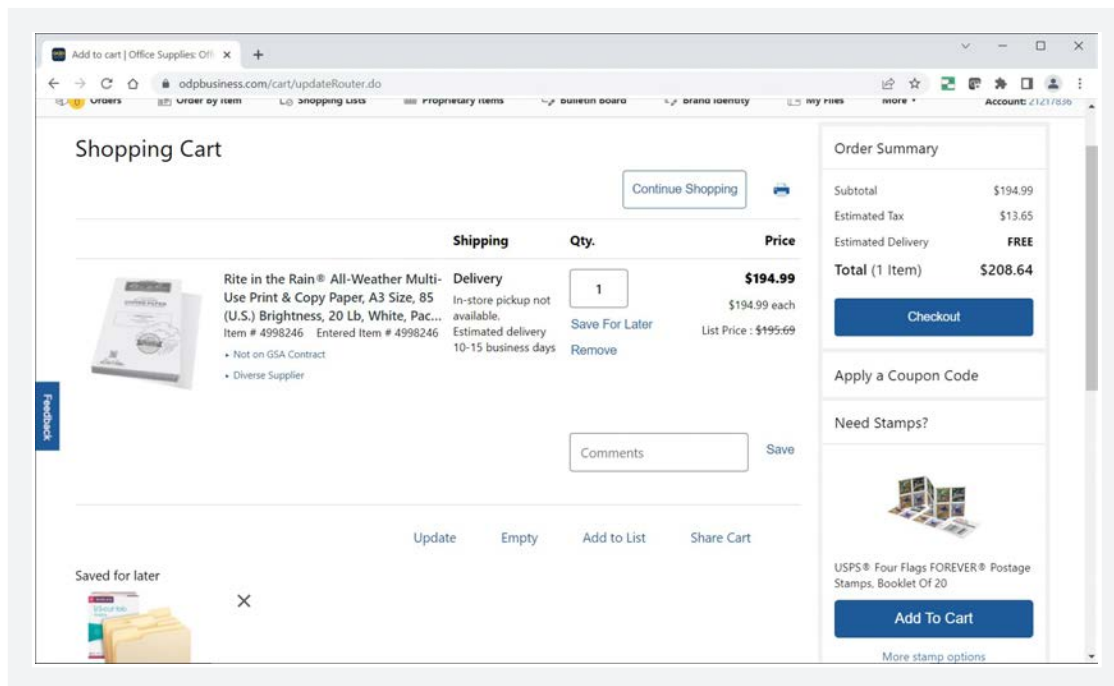


ECO-CONSCIOUS AND DIVERSE SUPPLIER FILTERS

Filter search results using “Green” or “Diverse Supplier” attributes such as Women-Owned, Minority-Owned, Veteran-Owned, LGBTQ and AbilityOne businesses.



SHOP ODP BRAND

You can save money by shopping with the ODP Private Brand. From pens to paper, and even storage, the ODP private brand label is one you can trust for quality produces at a great price.

MY SHOPPING LISTS

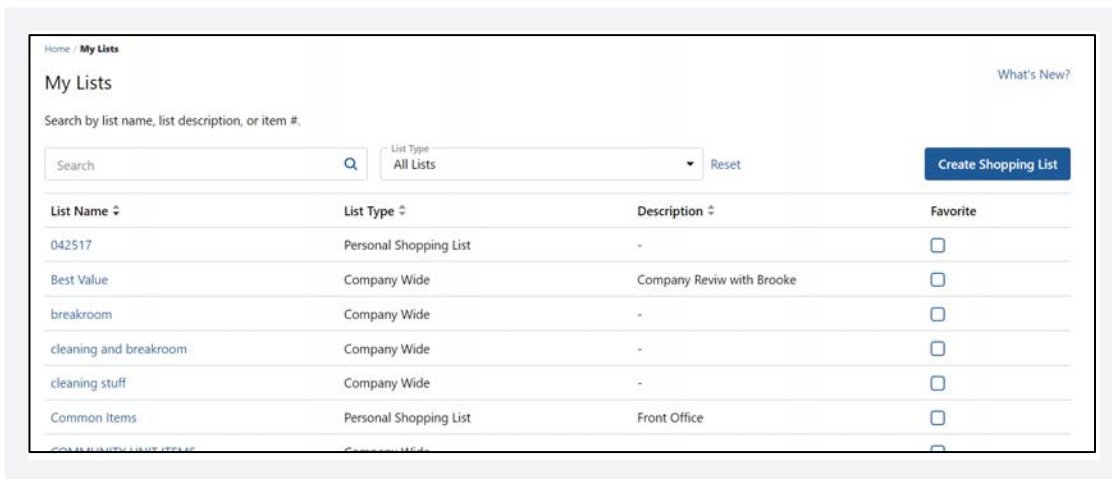
There are two different types of “Shopping Lists” for fast and efficient ordering.

- Company-Wide lists are created and maintained by your Company Program Administrator or Super User and can be used for ordering by all users.
- Personal lists are only accessible for the individual user who created it.

To begin working with a Shopping list, select “My Lists” at the top of the page. The “My Shopping Lists” page appears with an index of currently available shopping lists. Once you have opened the list you can change the item quantities if needed, checkmark the box next to each item to select and click “Add to Cart” at the bottom of the page.

CREATE NEW LIST

You can also click "Create Shopping List" and the "Create a New List" window will open.



EMAIL SHOPPING LIST

You can email your entire shopping list to others by selecting the "Share" button when viewing your shopping list.

