

New Customers

To set up your user name and password click Create New User Profile.

The screenshot shows the Office Depot Customer Login page. At the top, there are contact numbers: Customer Service: 888.263.3423 (888-2-OFFICE), Chat Now, and Technical Support: 800.269.6888. The Office DEPOT logo is on the left, and a link 'Already a Member? Login >' is on the right. Below the logo is the 'Customer Login' section with a welcome message. There are two tabs: 'Returning Customers' and 'New Customer'. Under 'Returning Customers', there are fields for 'Login Name' and 'Password', a 'Login Name/Password Help' link, and a 'LOGIN' button. Under 'New Customer', there is a message about creating a profile to get negotiated prices and a 'CREATE NEW USER PROFILE' button.

Fill in the required information and click Create User. If you have several address locations where you will need merchandise delivered, please type the address of where most of your deliveries will be received and create your login profile, then contact sandy.saltaformaggio@officedepot.com or @ 504-419-7920 to add additional addresses. **Note:** Please use this format for following fields. Ship To Name: LSU, Address Line 1: If you are on a main campus, please put room # and then complete Bldg Name (Ex: 213 Thomas Boyd Hall). If you have a direct address, please put your street address (Ex: 8100 Hwy South), Address 2: Please put your room # (Ex: Room # 101), And then City, State, and Zip Code. Please do not use your Dept Name in the address field as there is a field for Dept Name when you check out.

The screenshot shows the 'Profile Information' form. It is divided into three sections: 'Profile Information', 'Contact Information', and 'Shipping Information'. The 'Profile Information' section has fields for 'Login Name' (with a note 'At least 6 characters long'), 'Password', and 'Confirm Password'. The 'Contact Information' section has fields for 'First Name', 'Last Name', 'Phone Number', 'Email Address', and 'Email Delivery Format' (set to 'HTML'). The 'Shipping Information' section has fields for 'Ship To Name', 'Address 1', 'Address 2', 'City', 'State/Province' (a dropdown menu), 'Zip Code/Postal Code', and 'Country' (set to 'United States').

You may enter your credit card information when you create your login or you may enter this information when you check out. Company Code field: please leave blank. **Note: When trying to create a login and you see the message "cost center is null" can mean either the login you are trying to use already exists or the address you have entered does not match with the USPS software. If you experience any issues, please contact sandy.saltaformaggio@officedepot.com or @ (504) 419-7920.**

Payment Information (Optional)

If you provide credit card information below, it will be set as your default card when making purchases. You will be able to edit the information and/or add a new card in the My Account section.

Credit Card Number: Visa, MasterCard, American Express and Discover cards accepted. Please enter your credit card # without spaces or dashes.

Expiration Date: (01 / 16) (mm/yy)

Your company or organization may require an internal code for tracking purposes. If this is the case please enter it here.

Company Code:

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You can begin shopping.

Congratulations, your user profile has been successfully created.
Your user name is displayed in the upper right of the screen, next to the Logout button.
You can review or edit any of your profile information under 'My Account' in the top navigation header in the site.

Message **News updates**

Last update by: PORTAL ADMIN

WELCOME TO OFFICE DEPOT

Please click on the link below to enter your POS products

Home

The landing page includes a bulletin board to keep you informed. From this page all shopping features may be launched.

Order by Item

Key in up to 20 product #'s for simultaneous entry into shopping cart.

Search:

Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes

Click on Product Category to view product groupings.

Ink & Toner Find refills and supplies for your business machines.

My Account

To view Account Profile

Orders

View order tracking, Orders waiting for approval, Future Order

Recent orders

Quick Entry:

Add a single item to order or shopping cart with fewer clicks.

My Lists

Shopping Lists, manage lists and quick view default shopping lists



Shopping Cart: value, details

Building Your Order

Step 1 Logon on to <https://business.officedepot.com> using the unique user id and password. The user id is your email address and Welcome1 is your initial password. You will see instructions on how to update your expired password.

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

-  **Quick Entry:** Add a single item to order by entering Office Depot part # manufacturer# , or custom product code numbers, quantity then

ADD TO CART

 **My Lists.** Select POS Paper or POS Ribbons List 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: The shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.*

Step 3

****  Shopping Cart** to review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4  - Review selected items and shipping address and accounting field requirements; modify as needed. **Note:** There is a required field DEPT (please put your Department name). If you have set up additional addresses by calling or emailing Sandy Saltaformaggio, you may change your address by clicking the Change button under Delivery Information. Please search the addresses you are associated with then click select under Current for the address where you would like to deliver the merchandise. This will then bring you to the Check Out page where you will see the address has been changed. If the order is released by 5:00 PM (your local time) it will be processed for next available day delivery unless it is a Special Order. **Note:** Please reference the Estimated Delivery Date on the Check Out page.

Call for questions about orders, office supply products, and returns. **Please note: Any returns that are over thirty days or Special Orders, please call Sandy Saltaformaggio or Tom Fisher.**

Office Depot Customer Service: (888) 263-3423

If you have any questions in general about your account or Customer Service is not able to assist you, please see contacts below.

Office Depot Service Consultant: Sandy Saltaformaggio
sandy.saltaformaggio@officedepot.com

Cell: (504) 419-7920

Fax: (561) 438-0526

Office Depot Account Manager: Tom Fisher
tom.fisher@officedepot.com

Cell: (504) 388-5702