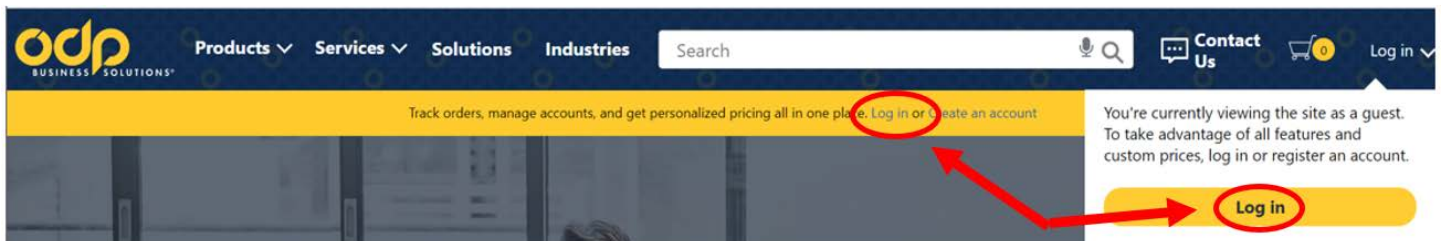


GETTING STARTED WITH THE OFFICE SUPPLIES & BUSINESS SOLUTIONS PROGRAM IS EASY

Welcome to ODP Business Solutions!

Your ODP Business Solutions account is now available and ready for use. To access our ODP Business Solutions website, click [here](#) or copy and paste URL <https://www.odpbusiness.com/home.do> into your favorite web browser. Please add us as a favorite by bookmarking our webpage in your preferred browser.



Welcome to ODP Business Solutions

Formerly known as Office Depot Business Solutions Division (BSD)

Returning Customer?
Login to access all your ODP benefits!

Login name

Continue

Forgot login name/password?
Create a new Account

Benefits for Registered Customers

Here's a few benefits you'll access by logging in.

- Enjoy discount pricing**
Enjoy exclusive savings and special pricing for volume purchasing.
- Add and manage multiple shoppers**
Empower your staff to purchase solutions under one or multiple payment methods.
- Manage and track orders**
Track all orders submitted from your employees to help better manage your overall budget.

Welcome to ODP Business Solutions

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Returning Customer?
Login to access all your ODP benefits!

Password

☐ Keep me logged in

Log In

Forgot login name/password?
Create a new Account

Benefits for Registered Customers

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- Enjoy discount pricing**
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- Manage and track orders**
Track all orders submitted from your employees to help better manage your overall budget.

Your Login Name is your Branch Email Address: CAP#@sales.fredlova.com. Your Password is: **Welcome1** (case sensitive)

Helpful numbers to reference:

- If you should have any navigational questions or need assistance signing on, call our **ODP Technical Support Desk** at **888-263-3423**.
- For inquiries concerning product information, returns or questions concerning your orders, you can contact our **ODP Strategic Support Customer Service Desk** – StrategicSupport@odpbusiness.com or **800-279-1528**.

Tips for Navigating the Website



Bulletin Board & Messages



Welcome to ODP Business Solutions!

Here are some tools to help get you started

- [Click here](#) to download a 1-page ordering guide.
- [Click here](#) to watch the instructional video on placing an order.

Things you need to know about ordering

- To save you time and money, always start by [Clicking Here](#) to begin your order. Easily find the items you are looking for in these categorized shopping lists. These items

From the Bulletin Board, Click here for the Preferred Shopping Lists.

The prices shown are your companies negotiated prices and can be identified by the **Best Value** green ribbon icon

From the Shopping List, you will select the product category to select **Best Value** products.

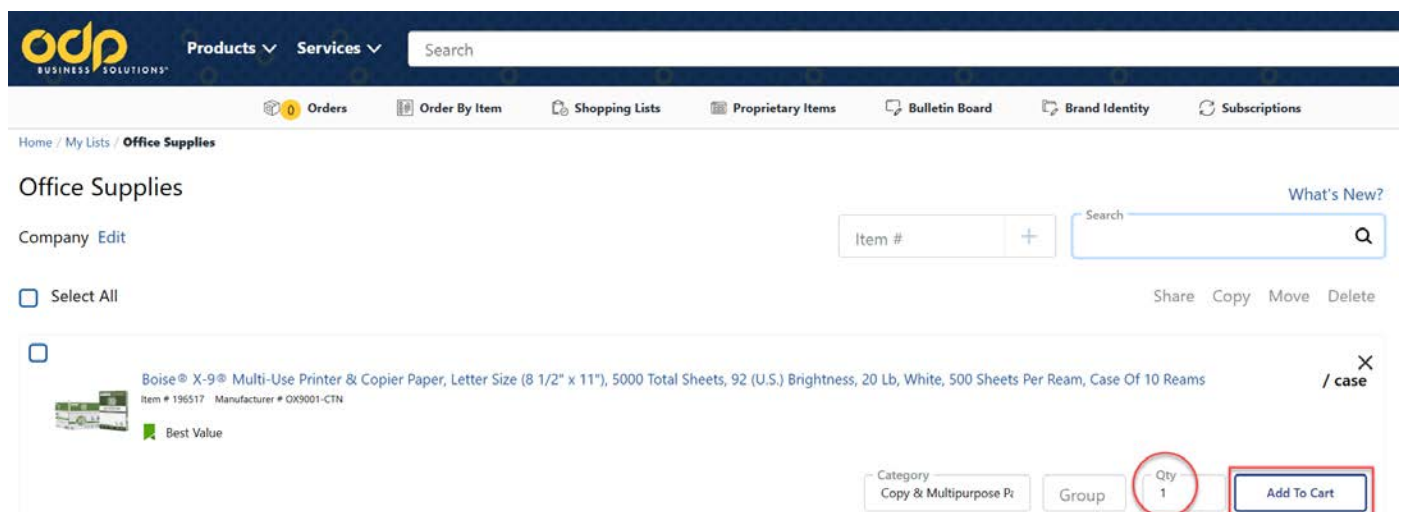
Search by list name, list description, or item #.



Find A List

List Name	List Type	Description	Favorite
Copy Paper	Company Wide	Everyday Copy Paper	☐
Writing Instruments	Company Wide	Pencils, Pencils, Highlighters	☐

To order an item, simply click on it, update the quantity, and add it to your cart. If you cannot find an item on the website or in the catalog, contact ODP Customer Service for assistance at **StrategicSupport@odpbusiness.com**



- **NOTE:** *there is a recommended \$50 minimum order threshold. Please consolidate your orders as much as possible to avoid a \$9.99 shipping fee. (Reporting will be sent to Fred Loya on order consolidation efforts.)*

CHECKING OUT

- When finished shopping, click on the **'View Cart'** link or picture of the shopping cart at the Top Right of your screen. You will have the opportunity to review your Shopping Cart and make any changes.
- Verify items in your cart, complete any required information, make any necessary changes to your cart then click **'Update Shopping Cart'**.
- Review the items in the cart and when you are ready to proceed with your purchase, click the **Checkout** button.
- **By Default, your CAP # has been preloaded and is noted at checkout for your convenience.**
- Payment Option:
 - By default, Account Billing is set up.
- When your order has been submitted, the Order Confirmation page will appear. This confirms that your order has been successfully submitted to the ODP system. Your order can be tracked by using the order number displayed on that page or simply by going to the "Orders" on the navigation bar at the top of the page.

DELIVERY & SHIPPING

- Deliveries to all major markets are normally scheduled for the next business day. **Orders must be submitted by and/or approved (if applicable) by 3:00 p.m. local time.**

ORDER TRACKING & RETURNS

Under the **Order Number** drop box select attribute of the search: Order #, PO Number, Cost Center, Item Number, etc., then in the adjacent field enter your search value.

Or

Select by Status

If the order was placed before previous 30 days, adjust date parameters.

Search results are displayed in descending chronological order.

Order #	Order Date	Ordered By	Approver	PO #	OPT #	REL #	Status	Total	Delivery Date
60070146-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	DELTD-PAID DUE/NOT PAID	\$181.03	04/01/2022
60070128-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	In Process	\$138.42	03/01/2022
60070128-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	In Process	\$125.49	04/01/2022
60070123-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	Held by Customer	\$87.05	
60070084-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	In Process	\$125.49	04/01/2022
60070020-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	Held by Customer	\$84.02	
60070020-001 P	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	In Process	\$33.02	04/01/2022
60070024-001 C	03-01-2022	SCOTUS@PREF	SCOTUS@PREF	<04802-004>	<P&B>	++	In Process	\$10822.24	04/05/2022

Click the **Order Number** to view details of the order.

Order Details

Delivery

Attention: ODP TEST ACCT
Gleason Gleason
6800 N Military Trl
Ste 100
Boca Raton, FL 33496-2434 USA

Phone: (561) 557-6679
Ext: 1
Email: testuser@odpbusiness.com
Ship to ID: BILL TO

Payment

Account #: 21217836
PO Number: AUT_PO
Amount: \$30.24

Additional Info

Ordered By: Customer Care
Phone: (561) 557-6679
Ext: 1
Last Updated: 03/31/2022
Updated By: XINT

Order Summary

Order Placed: Mar 31, 2022

Item Subtotal:	\$16.62
Discounts:	(\$1.66)
Delivery Fee:	\$9.99
Additional Fees:	\$3.33
Taxes:	\$1.96
Order Total	\$30.24

[Add to List](#) [Reorder All](#)

Shipment 1 of 1

ORDER NUMBER	ORDER STATUS	TOTAL
603070549-001	Delivered	\$30.24

[Create Return](#) [Track Package](#) [Buy It Again](#) [Write a Review](#)

Processing

Adhobrights Color Paper, 8.5" x 11", 24 lb., Cosmic Orange, 500 Sheets
Item #235815
Qty: 1 @ \$16.62 / ream
\$16.62
Eco Conscious

Pricing Summary

Item Subtotal:	\$16.62
Discounts:	(\$1.66)
Delivery Fee:	\$9.99
Additional Fees:	\$3.33
Taxes:	\$1.96
Order Total	\$30.24

Shows the full detail including:
Order Number
Delivery Status
Tracking information

All details of the order including. Quantity shipped,
Product description and links to product detail,
item icons such as Contract, Best Value and
product restriction status.

Need to request a return?

If item is returnable online, a Click [Create Return](#) and follow the simple step by step instruction for returning your unneeded items.

[Add to List](#) To place items into a custom shopping lists shopping list.

[Reorder All](#) To create a new order with the same items.

- Review the information for the return and click “Submit Return” at which point you will get a return authorization number for the return.
- You may include instructions for an ODP or UPS driver.
- Your return pickup will be scheduled to coincide with your next delivery, or within 5 days if no orders are scheduled.
- You may return most items in their original packaging within 30 days (most technology items within 14 days). All returns must be in their original packaging.
- You may submit only one online return request per order. Please contact ODP Strategic Support if you need to return an additional item from the same order. Please send email to StrategicSupport@odpbusiness.com Please include the order number, the item number and the qty of that item you are requesting to return.

Please Note: Depending on the specific order type, or if a return has already been placed on an order, the “Submit Return” option may not be available. Please contact ODP StrategicSupport@odpbusiness.com at 800-279-1528 to place a return for these orders.

THINGS TO REMEMBER

- Orders must be completed/submitted for processing by 3:00 P.M. local time to guarantee next day delivery (in most cases).
- Order Tracking allows 16 months of order history view.

For inquiries concerning product information, returns or questions concerning your orders, please contact our **ODP Strategic Support Customer Service Team**

StrategicSupport@odpbusiness.com or 800-279-1528.

YOUR ACCOUNT MANAGER

Ken Rose

Sr. Account Executive | ODP Business Solutions

ken.rose@odpbusiness.com | Customer Service 800.279.1528.