

### Login Page

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

#### Enter Login Name:

TNFXXXXX

(XXXX = 4 digit store #)

#### Enter Password (case sensitive):

TNFXXXXXod

(XXXX = 4 digit store #)

Click LOGIN button

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password  Show

Log In

☐ Keep me logged in

[Forgot your login name/password? Need Help Logging In?](#)

### Home

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

Products ▾ Search

Orders Order By Item Shopping Lists Inventory Items Bulletin Board Budget

Account: 61305939

Bulletin Board & Messages

THE NORTH FACE

Store Supplies Lists Order Status Order Guide

Account Support

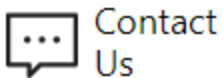
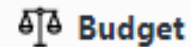
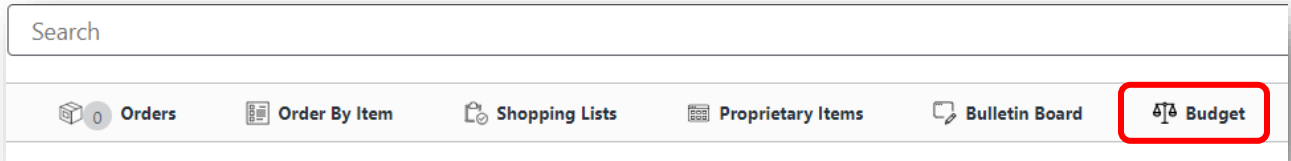
To view your available budget, go to BUDGET icon in the above tool bar

Product inquiries, order tracking & returns:  
Office Depot Customer Service  
Phone # 800.279.1528 (M - F 8 to 8 EST)  
Email: [strategicsupport@OfficeDepot.com](mailto:strategicsupport@OfficeDepot.com)  
(allow 24 hr min response time)

For additional support:  
Contact your DM



- 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 Store Ops.



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**For additional support:**

Contact your DM

## Store Supplies Lists

- Click on the store supplies list icon (as shown here to the left) from the landing page to view your store supplies lists.
- 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.

## Shopping Lists

| Search Lists                                                                      |                      |            |
|-----------------------------------------------------------------------------------|----------------------|------------|
| Name, Description                                                                 |                      |            |
| Select Default                                                                    | Name ↕               | Comments ↕ |
|                                                                                   | 01. SHOPPING BAGS    |            |
|  | 02. COVID 19         |            |
|                                                                                   | 03. JANITORIAL       |            |
|                                                                                   | 04. BASIC OFC SUPPLY |            |

You can also create your own **personal/store specific shopping lists**. Simply click “**create new list**” and name your list.

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 approval.

Search

OrdersOrder By ItemShopping ListsProprietary ItemsBulletin BoardBudget



Restricted Item

## Order Status

- Locate the order below and click the **Order #** to view details such as tracking, online return etc.
- Use search options to filter if needed.
- View orders for the past 12 months.
- Orders for restricted items and/or if your order exceeds your available budget, it will route to you the Store Ops Team approval.
- Orders pending approval will be listed under PENDING APPROVAL tab.

Orders

Order Number

Select By Status

In Process

Approver User ID

Date From

02/28/2021

Date To

03/30/2021

Min Order Total

Reset

Search

All Orders

Pending Approval 0

## Order detail

164322466-001 - Child Order

Delivered



**\$28.12** / box

Delivery only

Best Value

Eco-conscious

Recycled content

QUANTITY  
2

BACK ORDER  
0

SHIPPED  
2

TOTAL  
\$59.44

Subtotal: \$56.24  
 Delivery Fee: \$0.00  
 Adjustments: \$0.00  
 Discount: (\$0.56)  
 Taxes: \$3.76  
 Total: \$59.44

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

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## TRACK YOUR SHIPMENT

Click this link to view tracking & delivery information.

## VIEW CARTON DETAILS

Click this link to view carton breakout details

## RETURN ORDER

Click this link to place an online return. NOTE: Order status **MUST** show as delivered to initiate a return.

If the order status shows as delivered but the return link doesn't appear, call or chat with Customer Service for assistance.

## 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. If your address is incorrect, please contact Store Ops to have it corrected PRIOR to placing your order.

Search Contact Us  \$63.39

### Cart Summary

**Current Delivery Info:**  
THE NORTH FACE CORPORATE  
1551 WEWATTA ST DELIVERIES AFTER 10 AM  
DENVER, CO 80202-6173  
[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 the Store Ops Team 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

TNF ADMIN  
(888) 777 - 4044  
noreply@officedepot.com

#### Delivery information

THE NORTH FACE CORPORATE  
1551 WEWATTA ST  
DELIVERIES AFTER 10 AM  
DENVER, CO  
80202  
(Taxable)

#### Email options

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

#### Order summary

Delivery order 1 # 168622739-001 Estimated delivery 04/14/2021

#### Account information

\* BUDGET  
TEST

\* Cost Center  
15062XXXX

☐ Make these my default values, if permitted

\* Contact  
TNF ADMIN

Contact Phone Ext  
(888) 777-4044

Comment: Not used by our delivery carriers.

\* Marked fields are required

#### 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:  
04/14/2021

##### 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 : # 168622739-001

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

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

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              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------|-----------------|--------------------------|
|  <p>Honey-Can-Do Collapsible Commercial Garment Rack With Wheels, 66 5/8"H x 22"W x 74 5/16"D, Chrome<br/>Item # 0019277 Entered item # 919277</p> | \$95.19 / each | 1    | \$95.19         | <input type="checkbox"/> |
| Subtotal                                                                                                                                                                                                                              |                |      | \$95.19         |                          |
| Delivery fee                                                                                                                                                                                                                          |                |      | FREE            |                          |
| Adjustments                                                                                                                                                                                                                           |                |      | \$0.00          |                          |
| Taxes                                                                                                                                                                                                                                 |                |      | \$6.19          |                          |
| <b>Total</b>                                                                                                                                                                                                                          |                |      | <b>\$101.38</b> |                          |

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

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Order Number

Select By Status  
In Process

Approver User ID

Date From  
02/28/2021

Date To  
03/30/2021

Min Order Total

Reset

Search

All Orders

Pending Approval 0

|                          | Order #         | Order Date | Ordered By    | Approver | BUDGET | Status     |
|--------------------------|-----------------|------------|---------------|----------|--------|------------|
| <input type="checkbox"/> | 162945152-001 P | 03/23/2021 | DELETE DELETE |          | 122840 | In Process |
| <input type="checkbox"/> | 162940615-001 P | 03/23/2021 | DELETE DELETE |          | 190781 | In Process |

## Order detail

164322466-001 - Child Order

Delivered



**\$28.12** / box

Pendaflex® Premium Reinforced Color Hanging File Folders, Letter Size, Black, Pack Of 25 Folders, Item #938305

Delivery only

Best Value

Eco-conscious

Recycled content

| QUANTITY | BACK ORDER | SHIPPED | TOTAL   |
|----------|------------|---------|---------|
| 2        | 0          | 2       | \$59.44 |

Subtotal: \$56.24  
Delivery Fee: \$0.00  
Adjustments: \$0.00  
Discount: (\$0.56)  
Taxes: \$3.76  
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