

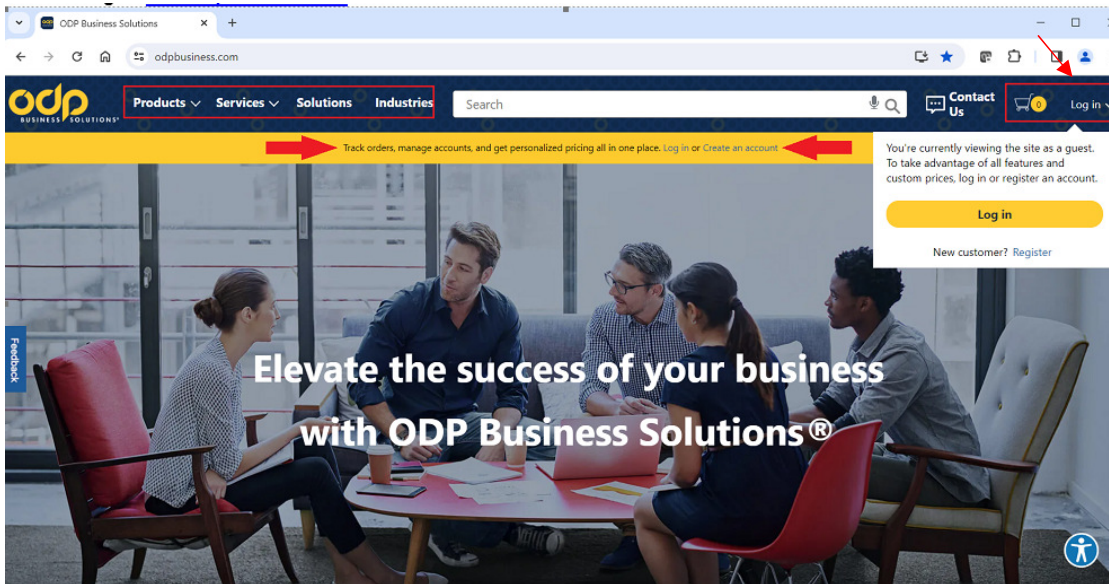
Quick Start User Guide

MyBuy users – There is NO process change for you. ODP punchout catalogue will be visible in MyBuy as of April 8th, 2024

Non-My Buy users, please follow and utilize the instructions below.

On the internet browser address bar, enter www.odpbusiness.com

On the ODP Business Solutions website, click 'Log In':



On the ODP Business Solutions login page, enter your credentials and click 'Log In':

Enter your Login Name

Enter your Password

Click Log in

"Keep me logged in"

Check this box to by-pass the login page and connect to your account without rekeying credentials

Lost Login / Password Assistance

The screenshot shows the ODP Business Solutions login page. At the top, there is a dark blue header with the ODP logo on the left, a 'Log In' button in the center, and a 'Create a New Account' button on the right. Below the header, the main content area has a white background. It starts with the text 'Welcome to ODP Business Solutions. Please Log In To Your Account'. Below this is a 'Registered Customers' login box. This box contains a 'Login Name' input field, a 'Password' input field with a 'Show' toggle, a blue 'Log In' button, a checkbox for 'Keep me logged in', a link for 'Forgot your login name/password?', and a link for 'Login FAQ's'. Red arrows point from the text labels on the left to the corresponding elements in the login box: 'Enter your Login Name' points to the Login Name field, 'Enter your Password' points to the Password field, 'Click Log in' points to the Log In button, 'Keep me logged in' points to the checkbox, and 'Lost Login / Password Assistance' points to the 'Forgot your login name/password?' link. A separate arrow points from the descriptive text below 'Keep me logged in' to the checkbox. The footer is a dark blue bar containing copyright information and links to Privacy Policy, Online Tracking Tools, Terms of Use, and Terms & Conditions.

odp
BUSINESS SOLUTIONS™

Log In Create a New Account

Welcome to ODP Business Solutions.
Please Log In To Your Account

Registered Customers

Login Name

Password Show

Log In

☐ Keep me logged in

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

[Login FAQ's](#)

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[Privacy Policy](#) | [Online Tracking Tools](#) | [Terms of Use](#) | [Terms & Conditions](#)

Products ▾

Shop for products by category.

Services ▾

For ODP services such as:

Print and Copy, Coffee Services, PrintIQ, Shredding Services, Tech Services, Water Services, Workplace Interiors.

Orders

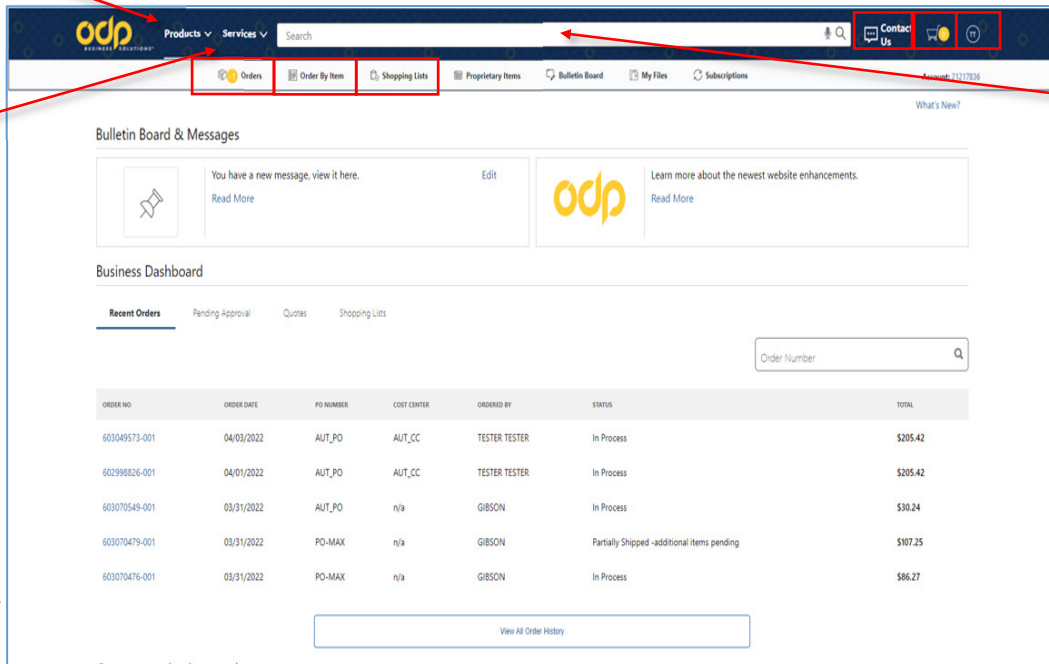
Order lookup / tracking.

Order By Item

Input item # to quickly add to cart.

Shopping Lists

View company or personal shopping lists.



The screenshot shows the ODP Business Solutions dashboard. The top navigation bar includes the ODP logo, a search bar, and links for Products, Services, Orders, Order By Item, Shopping Lists, Proprietary Items, Bulletin Board, My Files, and Subscriptions. On the right side of the navigation bar are links for Contact Us, a shopping cart icon, and a user profile icon. The main content area is titled 'Bulletin Board & Messages' and contains a message about a new message and a link to read more. Below this is the 'Business Dashboard' section, which has tabs for Recent Orders, Pending Approval, Quotes, and Shopping Lists. The 'Recent Orders' tab is active, showing a table of orders. A search bar for 'Order Number' is located to the right of the table. At the bottom of the dashboard is a link to 'View All Order History'.

ORDER NO	ORDER DATE	PO NUMBER	COST CENTER	ORDERED BY	STATUS	TOTAL
603049573-001	04/03/2022	AUT_PO	AUT_CC	TESTER TESTER	In Process	\$205.42
602998626-001	04/01/2022	AUT_PO	AUT_CC	TESTER TESTER	In Process	\$205.42
603070549-001	03/31/2022	AUT_PO	n/a	GIBSON	In Process	\$30.24
603070479-001	03/31/2022	PO-MAX	n/a	GIBSON	Partially Shipped -additional items pending	\$107.25
603070476-001	03/31/2022	PO-MAX	n/a	GIBSON	In Process	\$86.27

Search:

Type in product: description ODP or manufacturer product codes. Predictive Search reduces keystrokes.

Contact Us

Customer Service information / Website support.

Link to shopping cart / quick view cart qty.

Account Menu. My profile, shopping list, Order Tracking, etc.

Building Your Order

Step 1 Login to www.odpbusiness.com using the unique user id and password provided by your ODP representative.

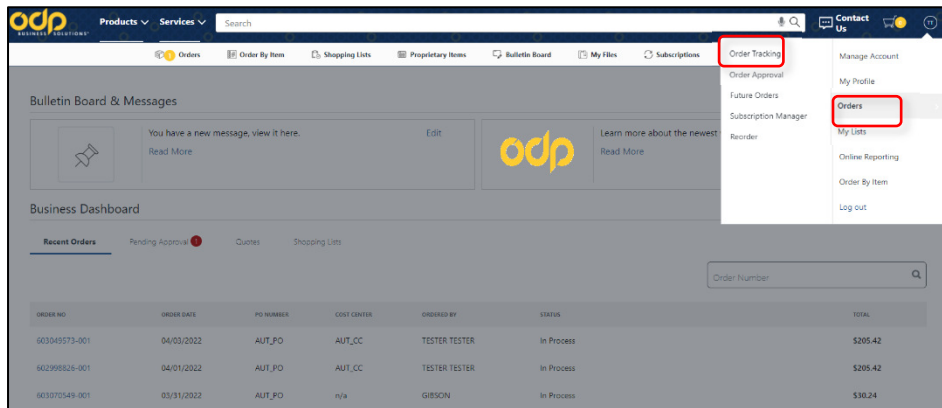
Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Products**  **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 Add to Cart. For multiple items click:
+ [Need to add more products?](#)
- **Shop from Personal or Company Wide Lists.**
Click  **Shopping Lists** then My 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.*

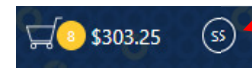
Step 3  Review your selections, view ODP recommended savings opportunities, save items for later in a shopping list, or add to custom shopping lists.

Step 4  When ready, click on "Check Out" in the shopping cart to proceed to the checkout page and complete your order. Orders received by 5:00 pm local time will be processed for next available day delivery.

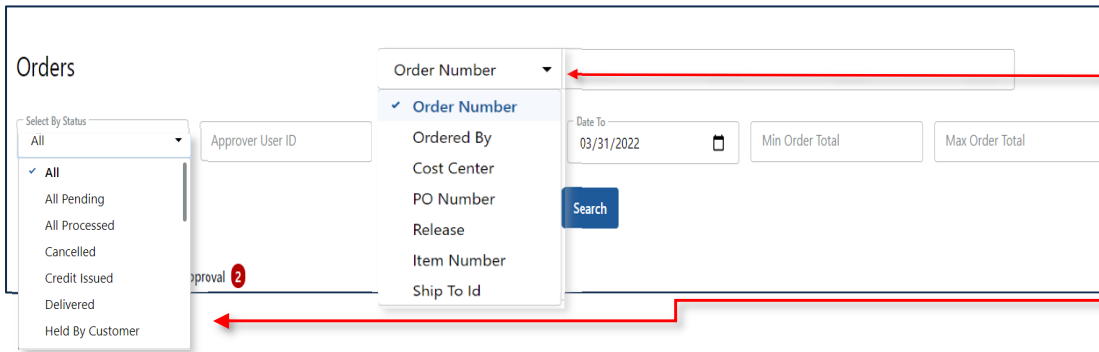
Checking Orders & Processing Returns



Under the profile button on top right of screen



select **Orders** and **Order Tracking**.



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.

All Orders		Pending Approval ²								
☐	Order #	Order Date	Ordered By	Approver	PO NU	DPT NUM	REL	Status	Total	Delivery Date
☐	603070746-001 F	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	DELETED-PAST DUE/NOT PAID	\$181.03	04/01/2022
☐	603070729-001 F	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$1368.42	03/31/2022
☐	603070726-001 F	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$120.49	04/01/2022
☐	603070725-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	Held by Customer	\$87.89	
☐	603070694-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$120.49	04/01/2022
☐	603070635-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	Held by Customer	\$44.60	
☐	603070523-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$53.92	04/07/2022
☐	603070524-001 C	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$10922.24	04/05/2022
									\$10,976.16	

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

Checking Orders & Processing Returns

Order Details

Delivery

Attention:
ODP TEST ACCT
Gibson Gibson
6600 N Military Trl
Ste 100
Boca Raton, FL 33496-2434 USA

Phone: (561) 557-6679
Ext: 1
Email: test.user@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

Processing



Astrobrights Color Paper, 8.5" x 11", 24 lb., Cosmic Orange, 500 Sheets
Item #255815
Qty: 1 @ \$16.62 / ream
\$16.62
Eco Conscious

[Track Package](#)

[Buy It Again](#)

[Write a Review](#)

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.