

Login Page

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

Enter Login Name:

Store Email Address
(ex: tbl_123@vfc.com)

Enter Password (case sensitive):

TimberlandXXX
(XXX = 3 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 tile), budget information & Customer Service contact information.

Products Menu

Quick links take you to frequently accessed areas

Access live chat

My Account

Click logo to return home

Office Depot

Search

Orders Order By Item Shopping Lists Proprietary Items Bulletin Board My Files Budget

Account: 61396589

Bulletin Board & Messages

TRAINING MATERIALS ORDER STATUS ORDER GUIDE SFS SUPPLIES

Account Support

Product inquiries, order tracking & returns:
Office Depot Customer Service
Phone # 800.279.1528 (M-F 8 am to 8pm EST)
Email: strategicsupport@OfficeDepot.com (allow min 24 hr for response)
For additional support: Contact your DM

Office Depot account #

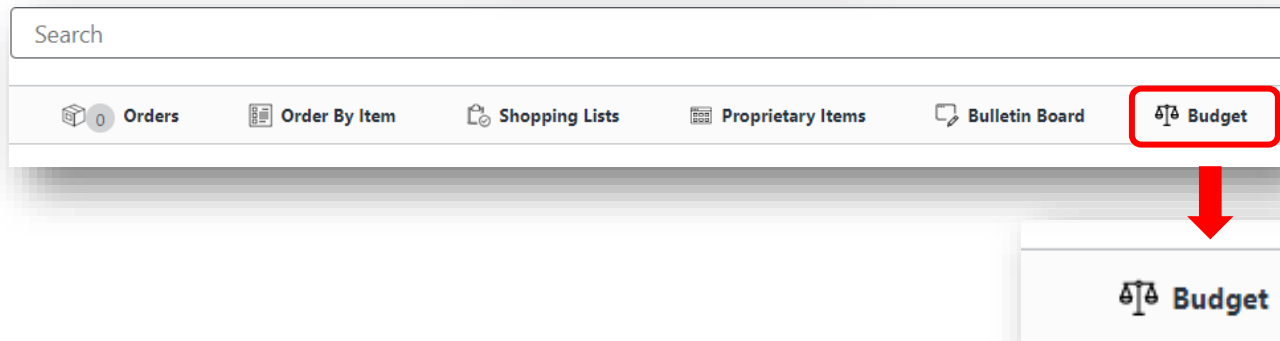
Customer Service contact information

****IMPORTANT****

Upon login, you will land on your default account which allows you to shop for all store supplies EXCEPT ship from store supplies. (SFS)

To order SFS supplies, you must switch to your secondary profile & place a separate order for these items as they will not be deducted against your budget.

Follow the instructions on the next page to switch accounts.



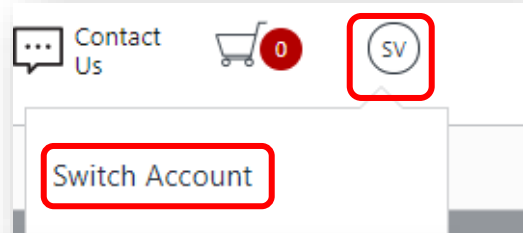
- To view your available budget, hover your cursor over the **Budget** icon in the quick link bar as shown above.
- Your budget dollars used will be reflected after your order is placed.
- Budgets include sales tax.
- IMPORTANT! Order totals which exceed your available budget will route for approval to your DM.



- SFS supplies will not be subject to your budget. **You must place a separate order for SFS supplies.**
- To order ship from store (SFS) items, switch to your secondary profile.
- Click on the **SFS Supplies icon** from the bulletin board page OR go to My Account (upper right corner) and click **Switch Account** as shown below.



OR



Switch Account

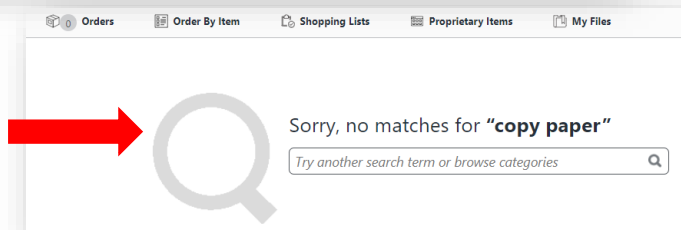
You can switch between multiple accounts without having to sign in and out each time.

Accounts

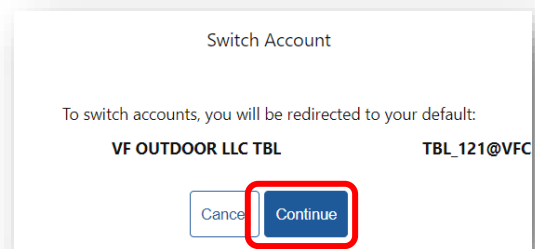
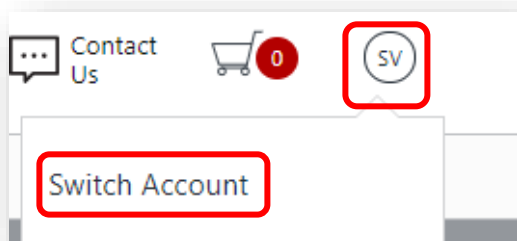
Account	Company Name	Login Name	Description	
61396589	VF OUTDOOR LLC TBL	TBL_121@VFC.COM	Default Account	CURRENT ACCOUNT
61396589	VF OUTDOOR LLC TBL	TBL_121	SFS Supplies	Switch Remove

****You will be limited to shop only SFS items while under this profile.**

If you search for a non SFS item, you will see the message **“sorry, no matches for XX”**. See example below to the right.

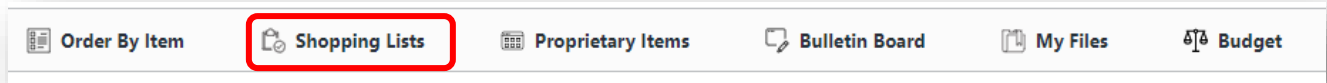


To switch back to your default/main profile to order all other supplies, go to **My Account** then **Switch Account**. When you see the confirmation message to be redirect to your default, click **CONTINUE** as shown below.



Shopping Lists

- Click on the **Shopping Lists** icon located in the quick links bar as shown below to view your store supplies lists.
- Lists by product category are provided. Click on the list you'd like to shop & easily add items to your cart with just a click.
- You can also create **personal/store specific lists** as shown below.



Shopping Lists

Search Lists	Name, Description	
Select Default	Name	Comments
	JANITORIAL	
	NEW STORE	
	OFFICE SUPPLIES	
	PACKAGING	

You can also create your own **personal/store specific shopping list(s)**. 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

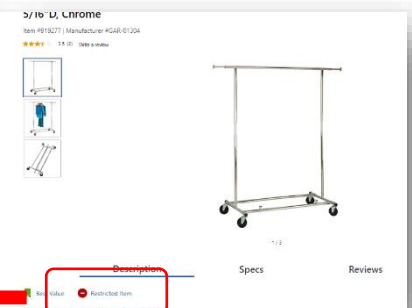
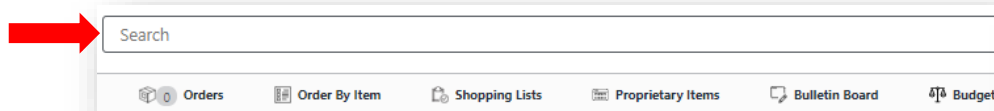
Description

List Type Personal

☐ Set As Default ☐ Set As Favorite

You can also build your order by using the **SEARCH** option as shown. Search by keyword, manufacturer part or Office Depot part.

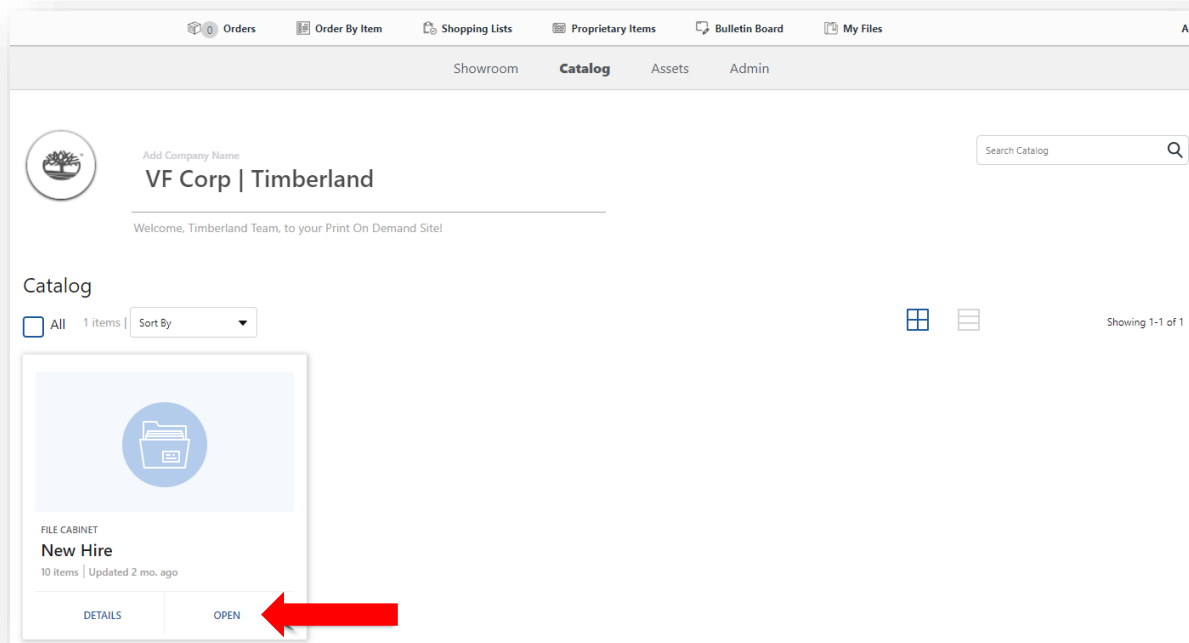
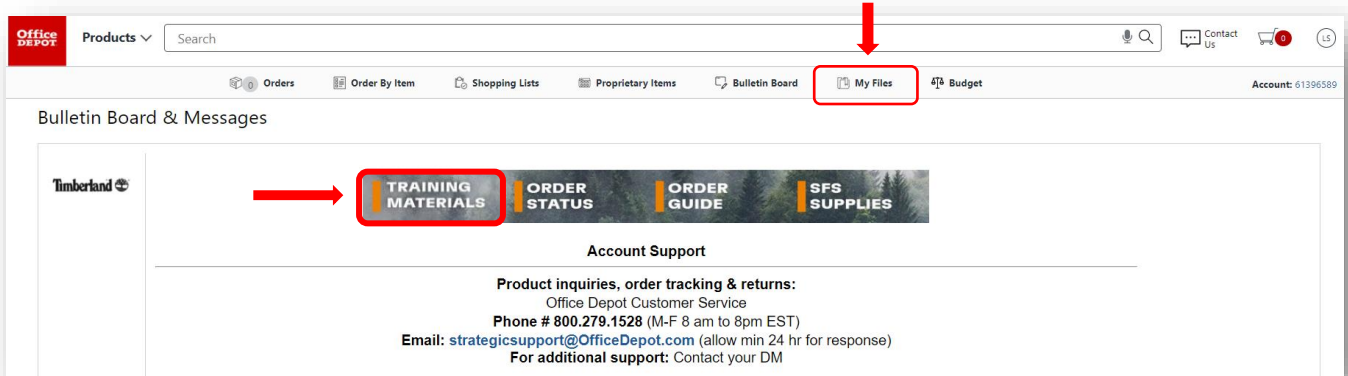
NOTE: You may encounter items which have a **Restricted item** icon (see example below). When purchasing these items, your entire order will route to your DM for approval.



 Restricted Item



- To order Training Materials, click the **Training Materials** tile OR click **My Files** from the quick links bar as shown below.
- Select **Open** as shown



- For each item you would like to order, Click **Order**
- Enter desired quantity & Click **Add to cart**

The screenshot shows the Office Depot Print On Demand interface for VF Corp | Timberland. The header includes the company logo, name, and a search bar. Below the header, the breadcrumb trail reads 'Catalog > New Hire'. A filter bar shows 'All' items and a 'Sort By' dropdown. Four items are displayed in a grid:

- POS Policy & User Manual - 3-...** (KIT, 3 items, Updated 5 days ago). The 'ORDER' button is highlighted with a red box.
- SM Workbook** (COPIES, 77 pages, Updated 13 days ago). The 'ORDER' button is highlighted with a red box.
- Retail Training Program Leade...** (THREE RING BINDER, 232 pages, Updated 13 days ago). The 'ORDER' button is highlighted with a red box.
- Floor Supervisor Training Wor...** (COPIES, 85 pages, Updated 13 days ago). The 'ORDER' button is highlighted with a red box.

Each item card has a 'DETAILS' and an 'ORDER' button. The 'Showing 1-10 of 10' text is visible at the bottom right.

This screenshot shows the same interface as the previous one, but with the first item, 'POS Policy & User Manual - 3-...', selected. A blue checkmark is visible in the top left corner of the item card. The 'Qty' field next to the item is set to '1', and a red arrow points to it. The 'Add to Cart' button is highlighted with a red arrow. The 'Delete' button is also visible. The text '1 kit selected' appears above the grid. The 'Showing 1-10 of 10' text is visible at the bottom right.

Review your item(s) and quantity. If order is complete, select **Proceed to Checkout** and checkout. If you would like to add more items, select **Back to My Files**

Items added to cart

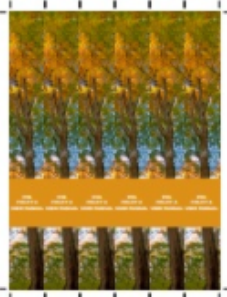


Name: BINDER - POS Policy & User Guide - Insides

Type: 3-Ring Binders

Quantity: 1

Price: \$23.78



Name: SPINE POS Policy & User Manual 8-up

Type: Copies

Quantity: 1

Price: \$2.70



Name: COVER POS Policy & User Manual

Type: Copies

Quantity: 1

Price: \$2.98

Back to My Files

Proceed To Checkout

Page | 7

Checkout



Cart Summary

Current Delivery Info:
 TIMBERLAND
 200 DOMAIN DR DELIVER AFTER 10 AM
 STRATHAM, NH 03885-2575
[Change](#)

 Office Depot® Brand Copy And Print Paper, Letter ...
 QTY 1

Subtotal(1 item): \$63.39

[View Cart](#) [Checkout](#)

- Hover over the shopping cart icon (upper right corner) to view a snapshot of your cart.
- Click **CHECKOUT** if ready to place your order.
- Review the shipping address to ensure accuracy.
- If your address is incorrect, please contact your Timberland Store Operations team.
- Account information will auto populate so no action is needed here.

Scroll down to view the items in your cart. You can update item quantities and/or remove items if desired.

Once 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 your DM if approval is needed.**

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

TBL STORE TEST VIEW
 (888) 777 - 4044
 noreply@officedepot.com

Delivery information

TIMBERLAND
 200 DOMAIN DR
 DELIVER AFTER 10 AM
 STRATHAM, NH
 03885
(Taxable)
 Your company limited your permissions. To add or update shipping addresses, contact your supervisor or administrator.

Email options

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

Order summary

Delivery order 1 # 173398395-001 Estimated delivery 05/21/2021

Account information

* BUDGET
 TEST BUDGET
 * Cost Center
 152120X0X

* Contact

TBL STORE TEST VIEW
 Contact Phone Ext
 (888) 777-4044

Comment: Not used by our delivery carriers.

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:

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: # 166346620-001

Estimated delivery 04/08/2021

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

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
 Honey-Can-Do Collapsible Commercial Garment Rack With Wheels, 66 5/8" H x 22" W x 74 5/16" D, Chrome Item # 0919277 Entered item # 919277 Restricted Item	\$95.19 / each	1	\$95.19	☐
Subtotal \$95.19				
Delivery fee FREE				
Adjustments \$0.00				
Taxes \$6.19				
Total \$101.38				

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](#)

[Submit](#)



- Track the **status of your order**, request an **online return**, place **reorders** and/or add to your **personal shopping list** by clicking on the related **ORDER #** to access these options - see below.
- Order history will hold orders placed over the past **12 months**.
- Utilize the filters to locate **specific orders**.
- Orders for **restricted items** and/or if your order **exceeds your available budget**, it will route to your DM for approval. Order status will reflect as "held for review" or "held for restrictions".

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 #	Order Date	Ordered By	Approver	BUDGET	Status
☐	162945152-001 P	03/23/2021	DELETE DELETE		122840	In Process
☐	162940615-001 P	03/23/2021	DELETE DELETE		190781	In Process

Order# 170445939-001

Summary

BUDGET: 328

Release:

Desktop:

Last Updated: 05/01/2021

Updated By: SSFZ

Delivery Date: 05/03/2021

Comments:

Shipping

Address:

TIMBERLAND
80 PREMIUM OUTLETS #639
DELIVER AFTER 10 AM
MERRIMACK, NH
03054-4770
USA

Ship to id:

328

Order Detail Summary

Order placed on 04/29/2021

Ordered By: KCAE

Your Total

Subtotal: \$79.64

Delivery Fee: \$0.00

Adjustments: (\$79.64)

Taxes: \$0.00

Total: \$0.00

ORDER NUMBER: 170445939-001 - Parent Order

COST CENTER: SAMPLES

STATUS: Delivered

\$0.00 / case

Highmark® 2-Ply Paper Towels, 100% Recycled, 85 Sheets Per Roll, Pack Of 30 Rolls
Item #694185

Delivery only

Eco-conscious

Best Value

Recycled content

QUANTITY: 1

COMMENTS:

Reorder
Add To List

Track Your Shipment | View Carton Details | Return Order

RETURNS/EXCHANGES

- PLEASE NOTE: In order to initiate a return or exchange, the order status must be **DELIVERED**.
- You can submit your return or exchange **online** (see below) or **call** or **chat** with Customer Service. **If the order status shows as delivered but the return link doesn't appear online then you must either call or chat with Customer Service for assistance.
- Once in the order detail, click on the **RETURN ORDER** link located below the items.
- Check the box next to the item(s) to return or exchange, select the reason, specify the quantity and click RETURN SELECTED button.
- Follow the return instructions provided after submitting your return/exchange.

Order# 170654915-001 [Print All Orders](#) | [What's New?](#)

Summary	Shipping	Billing	Order Detail Summary
BUDGET: 508 Release: Desktop: Last Updated: 04/28/2021 Updated By: AZQL Delivery Date: 04/28/2021 Comments:	Address: TIMBERLAND 80 PREMIUM OUTLETS #639 DELIVER AFTER 10 AM MERRIMACK, NH 03054-4770 USA Ship to id: 328	Account#: 61396589 Contact: TIMBERLAND ADMIN 1 (888) 777-4044 Payment Method: Account Billing	Order placed on: 04/26/2021 Ordered By: AZQL Your Total Subtotal: \$40.46 Delivery Fee: \$0.00 Adjustments: (\$40.46) Taxes: \$0.00 Total: \$0.00

ORDER NUMBER	COST CENTER	STATUS	Print This Order	TOTAL
170654915-001 - Parent Order	SAMPLES	Delivered	Print This Order	\$0.00

	QUANTITY	BACK ORDER	SHIPPED	TOTAL
 \$0.00 / each Baumgartens® Breakaway Lanyard, 36", Black Item #796221 ☒ Delivery only ⓘ	1	0	1	\$0.00
COMMENTS:				
 \$0.00 / pack Baumgartens® Safety Breakaway Lanyard, 36", Hook, Black, Pack of 12 Item #610705 ☒ Delivery only ⓘ	1	0	1	\$0.00
COMMENTS:				

Subtotal: \$26.88
 Delivery Fee: \$0.00
 Adjustments: \$26.88
 Taxes: \$0.00
 Total: \$0.00

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

[Return Order](#)

Select your items to return

Select your items to return

	QUANTITY	RETURN	TOTAL
☒  0 Baumgartens® Breakaway Lanyard, 36", Black Item #796221 0	1	1	\$0.00
☒ Return ☐ Exchange			
*Reason: Ordered Wrong Item ☒ Please select a reason... ☐ Damaged Item ☐ Delivered Late ☐ Catalog Description Incorrect ☐ Received Wrong Item ☐ Don't Want Item			
☐  0 Baumgartens® Safety Breakaway Lanyard, 36", Hook, Black, Pack of 12 Item #610705 0	1	0	\$0.00

Subtotal (1 item selected) \$0.00
Total: \$0.00
[Cancel](#) [Return Selected](#)