exchange, select the reason, specify the quantity and click **RETURN SELECTED** button.
- Follow the return instructions provided after submitting your return/exchange.

Order# 170654915-001 [Print All Orders](#) | [What's New?](#)

Summary	Shipping	Billing
BUDGET: 508 Release: Desktop: Last Updated: 04/28/2021 Updated By: A2QL Delivery Date: 04/28/2021 Comments:	Address: MERRIMACK, NH 03054-4770 USA Ship to id: 328	Account#: 61396589 Contact: TIMBERLAND ADMIN 1 (888) 777-4044 Payment Method: Account Billing

Order Detail Summary

Order placed on 04/26/2021

Ordered By: A2QL

Your Total

Subtotal:	\$40.46
Delivery Fee:	\$0.00
Adjustments:	(\$40.46)
Taxes:	\$0.00
Total:	\$0.00

[Reorder](#) [Add To List](#)

ORDER NUMBER	COST CENTER	STATUS	QUANTITY	BACK ORDER	SHIPPED	TOTAL
170654915-001 - Parent Order	SAMPLES	Delivered				\$0.00
\$0.00 / each Quantity: 1, Back Order: 0, Shipped: 1, Total: \$0.00 Delivery only						
\$0.00 / pack Quantity: 1, Back Order: 0, Shipped: 1, Total: \$0.00 Delivery only						

Subtotal: \$26.88
 Delivery Fee: \$0.00
 Adjustments: \$26.88
 Taxes: \$0.00
 Total: \$0.00

[Track Your Shipment](#) | [View Carton Data](#) | [Return Order](#) →

Select your items to return

Select your items to return

Item	QUANTITY	RETURN	TOTAL
☒	1	1	\$0.00
☒ Return ☐ Exchange			
☐	1	0	\$0.00

*Reason: Ordered Wrong Item

Please select a reason...

- Damaged Item
- Delivered Late
- Catalog Description Incorrect
- Received Wrong Item
- Don't Want Item

Subtotal (1 item selected) \$0.00

Total: \$0.00

[Cancel](#) [Return Selected](#)