



PRINT CENTER ONLINE USER GUIDE

Enhancing Your Life Every Day

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**Office
DEPOT**

OVERVIEW

AVAILABLE PRODUCTS

- Presentations
- Manuals
- Flyers
- Newsletters
- Annual Reports
- Brochures
- Booklets
- Large Format
- Document Storage via The File Cabinet
- Memo Pads
- Stamps, Embossers
- Labels and Decals
- Name Plates and Badges
- Desk and Wall Signage
- Business Announcements and Thank You cards
- Postcards and Mailing
- Rack Cards
- Carbonless and Continuous Forms
- Banners
- Custom Binders
- Trade Show Booths

PRINT PROGRAMS

Online Print Center

Web-to-Print solution that allows you to upload a document, assign output configuration and route to the closest regional print facility for print and fulfillment.

File Cabinet

Document Management Solution that allows you to store uploaded working and final print documents and create a document catalog platform from which to place orders.

Direct Mail

Print solution that provides the delivery of advertising material to recipients of postal mail. The solution provides you with full design, database management, print, mailing services and ROI analytics.

Kitting/Fulfillment

Kitting - packaged collection of related material assembled in a desired manner. Kitting is one of the possible processes that maybe required to fulfill a customer order. Static Kits and Variable Kits.

Fulfillment - the process from order receipt, data entry, production and shipping.

ACCESS & CONTACTS

HOW TO ACCESS THE PRINT CENTER

You will use the same office supply website (<https://business.officedepot.com>). Your login name is first initial, last name @WLPRINT. For example, if your name is Adam Smith, your print center login name would be ASMITH@WLPRINT. If you don't currently have a login, please complete Request Login Form and email to twyla.butts@officedepot.com.

KEY CONTACTS

Office Depot

Pamela Wilson, *Solutions Development Manager*

pamela.wilson@officedepot.com

P: 832.704.1104

For: Print Program Challenges, New Product Additions, New Program Requests, Quote and Order Processing, Print & Promo

Twyla Butts, *Major Account Manager*

twyla.butts@officedepot.com

P: 281.236.7998

For: Office Supplies

Print Inquiries

biwestregion@odcallcenter.com

1.800.965.6270, Option 2

For: Print Site Challenges, Order Follow-up and Rush Order Requests

MOST COMMONLY ASKED QUESTIONS

- 1. *What is the standard turn-time on products?*** The delivery timeline changes based on the product. The standard timeline for items is 4-10 business days. The complex forms can take anywhere from 15-25 business days.
- 2. *What if I need to expedite delivery on my order?*** Please reach out to biwestregion@odcallcenter.com and have your order number available.
- 3. *How do I access the print catalog?*** Upon logging into business.officedepot.com, click the “Copy and Print” tab at the top right. From there, you will click the “Brand Identity” icon in the center right. You can also reference back to the user guide provided in the tool-kit.
- 4. *What if I don’t have a login to the site?*** Please fill out the form provided in the tool-kit and send to Twyla.Butts@officedepot.com.
- 5. *What if I don’t see the item I need to order on the site?*** Email Pamela.Wilson@officedepot.com to assist in having the product added for future ordering.
- 6. *What if I have a project order that does not need re-ordering?*** Email Pamela.Wilson@officedepot.com for assistance and next steps.
- 7. *Can I use the Office Depot store for print needs?*** Yes, you can use the store location for your printing needs. However, please remember that not all stores understand the partnership between Westlake Chemical and Office Depot. Please reach out to Twyla.Butts@officedepot.com if you need to order via the store on a regular occurrence as we can provide specialty cards to use at the retail level.
- 8. *What if I have a quality issue?*** Please email biwestregion@odcallcenter.com and Pamela.Wilson@officedepot.com for immediate assistance.
- 9. *Where do I find my invoices?*** If you need an invoice copy please reach out to Twyla.Butts@officedepot.com.
- 10. *What is the common response time for any and all requests?*** You should receive a response email within 24 hours providing next steps.

PRODUCT ADDITION REQUEST

***Don't see the product you need on the site?
No need to worry – we can help.***

Fill out the following information and send the artwork to Pamela.Wilson@officedepot.com and biwestregion@odcallcenter.com.

Product Name: _____

Requested Quantities (6 tiers): _____

Product Finished Size: _____

Paper-Stock: _____

Finishing Options: _____

Comments/Notes: _____

LOGIN REQUEST

Need access to business.officedepot.com to order print and supplies?

Please fill out the information below and email to Twyla.Butts@officedepot.com.

Name: _____

Email: _____

Phone Number: _____

Ship-To Address: _____

Cost Center #: _____

GL Code: _____

Manager Name: _____

HR Approver: _____

QUICKSTART GUIDE

HOW TO ORDER BUSINESS MATERIALS & STATIONERY

PROCESS

1. Visit <https://business.officedepot.com> and enter the following

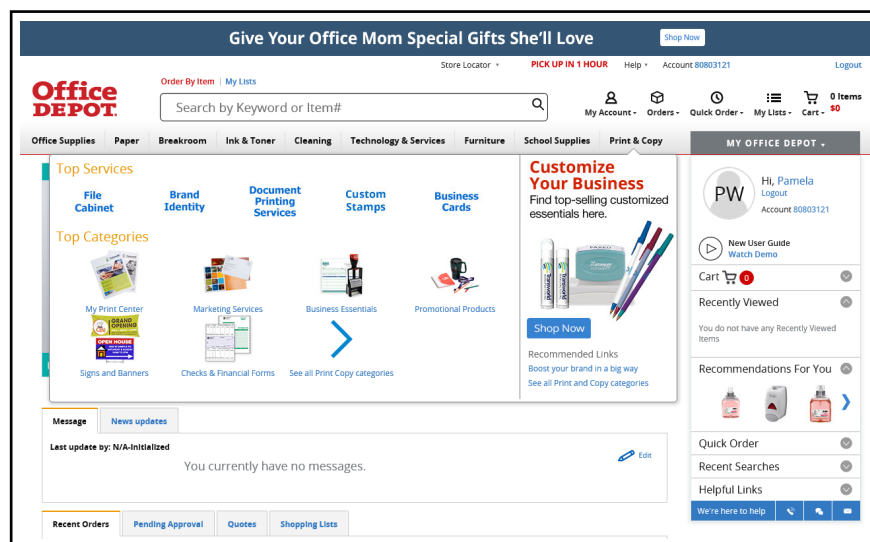
Login: our login name is first initial, last name @WLPRINT. For example, if your name is Adam Smith, your print center login name would be ASMITH@WLPRINT.

If you don't currently have a login, please complete Request Login Form and email to twyla.butts@officedepot.com.

Password: **Welcome1** (password is case sensitive)

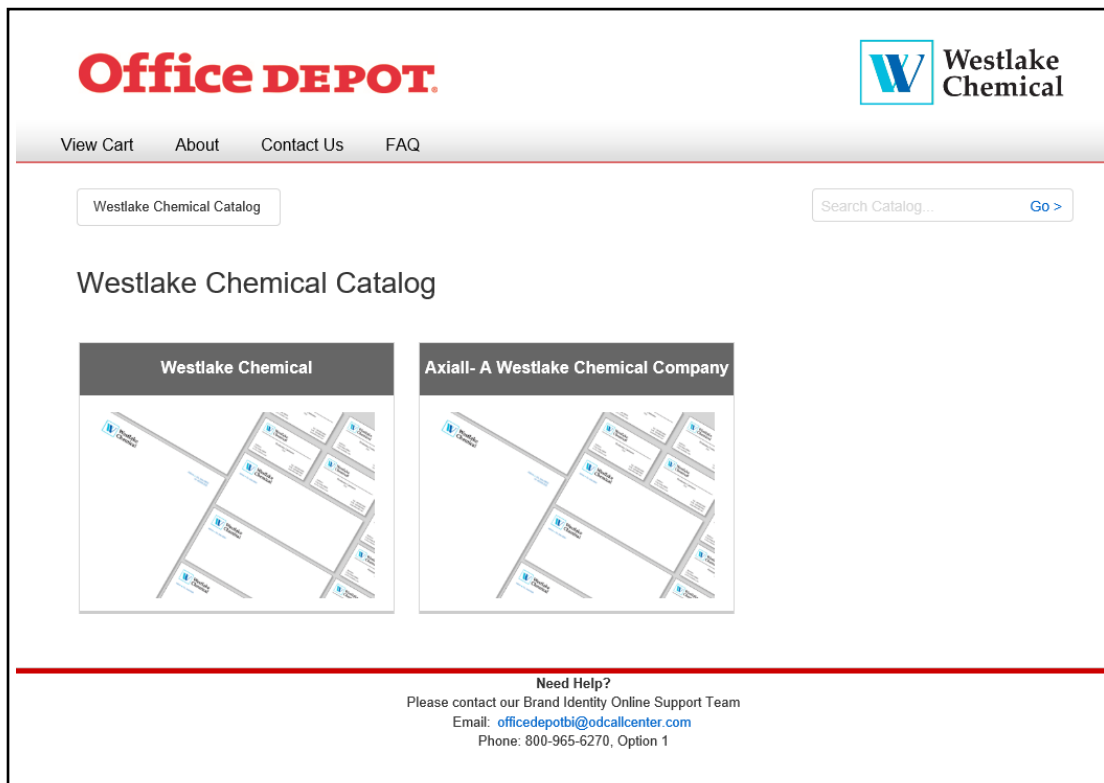
Forgot password? If this is your first time logging in and you have forgotten your password, email twyla.butts@officedepot.com for assistance.

2. Use your mouse to hover over Copy & Print in the top menu. A submenu will drop down. (See screenshot below)



QUICKSTART GUIDE

3. Click on Brand Identity in the submenu to be taken to the Westlake Chemical catalog.



4. Please select either Westlake Chemical or Axiall - A Westlake Chemical Company.

The following is an example of how to order a business card for Westlake Chemical.

Select: *Westlake Chemical*

QUICKSTART GUIDE

5. After selecting Westlake Chemical, the available products are displayed. To start the ordering process, you would select from the quantity drop down box the number of cards per box and then click on the blue Create button. If you click on the Details link, your pricing per box will be displayed.

Office DEPOT.  **Westlake Chemical**

[View Cart](#) [About](#) [Contact Us](#) [FAQ](#)

[Westlake Chemical Catalog](#) / [Westlake Chemical](#) [Go >](#)

Westlake Chemical



Westlake Chemical Business Card - BC01

[Details](#)

250 cards

Create



Westlake Chemical Envelope - EN01

[Details](#)

500 envelopes

Create



Westlake Chemical Notecard Envelope - EN03

[Details](#)

100 envelopes

Create



Westlake Chemical Letterhead - LH01

[Details](#)

500 letterhead

Create



Westlake Chemical Notecard - PMS Ink - NC01

[Details](#)

100 notecards

Add to Cart



Westlake Chemical Notecard - Full Color - NC02

[Details](#)

100 notecards

Add to Cart

QUICKSTART GUIDE

6. After clicking on the create button, the customization screen is displayed. Here you will see the input section for placing your personal information into the business card template. As you enter the information on the left side and tab through to the next field, a live proof will update on the right side. If you do not see your address located in the Location drop-down, please email pamela.wilson@officedepot.com to have it added.

Office DEPOT.

[View Cart](#) [About](#) [Contact Us](#) [FAQ](#)

Westlake Chemical Business Card - BC01 Quantity: 250 cards

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

Name

Allan Ho

Title

Procurement Coordinator

Location

2801 Post Oak Blvd., Houston, Texas

Phone

713 . 585 . 7966

Cell

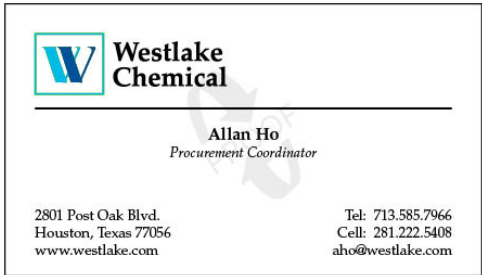
281 . 222 . 5408

Email

aho@westlake.com

Special Characters

Product Preview: Zoom Level: 175% [View Full Size Image](#)



[Email Preview](#)

Please review your information. Your order will be printed exactly as shown so once submitted, your order cannot be changed or cancelled.

[Cancel](#) [Order More](#) [Add To Cart](#)

Need Help?
Please contact our Brand Identity Online Support Team
Email: officedepotbi@odcallcenter.com
Phone: 800-965-6270, Option 1

QUICKSTART GUIDE

7. Once you have previewed all the information for your card, verified that it is all correct and confirmed the quantity per box, click on the blue Add To Cart button.

Note: You can email a preview of the card but please ensure you “Add to Cart” when waiting for approval. Upon approval, you can edit or checkout from your cart.

8. Once you add the item to your cart, you have the option to **“Continue Shopping”** and add items starting from the initial start screen (back to Step 2) or to **“Check Out”** which will give you the same options as if you were to select the “Cart” in the upper right hand corner menu options.

Click the **“Check Out”** button.

Note: If you need to make a change to your item after you add it to your cart, click “Edit” in the Shopping Cart.

The screenshot displays the Office Depot website's Shopping Cart interface. At the top, a banner reads "Give Your Office Mom Special Gifts She'll Love" with a "Shop Now" button. Below this, the Office Depot logo is on the left, and navigation links like "Store Locator", "PICK UP IN 1 HOUR", "Help", and "Account 80803121" are on the right. A search bar is centered. A horizontal menu lists various product categories: Office Supplies, Paper, Breakroom, Ink & Toner, Cleaning, Technology & Services, Furniture, School Supplies, Print & Copy, and MY OFFICE DEPOT. The main content area is titled "Shopping Cart" and includes a "Continue Shopping" button. A table lists the items in the cart, showing a single item: "WESTLAKECHEM BC IMPRT" (Item # 328427) priced at \$30.51 per box. To the right of the item are links for "Edit", "View", and "Remove". A red arrow points from the "Checkout" button in the "Order summary" sidebar to the "Checkout" button in the main cart area. The "Order summary" sidebar shows a subtotal of \$30.51 and a total of \$30.51 for 1 item, with a "Checkout" button and links for "Apply a coupon code" and "Order by item #".

Give Your Office Mom Special Gifts She'll Love [Shop Now](#)

Store Locator **PICK UP IN 1 HOUR** Help Account 80803121 [Logout](#)

Office DEPOT [Order By Item](#) | [My Lists](#)

Search by Keyword or Item#

My Account Orders Quick Order My Lists Cart 1 Items \$30.51

Office Supplies Paper Breakroom Ink & Toner Cleaning Technology & Services Furniture School Supplies Print & Copy MY OFFICE DEPOT

Shopping Cart

[Continue Shopping](#) Need Help? [Email](#) [FAQs](#) [Print](#)

	Price	Qty.	Total
 WESTLAKECHEM BC IMPRT Item # 328427 Entered Item # 328427 Manufacturer Direct	\$30.51 / box	1 Edit View Remove	\$30.51

[Save](#)

[Continue Shopping](#) [Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#) | [Share Cart](#)

Order summary

Subtotal \$30.51

[Estimate Shipping & Taxes](#)

Total (1 Item) \$30.51

[Checkout](#)

[Apply a coupon code](#)

[Order by item #](#)

QUICKSTART GUIDE

9. On the final screen, verify your Delivery Information. When you see that all the information is correct, click **“Place Order”** to submit the order.

TRACKING ORDERS

10. To track an order, submit an online return, view the order detail and/or make changes to an order, click on **“Order Tracking”**.

Give Your Office Mom Special Gifts She'll Love [Shop Now](#)

Store Locator [PICK UP IN 1 HOUR](#) [Help](#) [Account 80803121](#) [Hi, ALLAN HO](#) [Logout](#)

Office DEPOT [Order By Item](#) [My Lists](#) [My Account](#) [Orders](#) [Quick Order](#) [My Lists](#) [Cart](#) [1 Items](#) [\\$30.51](#)

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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

ALLAN HO
(713) 585-7966
AHO@WESTLAKE.COM [Change](#)

Delivery information

WESTLAKE CHEMICAL PRINT
2801 POST OAK BLVD
STE 600
HOUSTON, TX 77056
(Taxable) [Change](#)

Email options

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

Order summary

Delivery order 1 # 927230278-001 Estimated delivery 05/25/2017

Account information

* [CONTACT](#)

Contact Phone Ext
Comment: Not used by our delivery carriers.

Payment information

☐ Office Depot Credit Card
☐ Credit Card
☒ Account Billing

☒ Redeem a Gift Card or Rewards Certificate
☐ Apply a coupon code

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](#)
The Desired Delivery Date field does not apply to **custom imprint items or print on demand items**, due to varying order requirements and time for production. The production and delivery time of your order will be determined by the personalized options you selected.

Delivery order : # 927230278-001
Estimated delivery 05/25/2017

	Price	Qty.	Total	Remove item
 WESTLAKECHEM BC IMPRT Item # 0328427 Entered Item # 328427 Manufacture Direct	\$30.51 / box	1	\$30.51	☐
				Edit View

Subtotal \$30.51
Delivery fee FREE
Miscellaneous \$0.00
Taxes \$2.52
Total \$33.03

Have you made changes to your cart or delivery options? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#) [Save Cart to List](#) [Add This Order On Hold](#) [Place Order](#)