Office DEPOT OfficeMax

Ordering Guide
US

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 be 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**

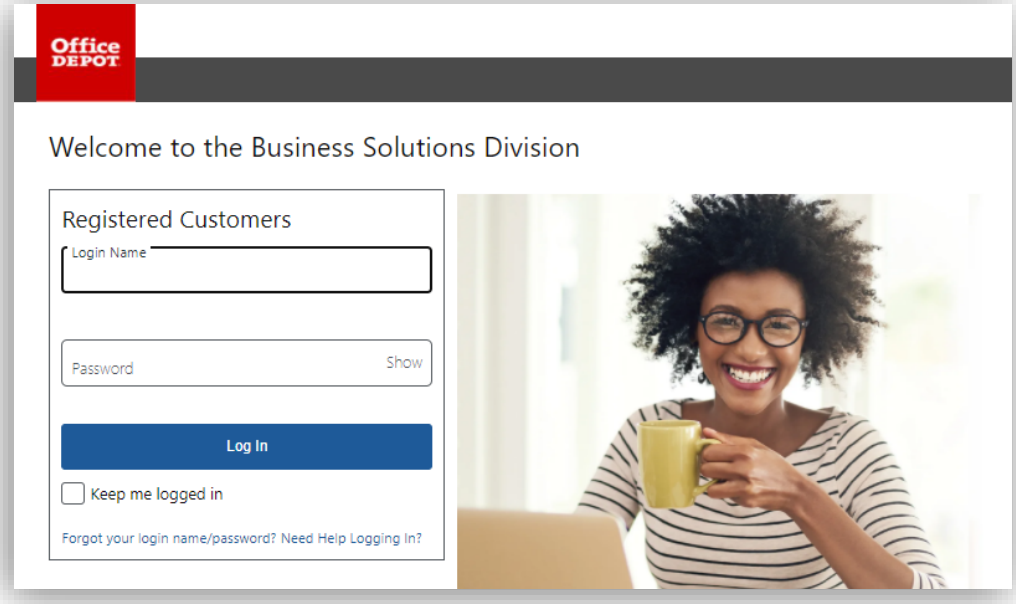
Enter Login Name:

maurices+StoreNumber
(ex. maurices1234)

Enter Password (case sensitive):

Maurices+StoreNumber+!
(ex. Maurices1234!)

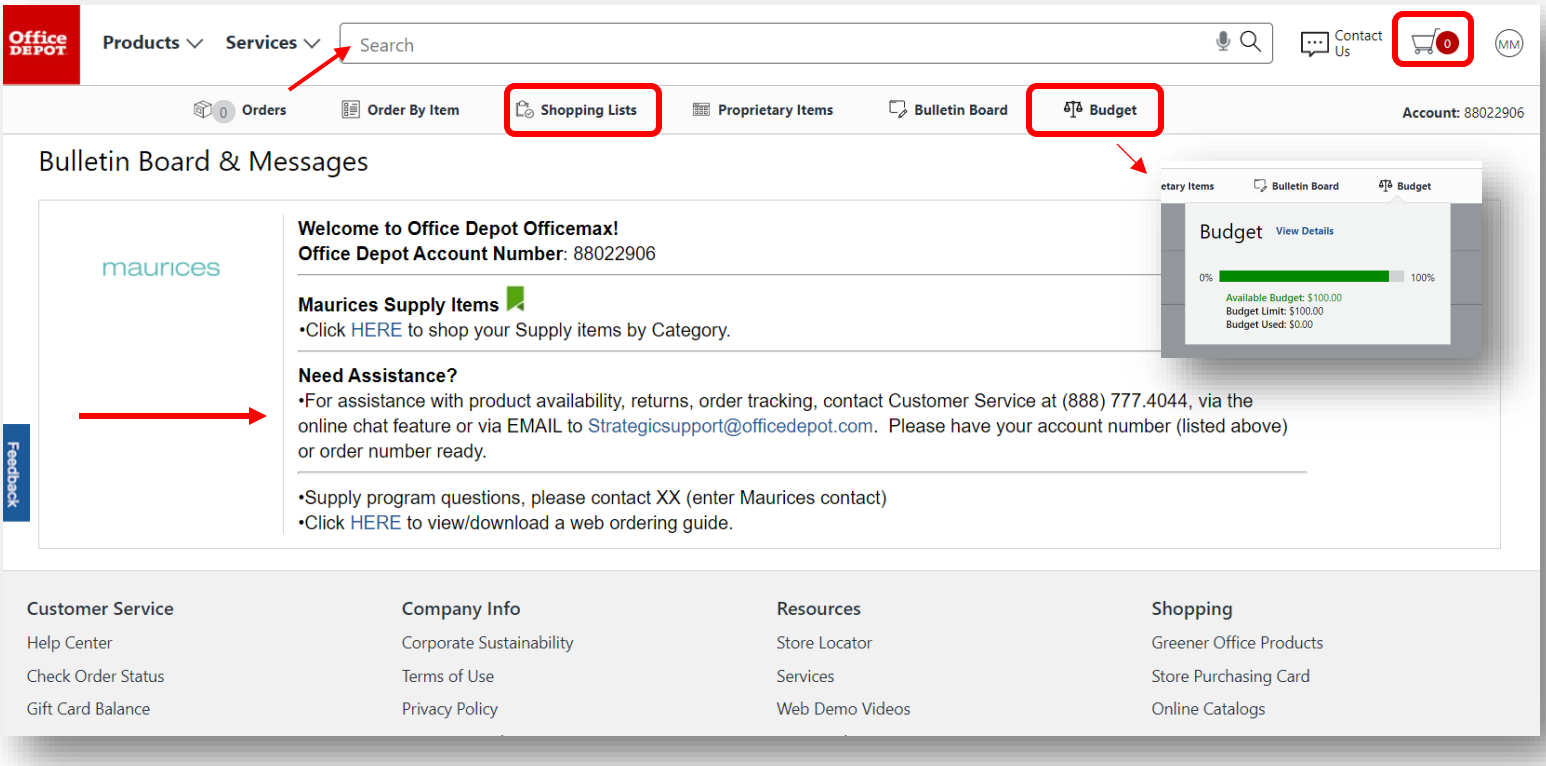
Click **LOGIN** button



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.

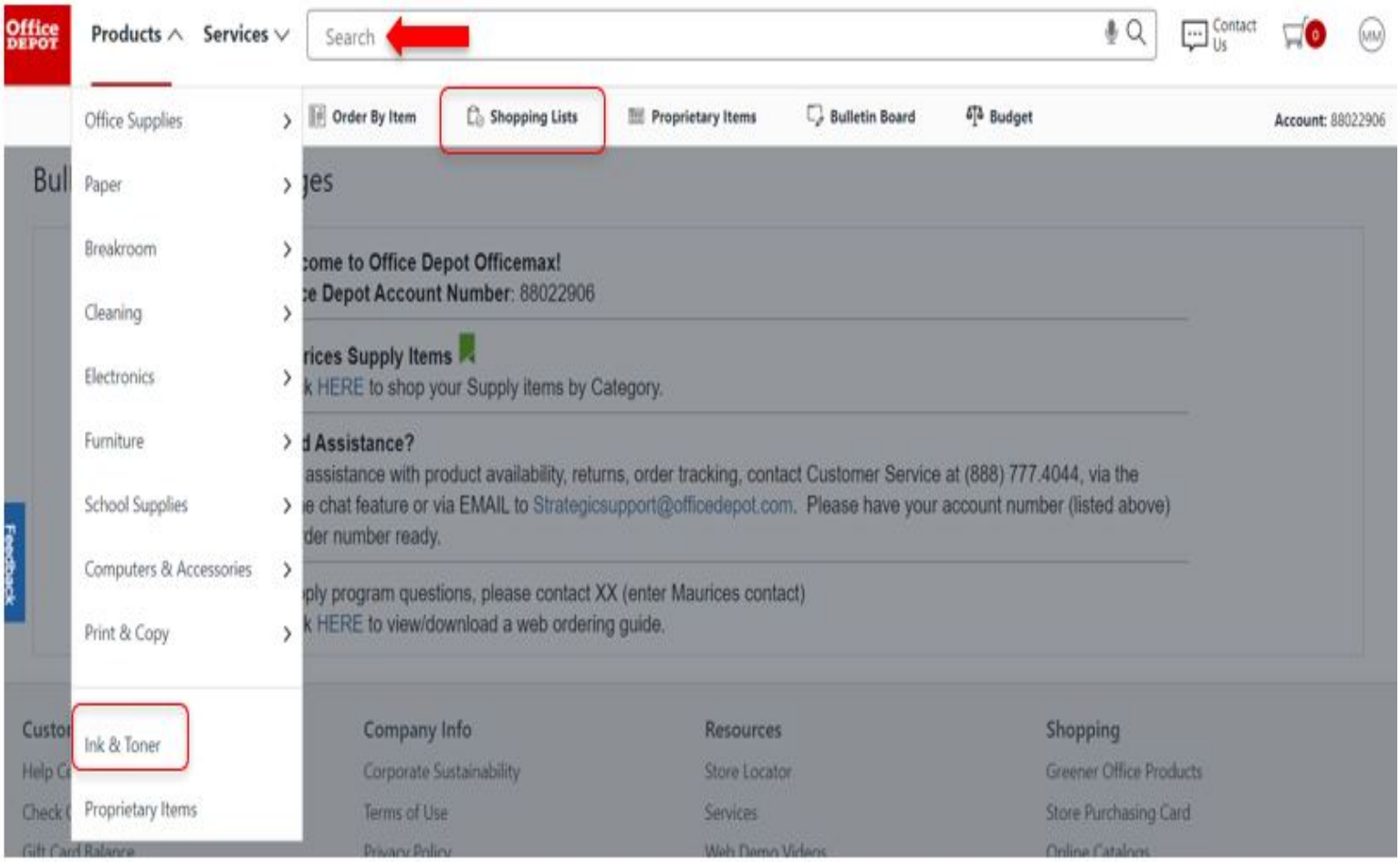


Build your order using the search function, product menu/categories or shop your maurices supply lists via the shopping lists section.

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

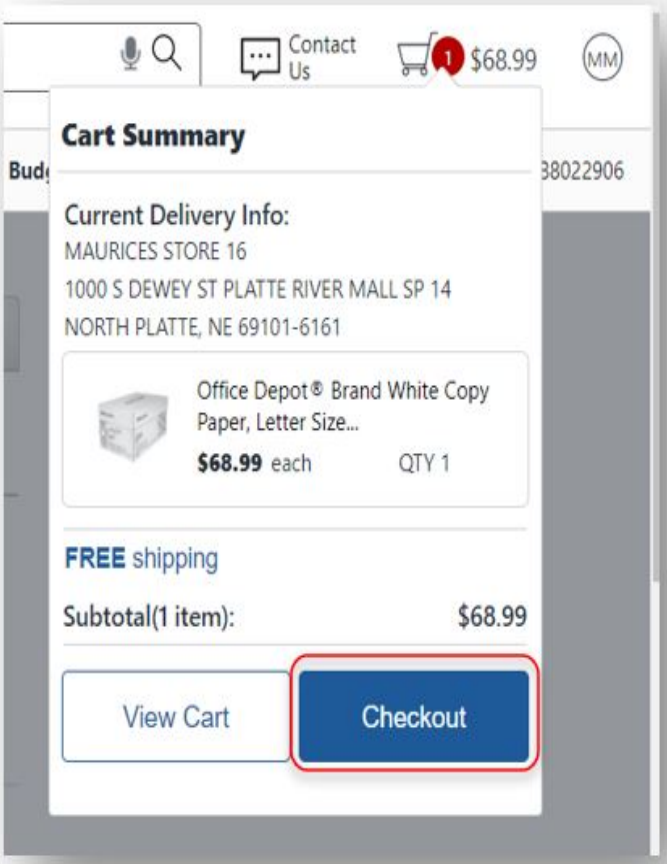
Click the cart icon at any time to access your Shopping Cart.

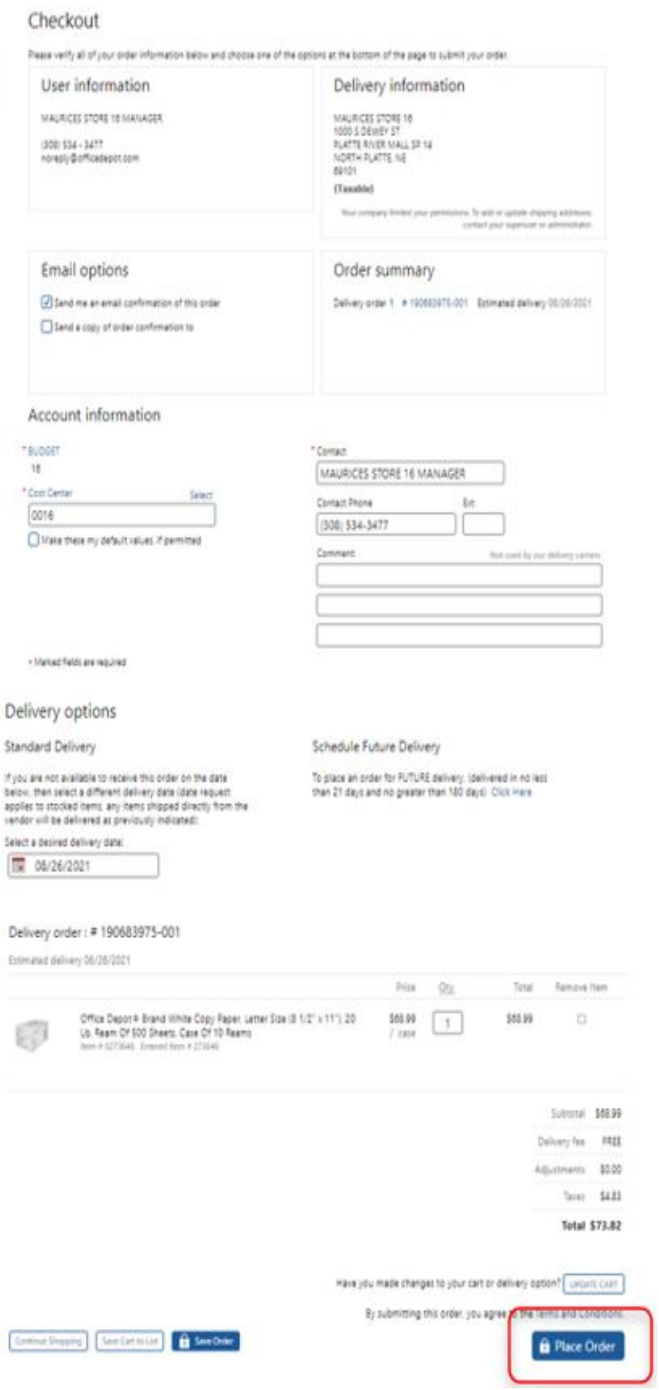
Building Your Order



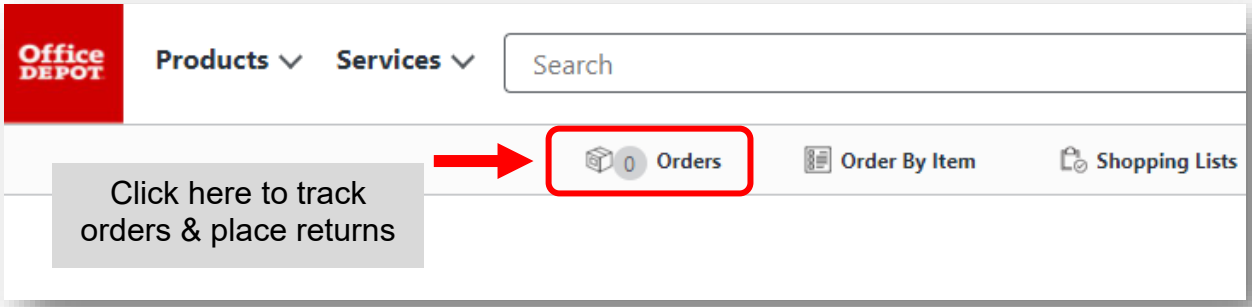
- Use the pre-approved maurices shopping lists whenever possible
- Use search options to filter if you cannot find what you are looking for in the lists.
- Use the drop-down products menu to view supply categories
- You can also save prior orders as shopping list to use in the future

Checkout

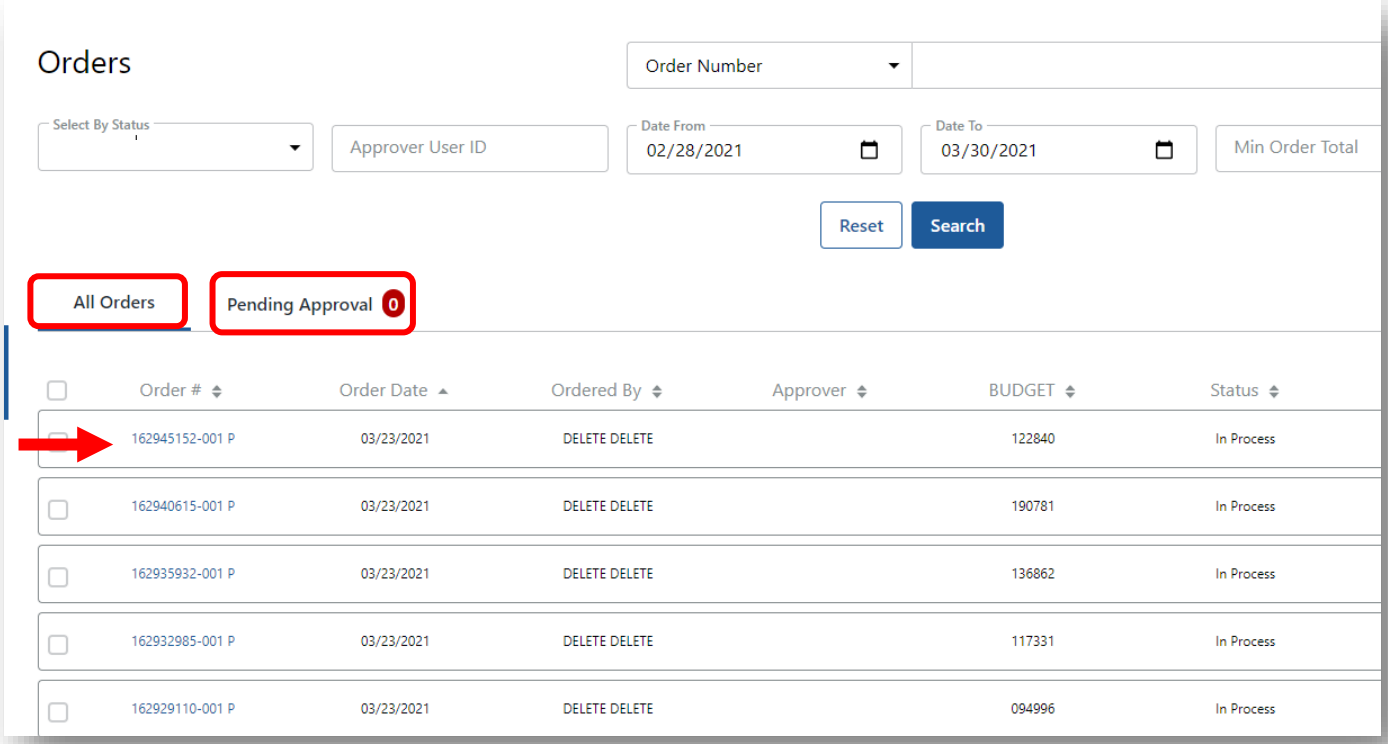

Contact Us
$68.99
MM
Cart Summary
Current Delivery Info:
MAURICES STORE 16
1000 S DEWEY ST PLATTE RIVER MALL SP 14
NORTH PLATTE, NE 69101-6161
Office Depot® Brand White Copy Paper, Letter Size...
$68.99 each
QTY 1
FREE shipping
Subtotal(1 item):
$68.99
View Cart
Checkout

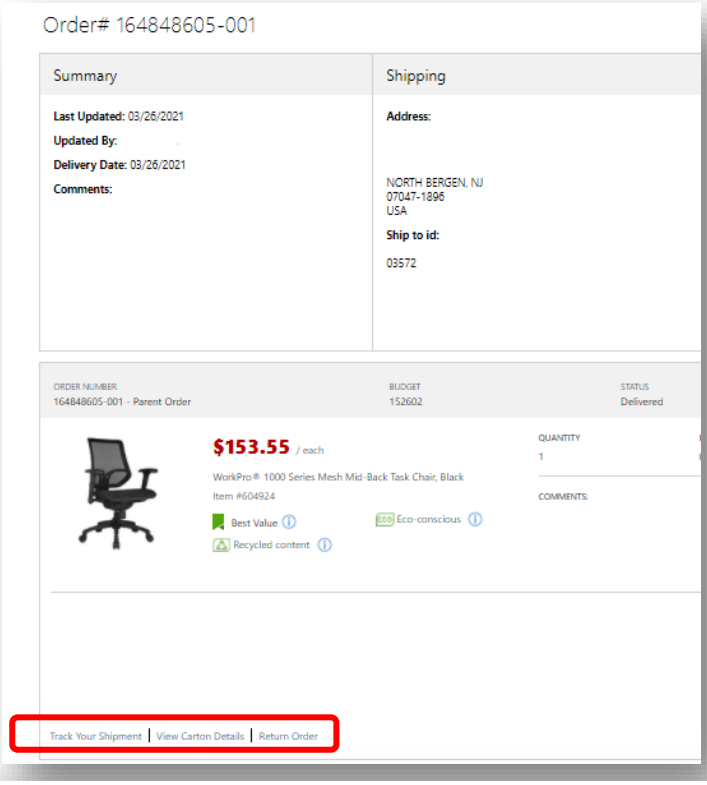

Checkout
User information
Delivery information
Email options
Order summary
Account information
Delivery options
Standard Delivery
Schedule Future Delivery
Delivery order : # 190683975-001
Place Order

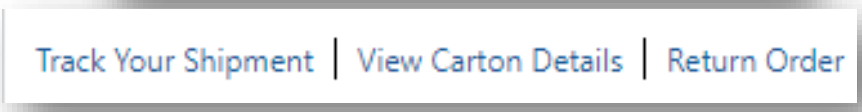
Track Orders & Returns



- 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.







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

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.