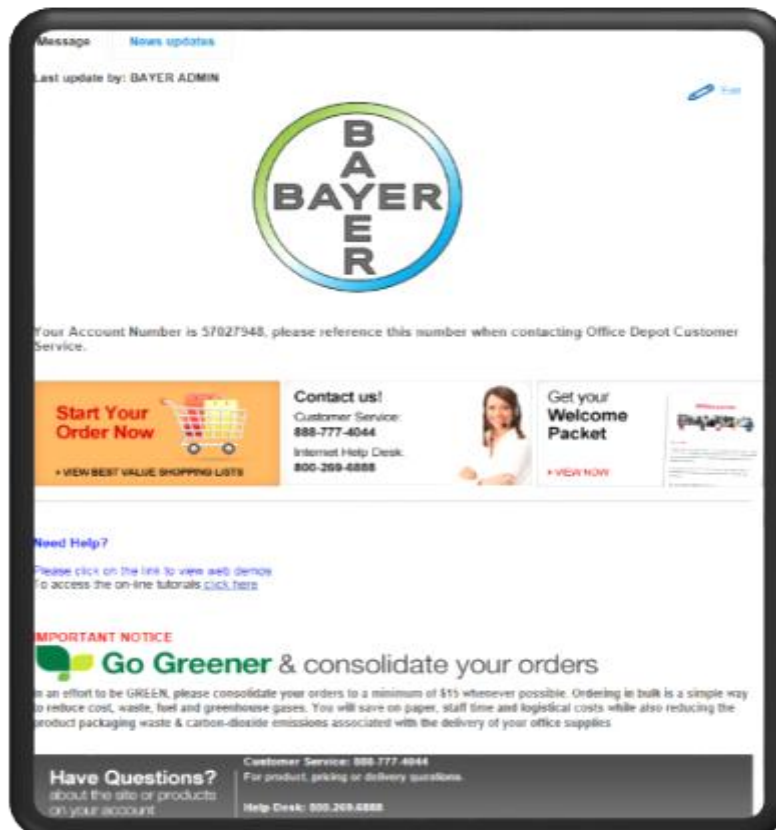


Welcome to the Office Depot Online Catalog

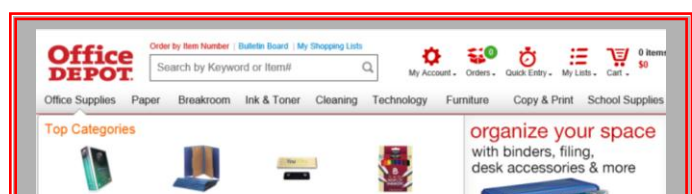
GETTING STARTED WITH THE OFFICE SUPPLIES PROGRAM IS SIMPLE:

1. Know your account number: On the bulletin board
2. Your ordering method INTERNET
3. Need Help? Friendly Customer Service: 1.888.777.4044

Once you log in for the first time, this will be the screen you see. To begin shopping click on the Start Your Order Link located in the Cart icon on your company bulletin board.



Shopping is simple on the website. You can browse through various product categories of our entire catalog to find what you need, or you can shop for a specific item.



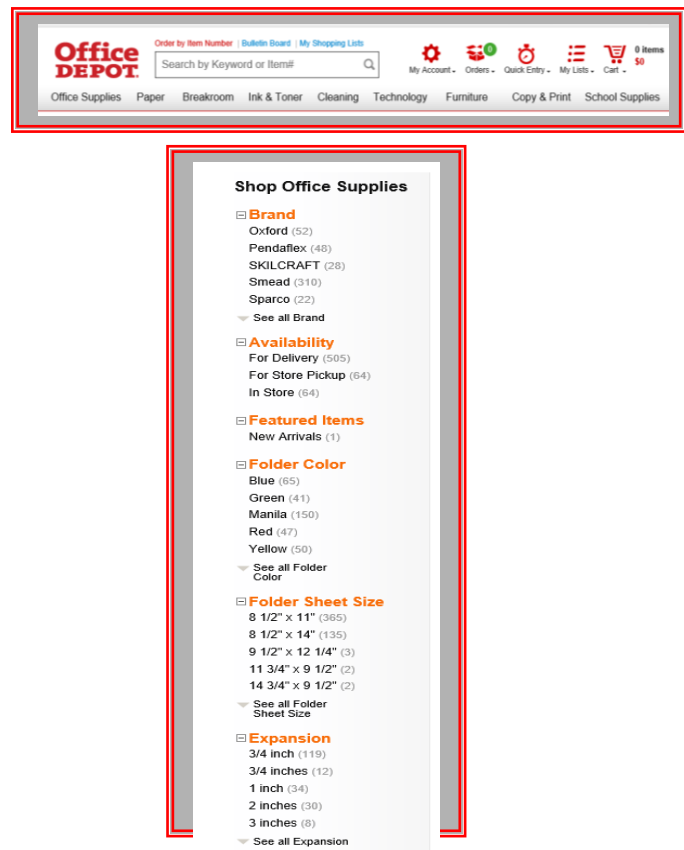
Product Categories

You may “mouse over” any of the product categories featured on the homepage. For example, selecting "Calendars & Planners" will take you to the appropriate page in the online catalog where you can browse through the products to find what you need.

Search

You may use "Search" to find and browse products on this website. You may search by keyword, product number, manufacturer name or UPC number.

Don't be afraid to use broad terms. You can quickly narrow your search by clicking on the sub-categories and product feature lists (e.g. pens & binders).



Change the Sort By drop down to Best Value. Your best value items will be at the top of the list. Enter your quantity and click Add to Cart.

Your search for "highlighters" found 152 results.

Advanced Sorting Available!
Please use Advanced Sorting options below to sort products by price, value, brand and more!

COMPARE ☐ ☐ ☐ ☐ Compare up to 4 items.

Sort By: **Best Value**

Items per page: 12

Showing 1-12 of 152 Results

1 2 3 4 5 6 7 8 9 10 | Next >

Results display with all **BEST VALUE** items sorted to the top

Foray® Highlighters, Chisel Tip, Fluorescent Yellow, Pack Of 12 Item # 120944 Your Price: \$0.84 / pack Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 1,798 BEST VALUE Compare Items Material Safety Data Sheets	Sandor® Sharpie Accent® Highlighters, Assorted Colors, Pack Of 6 Item # 203100 Your Price: \$0.89 / set Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 811 BEST VALUE Compare Items Material Safety Data Sheets	Sandor® Liquid Accent® Pen-Style Highlighters, Assorted Colors, Pack Of 10 Item # 823210 Your Price: \$2.64 / pack Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 60 BEST VALUE Compare Items Material Safety Data Sheets	Paper Mate® Intro Pen-Style Highlighters, Yellow, Pack Of 12 Item # 196228 Your Price: \$0.76 / box Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 169 BEST VALUE Compare Items Material Safety Data Sheets
 Compare	 Compare	 Compare	 Compare
Foray® Liquid Highlighters, Assorted Colors, Pack Of 12 Item # 508524 Your Price: \$0.62 / dozen Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 1,295 BEST VALUE Compare Items Material Safety Data Sheets	Foray® Highlighters, Chisel Tip, Assorted, Pack Of 12 Item # 120953 Your Price: \$1.59 / pack Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 819 BEST VALUE Compare Items Material Safety Data Sheets	Sharpie® Pocket Accent® Highlighters, Fluorescent Green, Pack Of 12 Item # 519001 Your Price: \$1.76 / dozen Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 182 BEST VALUE Compare Items Material Safety Data Sheets	Foray® Highlighters, Chisel Tip, Fluorescent Blue, Pack Of 12 Item # 120907 Your Price: \$1.59 / pack Qty ADD TO CART ADD TO SHOPPING LIST ☒ Delivery available ☒ Sold in stores See shipping and availability details Availability: 564 BEST VALUE Compare Items Material Safety Data Sheets

Sometimes when a non-Best Value item is added to the cart, a **BEST VALUE** Best Value/Contract Item or Office Depot Brand Item alternative will appear in the messaging below. We strongly encourage you to choose the alternate item to allow for the most cost-effective purchase.

SMART-Best Value Alternative



Offers you the ability to convert to a lower priced **BEST VALUE** Best Value/Contract item when a more expensive item is selected.

SMART-Office Depot Brand Alternative



Provides you with the choice of a lower priced Office Depot Brand alternative to an OEM product. To replace items with SMART choices, simply check the boxes.

Here is the Smart Value Alternative for the item you selected:

You requested this item

CURRENT ITEM	SMART VALUE ITEM
 Paper Mate® Comfortmate™ Ballpoint Pens, 1.0 mm, Medium Point, Blue Barrel, Blue Ink, Pack Of 12 Item # 419710 List Price: \$10.20 Your Price: \$5.12 /dozen Qty: 1	 Paper Mate® White Bros.® Grip Ballpoint Stick Pens, 1.0 mm, Medium Point, Blue Barrel, Blue Ink, Pack Of 12 Item # 953102 List Price: \$4.39 Your Price: \$0.51 /dozen ☐ Choose this item.

But you can save \$5.51 by choosing this item.

Smart Alternatives for other items in your cart

You requested this item

CURRENT ITEM	OFFICE DEPOT BRAND SMART ALTERNATIVE
 Columbian® Business Envelopes, #10 (4 1/8" x 9 1/2"), White, Box Of 500 Item # 343321 List Price: \$37.71 Your Price: \$22.63 /box Qty: 1	 Office Depot® Brand All-Purpose Envelopes, #10 (4 1/8" x 9 1/2"), White, Box Of 500 Item # 633005 List Price: \$30.57 Your Price: \$18.34 /box ☐ Choose this item.

But you can save \$4.29 by choosing this item.

[Cancel](#) [REPLACE CHECKED ITEMS](#)

For your convenience, online shopping lists have been created that contain your highest usage core items separated by categories. You can access these lists by clicking on the My Shopping Lists link at the top of the page, under My Account or My Tools on the right. You can pull items from the list to add to your order as well as create your own personal lists of products you order.

To Create Your First List

1. Click My Shopping Lists on any of the three navigation bars, which will bring you to the My Shopping Lists information page.
2. Click the Create New List button at the top of this page. You will be guided to a page to name your list.
3. Enter your name and comments, then click the Save button. (Note: Comments are optional and for your use only).
4. You've created your first list!

Note: You may create as many lists as you like by repeating the steps above.

To Add Products to a List

1. As you search and browse for products, simply click the Add to Shopping List button to add that item to a list.
2. You can select an existing list or create a new list.
3. Select the Add to List button.

Special Orders

Please contact your Program Administrator for products not found in our comprehensive catalog or online.

Special Order Delivery Timeframe

Special order items are often delivered directly from the manufacturer. Because of this a minimum of 3 business days is required for special order delivery.

Return Policy

If you are dissatisfied with your purchase for any reason, you may return most items in their original packaging within 30 days of purchase for a replacement or full refund. You can place a return through Customer Service at 888-777-4044 or On-line under My Account-Order Tracking.

Special Order Products may not be returned or exchanged unless damaged or defective upon arrival. This includes items that are not stocked in one of our warehouses and/or are indicated as **SPECIAL ORDER**.

Backorders

All catalog items are in-stock, diminishing the chance of backorders. In-stock backorders are automatically filled within one (1) to three (3) working days from automatic replenishment of inventory and a re-order is not necessary. Your packing slip will identify backordered items. The Internet ordering system actually notifies you immediately of any possible low-stock condition. Customer service can update you on the status of a backorder at any time or you may track your order online using the Order Tracking function under the My Account menu.

Order Tracking

- To view orders, check order status, copy and reorder items, release orders hold orders, or request product return.
- Up to 12 months of order history is available

Searching for Orders

Orders are displayed descending chronologically (most recent orders at the top) If order is not visible on initial display, use the following to search for orders.

- Order # Contact information Accounting field or by Item #
- Order Status
- Date Range, up to 12 months of orders can be searched. Initial display shows most recent orders within the last 30 days.

Search For orders by:

- Order Number
- Contact
- ORD BY
- PO Number
- COMP CC
- Item Number
- Ship To Id

Search for orders by the following Status:

- ALL
- ALL Pending
- ALL Processed
- Cancelled
- Delivered
- Pending Authorization
- Held For Restrictions
- Held For Review
- Held By Customer
- In The Warehouse
- Shipped
- Ready To Be Loaded
- In Process
- Held Vendor Approval
- Credit Issued
- Service Pending
- Service in Progress

Date Range: Initial display is orders placed within the last 30 days. The search may be expanded to 12 Months.

Click on the Order # to view detail

View recent orders, Orders pending approval and track order status up to 360 days. Place Returns [See page 6 for details]

My Orders

- My Recent Orders
- Order Tracking
- Orders Pending Approval

My Tools

- My Shopping Lists
- Order by Item#
- My Profile Overview
- Online Reporting
- Proprietary Items

Orders

Use one of the methods below to locate a specific order.

Showing All Orders Copy & Print Depot

Find Your Order
Search by item or order number, order status, or order date range

Search By: Order Number
Status: ALL
Date Range: From: 01/04/2014 To: 02/04/2014
Dollar Range: Min: Max:
Approver: Select Approver
SEARCH ORDERS

Enter number to see the details of your order, or to view delivery tracking information.

Pending Approval

Orders were found

Recent Orders

10 of 500

Order #	Order Date	Total	Status	Delivery Date	Changeable	PO Number	ORD BY	COMP CC	Contact	Type
01	02/04/2014	\$32.19	In Process	02/06/2014	Yes	D02709145	JENNIFER DELGADO	0012170739	JENNIFER DELGADO	Order
01	02/04/2014	\$334.68	In Process	02/05/2014	Yes	D02709145	JENNIFER DELGADO	0012170739	JENNIFER DELGADO	Order
01	02/04/2014	\$70.09	In Process	02/05/2014	Yes	D02709144	DAVID ZANE	0040040609	DAVID ZANE	Order
01	02/04/2014	\$118.74	In Process	02/05/2014	Yes	D02709141	DAWN TISDALE	0019950422	DAWN TISDALE	Order
01	02/04/2014	\$57.54	In Process	02/05/2014	Yes	D02709138	ELAINE SZILAGYI	0012011625	ELAINE SZILAGYI	Order
01	02/04/2014	\$65.16	In Process	02/05/2014	Yes	D02709137	DEBRA WAGNER	0012010289	DEBRA WAGNER	Order
12626-001	02/04/2014	\$158.82	In The Warehouse	02/05/2014	No	D02709136	JANET KURTZ	0010011210	JANET KURTZ	Order
697412335-001	02/04/2014	\$85.88	In Process	02/05/2014	Yes	D02709130	LISAMITCHEL	0012170894	LISAMITCHEL	Order
697412176-001	02/04/2014	\$156.51	In Process	02/05/2014	Yes	D02709128	AHMER KHAN	0012170802	AHMER KHAN	Order
697412175-001	02/04/2014	\$30.09	In The Warehouse	02/06/2014	No	D02709128	AHMER KHAN	0012170802	AHMER KHAN	Order

Page: 1 2 3 4 5 6 | Next | Last

My Account

Home > My Account > Order List > Order Detail

Order Detail

[Print This Page](#)

Need Help?
[Email Assistance](#)
[FAQs](#)

LIVE CHAT
 Talk with a Representative
[Chat Now](#)

Order Information

Order Number:	693169310-001	Tracking:	50 Normal Delivery
Order Date:	01/30/2014	Signed By:	d vwright
Ordered By:	45684553 H EMILY.LATTS@DOMAIN.COM	Status:	Delivered
Last Modified By:	45684553 H EMILY.LATTS@DOMAIN.COM	Shipped Date:	View Carton Details and Proof of Delivery
Last Modified On:	01/31/2014	Delivery Date/Time:	02/03/2014 08:30 AM - 05:00 PM

Shipping Information

Shipping Address:
 AVENDRA MEMBER
 16 MORTGAGE CENTER MALL
 PITTSBURGH, PA 15212
 USA

Billing Information

Billing Contact:	EMILY LATTS	ATTN:	P8-YB35-013-412 442
	(555)555-5555Ext.0000	PO Number:	DD2705205
Payment Method:	Credit card	ORD BY:	EMILY LATTS
Credit Card Number:	*****	COMP CC:	0012171281
Amount:	\$99.11		

Order Summary

[Hide Images](#)

Description	Your Price / Unit	Quantity	B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all
 Brother® TN-450 High-Yield Black Toner Cartridge Item # 695769 BEST VALUE	\$94.59 / each	1	0	1	\$94.59	\$94.59 / each	1	☒

Comments:

Subtotal:	\$94.59
Delivery Fee:	\$0.00
Miscellaneous:	\$0.00
Taxes:	\$4.52
Total:	\$99.11

[My Account](#)
[Print Order](#)
[Email Us](#)
[Back to Order Tracking](#)

[View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)

All selected items will be added to your shopping cart.

REORDER

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Order creator information

Shipping Address details

If Products are eligible for return the order will display [Begin Return](#) option.

Links to Order tracking

Billing information including Delivery Contact details

Copy an order to create a new one. The **REORDER** option may be used regardless of the order status.