

OFFICE DEPOT[®] ORDER GUIDE

SIGN-ON:

- Enter the following URL into your browser (and save as a favorite): <https://business.officedepot.com>
- **Login Name:** User defined
- **Password:** User defined
- **Password Reset:** Click on the *Forgot your login name/password?* link at the bottom of the *Registered Customers Login* box.

Registered Customers

Login Name

Password [Show](#)

[Log In](#)

☐ Keep me logged in

[Forgot your login name/password?](#)

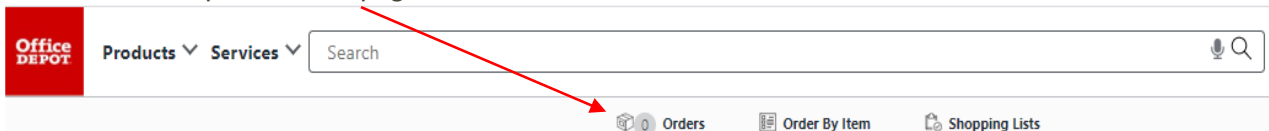
[Need Help Logging In?](#)

REMINDERS:

- Your account number will be listed in the upper right corner of the webpage, once you are logged into the website.
- Program Savings on key Contract Items (any item marked with:  Best Value)
- No Delivery Fees on orders of \$25 or more (delivery fee is added on orders less than \$25; help to reduce freight costs by consolidating orders to a weekly or semi-monthly cycle)
- Next Day Delivery on most items (if placed by 4pm local time)
- The Office Depot[®] site enables you to place orders, return orders, browse product, track orders; and more! Check the Bulletin Board upon login for additional reminders and messages.

NAVIGATION:

- To begin filling your cart, you may shop by entering key words in the *Search* field at the top of the webpage.
- Click on [Add to Cart](#) for each item to be ordered (default quantity is 1, but can be over-written, as needed).
- Select [SHOPPING CART ▶](#) to verify/view items currently in your *Shopping Cart*.
- Select [Continue Shopping](#) to shop/view additional items.
- Select [CHECK OUT ▶](#) to view your shipping detail and other data on your account.
- When you are ready to order, scroll to the bottom of the page and click [Place Order](#).
- You will see an *Order Confirmation* number, once your order is completed. You will also receive an email confirmation.
- Once an order is placed, you can track order status using the *Orders* icon below the *Search* field at the top of the webpage:



QUESTIONS:

- Click on the  [Contact Us](#) icon on the right side of the menu bar at the top of the webpage.
- **Contact:** Theresa McManis, Office Depot[®]
 - **Email:** theresa.mcmanis@officedepot.com
 - **Phone:** 855-337-6811, extension 16027

Get your contract pricing wherever business takes you.

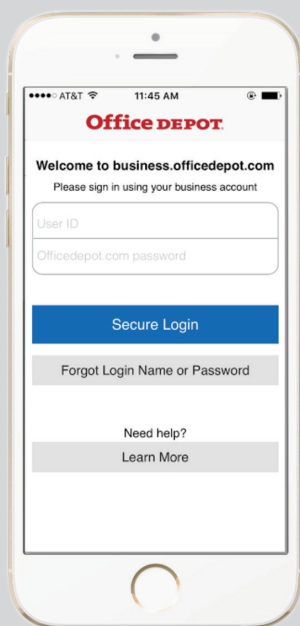
It's simple to access your Store Purchasing Card through our Business Solutions App.

Using your smartphone to access your card can help you save time and money. When shopping in our stores, just pull up your card on your smartphone and receive – your negotiated contract price or the in-store sale price, whichever is lower.

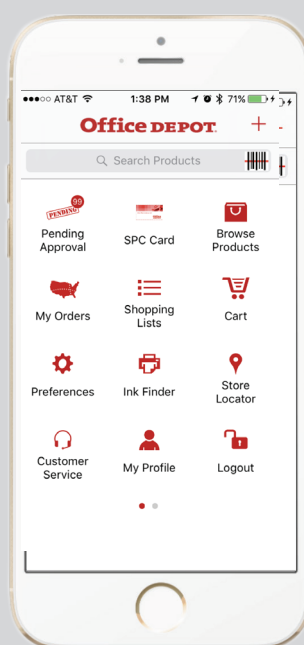
Simply go to the App Store (Apple) or Google Play Store (Android) to download the Office Depot® Business App. Once the App is installed, you can login, select Store Purchasing Card from the menu and provide it to the cashier at checkout. It's that simple!

Please note that permission to access Mobile Store Purchasing Cards can be enabled by your company's Super User on the desktop Business site or by your Account Manager.

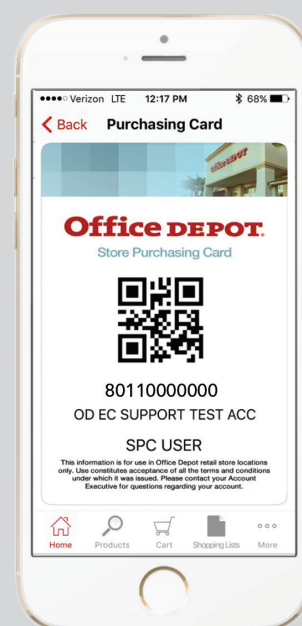
Now. Shop on the go!



1 Go to log in page.



2 Select **Purchasing Card** from the menu.



3 Provide your mobile Store Purchasing Card to the cashier at checkout.

Click: business.officedepot.com **Call:** 888-2-OFFICE (888-263-3423) **Come by:** Visit a store near you!