



Quick Reference Guide



<https://business.officedepot.com>

CBIZ will migrate from Office Max Workplace online ordering to Office Depot Business online ordering on May 2, 2016

****IMPORTANT****

1. You will have a limited time to access workplace to complete open transactions or returns post go live.
2. If you try to access the site and cannot access it please contact your Account Manager for assistance.

Renee Swisher

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3. All orders will be paid by credit card at time of order. You may enter the information at checkout or you may save the information to your profile. (info will be encrypted/secure) See instructions below.
4. There is a requirement for cost center information, you will have a default set but if you order for multiple cost centers you will have a list (use SELECT button) of cost centers to choose from. You may choose the proper cost center for your order at checkout.
5. Since you are paying with a credit card, there may be times when your order exceeds your card's transaction limit. Please contact your CBIZ administrators: Cheryl Hastwell, 216-525-1943 or Carrie Junkins, 216-525-1907 who will be able to assist you. When placing an order for a fixed asset purchase such as furniture, please contact your Account Manager, Renee Swisher, 216-337-4367.
6. Office Depot **Customer Service** number is: **888.777.4044**

You will be able to place orders, return orders, browse product, track orders, and much more!

- Easy to navigate - find and order what you need quickly and efficiently
- Locate your account number in the upper right corner of the site
- Access real time inventory and pricing
- Easily identify best value items **BEST VALUE**
- Find accessories/supplies for your office machines
- Create personal shopping lists
- View order status anytime

Simply Sign on to your Office Depot Account to begin

Open your internet browser and enter

<https://business.officedepot.com>

Your login name is exactly as it was in OMax Workplace
Your password will be Welcome1 (upper case W)

- Login Name
- Password

Registered Customers
Please enter your login name and password.

Login Name

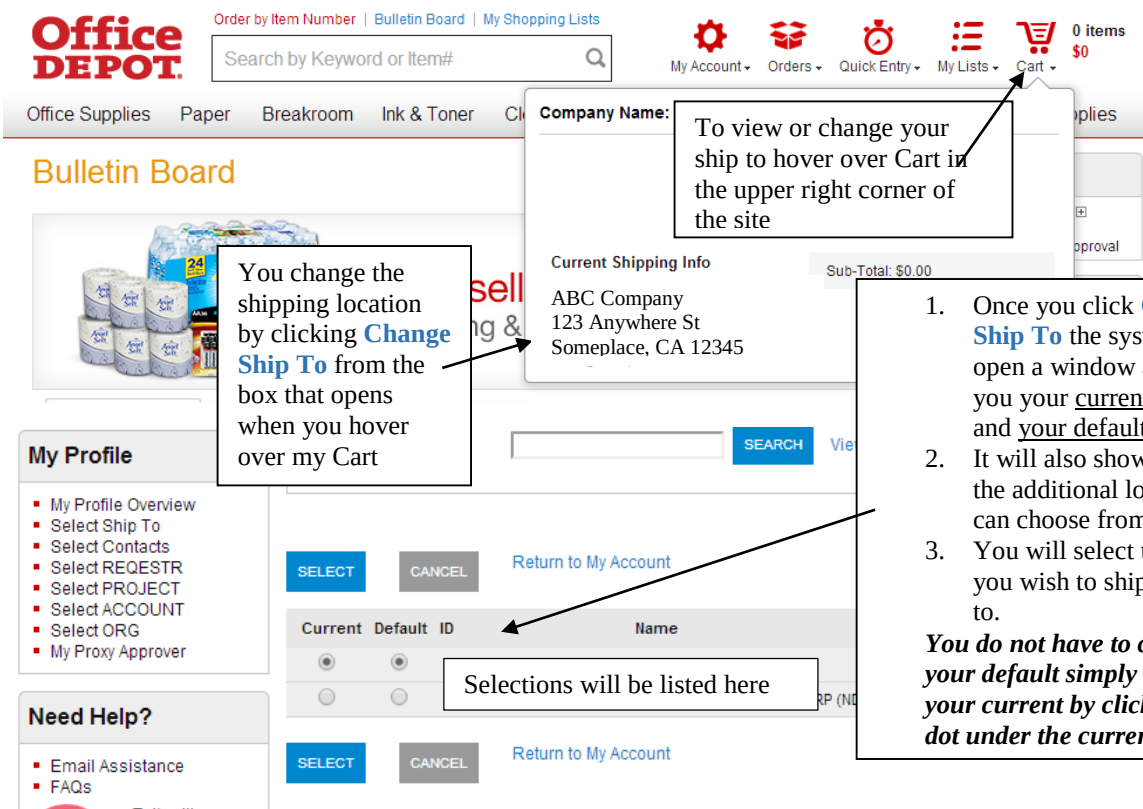
Password

[Forgot your login name/password?](#)

☐ Log me in automatically
(Cookies must be enabled for auto login.)

Placing your order online

- 1) To search for the product(s) you wish to order, you can:
 - a. Choose MY LIST in the upper center of the page above the SEARCH to view SHOPPING LISTS
 - b. Search for product using key words or manufacturer part numbers by entering the information in the space provided at the top of the page above the gray toolbar and then clicking 
 - c. Shop using our online catalog. Simply click on **Office Supplies** in the upper toolbar and you will be directed to category listings of the catalog
 - d. If you know the item number(s) for the product(s) you wish to order select **Order by Item Number** in the upper center of the page above the SEARCH to enter the item number/numbers and quantities of the product you wish to order
- 2) Select **ADD TO CART** to add your desired product to your shopping cart
- 3) If you have the ability to order and ship product to more than one location you can **UPDATE YOUR SHIPPING LOCATION** and choose your desired shipping location



Office DEPOT. Order by Item Number | Bulletin Board | My Shopping Lists

Search by Keyword or Item#

My Account | Orders | Quick Entry | My Lists | Cart | 0 Items \$0

Office Supplies | Paper | Breakroom | Ink & Toner | Cl

Bulletin Board

You change the shipping location by clicking **Change Ship To** from the box that opens when you hover over my Cart

To view or change your ship to hover over Cart in the upper right corner of the site

Current Shipping Info

ABC Company
123 Anywhere St
Someplace, CA 12345

Sub-Total: \$0.00

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select REQUEST
- Select PROJECT
- Select ACCOUNT
- Select ORG
- My Proxy Approver

Need Help?

- Email Assistance
- FAQs

1. Once you click **Change Ship To** the system will open a window and show you your current ship to and your default ship to.

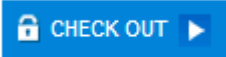
2. It will also show you all of the additional locations you can choose from.

3. You will select the ID that you wish to ship your order to.

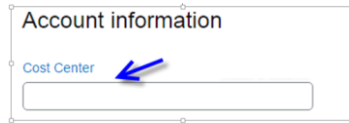
You do not have to change your default simply change your current by clicking the dot under the current column.

Selections will be listed here

- 5)
- 6) You will need to place one order for each delivery ship to and cost center (continue all the way through check out). You will need to start a **new order** to get any items needed for a different shipping location.
- 7) Select **Continue Shopping** to continue or **SHOPPING CART** if you have finished shopping

- 8) If you selected  verify items in your cart then select  and complete any required information

- a. You will then see your shipping, payment and accounting detail



Account information

Cost Center

- b. You will see an order confirmation number once your order is completed. You will also get an email confirmation.
- c. Once you have placed an order you may track the progress of filling and shipping using the

[Order Tracking option under ORDERS in the upper right of the page.](#)



Shopping Lists

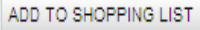
Track Orders

Place Returns/Find Machine Supplies

Create a New List

- Click My Lists
- Click 
- Enter the List Name
- Click 

Add Items to your List

- Search for items using the search feature
- Each time you identify an item for the list click 
- Select add to existing list or create a new list to add the item or items to

Use Your Shopping List

- Click My List (above search)
- Select the list you wish to shop from
- Select one or many items by clicking the box by the item on the right side of the screen
- You may add all items in the list to the cart by selecting the select all box in the upper right side of the screen
- Once the items are selected simply click add to cart at the bottom of the screen

Find and Track Your Orders

- In the upper right of the screen hover over the Orders Box
- Select Order tracking
- Search for your order by choosing a search type
- Search by order number
- Search by date range
- Search by dollar range
- Once you find your order you can look at the status column to understand where in the shipping process the order is
- You can click the blue order number to view the tracking and order detail

Place Online Returns

- Find your order in order tracking
- Click the blue order number
- There will be a link in the lower right of the page to Start a Return
- Click Start a Return
- Choose the items and quantities you wish to return
- Enter a reason code for each item
- Submit the return
- You will be provided a return authorization number
- Put that number on a note and attach it to the product for the driver to pickup
- You may also call customer service and request a return

Find Ink and Toner Supplies

- In the toolbar near the top of the screen select Ink & Toner
- Simply click the drop downs to select your brand, printer type and model
- You may also enter keywords to find the supplies – ex: Office Jet K5800
- The supplies will appear on the screen
- Simply enter the quantity and add the item to your cart or shopping list