

Welcome to the NEW Supply Order System!

Beginning October, 1st stores will now be ordering store supplies from Office Depot! All lighting needs will be ordered from Regency Lighting.

Exciting changes you can expect to see will include:

- Stores will no longer have a supply ordering cycle to follow. Instead, stores can now order items on an as needed basis vs having to wait for “supply ordering week”.
- Most orders will be received in 2 - 3 business days. Items that are shipped from a warehouses different from Office Depot may take up to 4 - 5 weeks. Orders that contain maurices branded supply items will still arrive in the one week time frame that we've grown accustom to seeing.
- Stores will still have the ability to track orders placed.
- Monthly supply budget will always visible.
- User friendly return portal that will make returning damaged or unwanted items a breeze.

You can access the Office Depot ordering portal via Retail Zipline under the Quick Links section or within the resource library under Supply Ordering!

Login Page

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

Enter Login Name:

Provided by your
program administrator

**Enter Password
(case sensitive):**

Provided by your
program administrator

Click **LOGIN** button

Office
DEPOT

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password Show

Log In

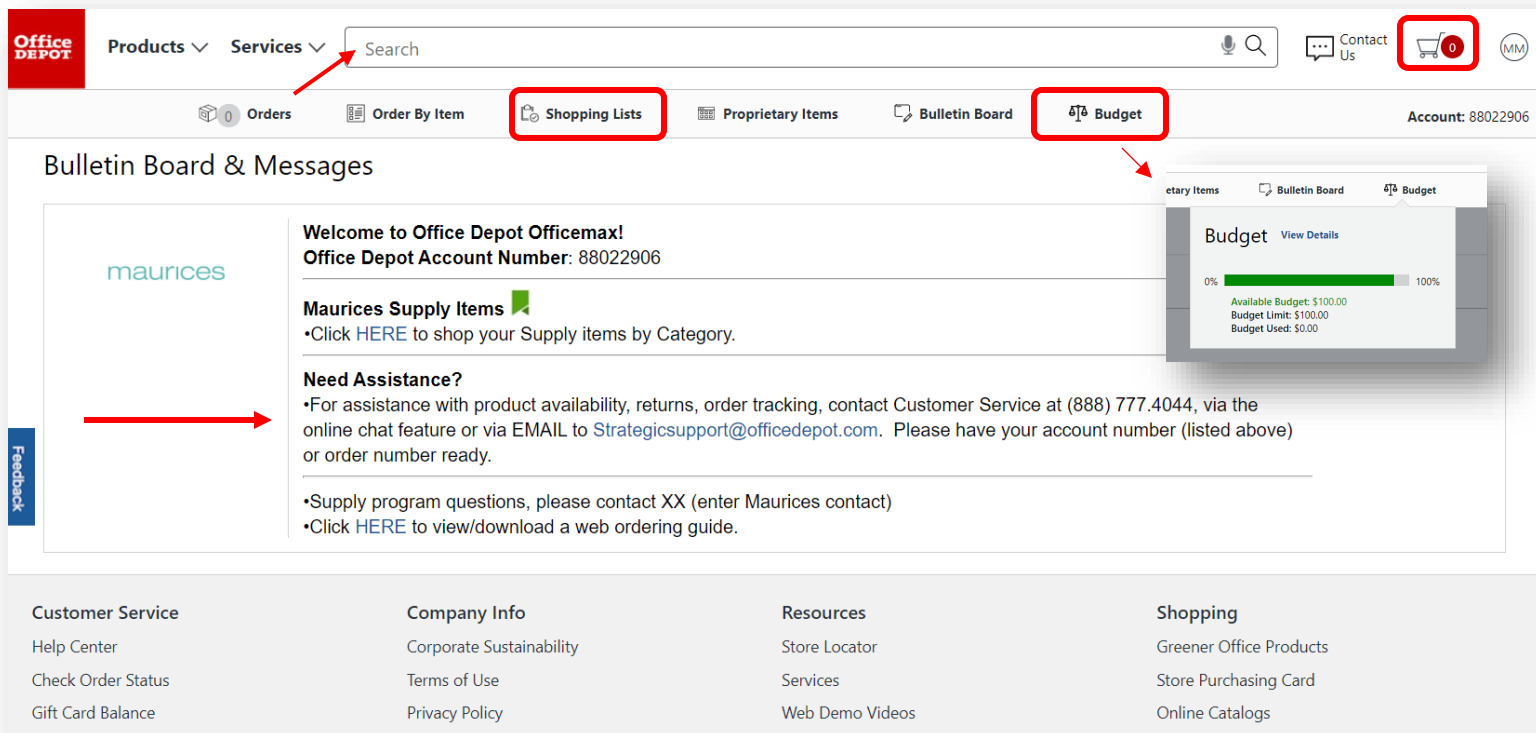
☐ Keep me logged in

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

If you are experiencing log-in issues, please contact the Maurices Service Desk at 833-255-4548.

[Home](#)

Bulletin board/landing page provide important account information – who to contact for assistance, links to store supply lists, user guide and more.



Build your order using the search function, product menu/categories or shop your maurices supply lists via the shopping lists section.

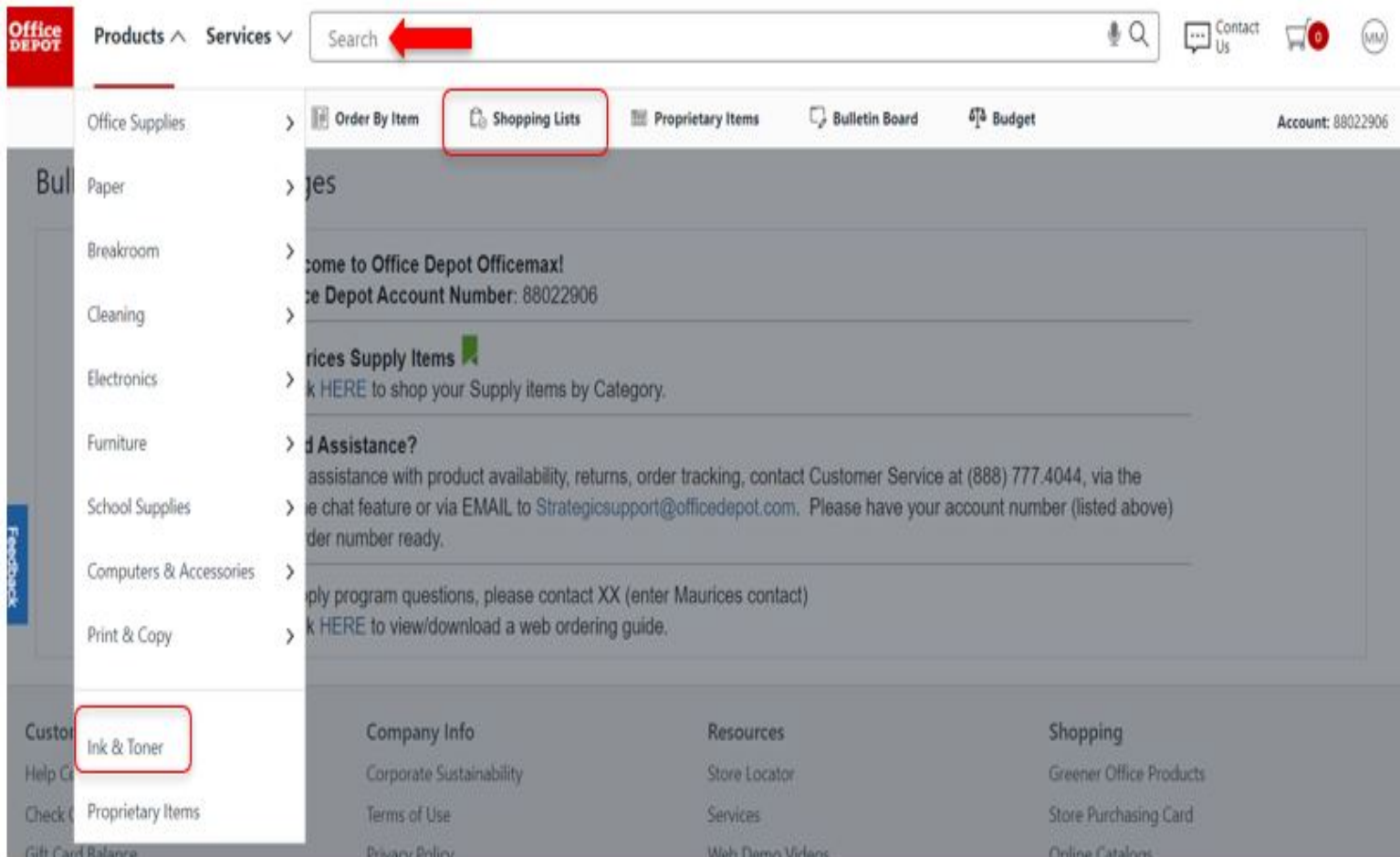
View your available monthly budget by hovering over the Budget icon in the quick links bar as shown.

Click the cart icon at any time to access your Shopping Cart.

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Building Your Order



- Use search options to filter if needed.
- Use the drop-down products menu to view supply categories
- You can also save prior orders as shopping list to use in the future

Checkout

   \$68.99 

Cart Summary

Bud: 38022906

Current Delivery Info:
 MAURICES STORE 16
 1000 S DEWEY ST PLATTE RIVER MALL SP 14
 NORTH PLATTE, NE 69101-6161



Office Depot® Brand White Copy Paper, Letter Size...

\$68.99 each QTY 1

FREE shipping

Subtotal(1 item): **\$68.99**

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

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

MAURICES STORE 16 MANAGER
 (308) 534-3477
 m0851@officedepot.com

Delivery information

MAURICES STORE 16
 1000 S DEWEY ST
 PLATTE RIVER MALL SP 14
 NORTH PLATTE, NE
 69101
 (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 # 190683975-001 Estimated delivery 06/26/2021

Account information

* BUDGET

16

* Cost Center

Select

0016

☐ Make these my default values if permitted

* Contact

MAURICES STORE 16 MANAGER

Contact Phone

(308) 534-3477

Ext

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 at previously indicated).

Select a desired delivery date:

 06/26/2021

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 : # 190683975-001

Estimated delivery 06/26/2021

	Price	Qty	Total	Remove Item
 Office Depot® Brand White Copy Paper, Letter Size (8 1/2" x 11") 20 Lb. Ream Of 500 Sheets, Case Of 10 Reams Item # 0273446 - Stocked Item # 273446	\$68.99 / case	1	\$68.99	

Subtotal: \$68.99

Delivery fee: FREE

Adjustments: \$0.00

Taxes: \$4.83

Total \$73.82

Have you made changes to your cart or delivery option? [Update cart](#)

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

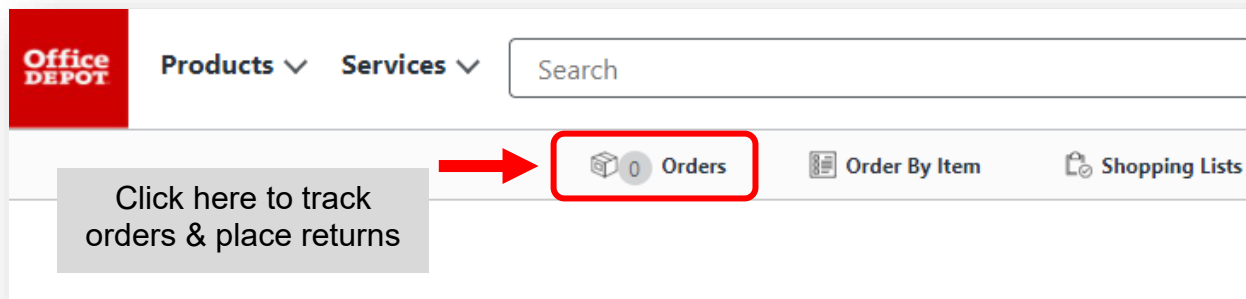
[Continue Shopping](#)

[Save Cart to List](#)

[Save Order](#)

[Place Order](#)

Track Orders & Returns



- Locate the order below and click the **Order #** to view details.
- Use search options to filter if needed.
- Orders for the past 12 months are visible.
- If your account utilizes approvals, orders pending approval will be listed under PENDING APROVAL tab.

Orders

Order Number

Select By Status

Approver User ID

Date From02/28/2021

Date To03/30/2021

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
☐	162935932-001 P	03/23/2021	DELETE DELETE		136862	In Process
☐	162932985-001 P	03/23/2021	DELETE DELETE		117331	In Process
☐	162929110-001 P	03/23/2021	DELETE DELETE		094996	In Process

Order# 164848605-001

Summary	Shipping
Last Updated: 03/26/2021 Updated By: Delivery Date: 03/26/2021 Comments:	Address: NORTH BERGEN, NJ 07047-1896 USA Ship to id: 03572

ORDER NUMBER	BUDGET	STATUS
164848605-001 - Parent Order	152602	Delivered

	\$153.55 / each WorkPro® 1000 Series Mesh Mid-Back Task Chair, Black Item #604924  Best Value ⓘ  Recycled content ⓘ  Eco-conscious ⓘ	QUANTITY 1 COMMENTS
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Track Your Shipment | View Carton Details | Return Order

ORDER DETAIL includes:

- Order Number
- Delivery Date & Status
- Tracking information
- Ordered By
- Last Updated By
- Shipping address
- Billing Information
- Item, Description & Price
- Quantity Ordered, Shipped & Backordered
- Order & Line Comments
- Links to product detail
- Notates icons such as Contract, Best Value and Restricted item (if applicable)

Track Your Shipment | View Carton Details | Return Order

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.